

TOP TIPS

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# Ten Tips For Providing Line Management For A Staff Member With A Disability



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changing society's views on disability

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**1.**

Don't be afraid to ask them about it: do this privately in a one-to-one session. It is important to ask whether and how they may be affected in the workplace. You'll find most people are able to tell you exactly what they need.

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**2.**

Ensure that they know they will be treated fairly by you and your business.

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**3.**

Remember that disabled person's needs are different. Be thoughtful and flexible to gain an appreciation of their individual needs.

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**4.**

Many reasonable adjustments can involve little or no cost; for example making changes to a working pattern, or providing training or mentoring.

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**5.**

Support your disabled staff member to use the Access to Work Fund. Access to work can pay for aids, adaptations or financial or human support to make working or getting to work easier, and it can contribute towards any adjustments the business may need to make, especially if you apply in the first 6 weeks of their employment. There's more info here: <https://www.gov.uk/access-to-work/what-youll-get>

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6.

Agree together if and how you will tell colleagues or clients about the disability.

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7.

Check their understanding of safety requirements for evacuation in an emergency and agree a Personal Emergency Evacuation Plan together (PEEP).

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Making instructions and manuals more accessible; for example by providing information in different formats i.e. larger fonts for a person with a visual impermanent or translating something in to Sign Language for a deaf person. - You can ask Enhance the UK for advice on this.

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Is the work place suitable for them to work in safely? If you're not sure we can help: ask Enhance the UK about arranging an accessibility audit.

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10.

Good intentions are always appreciated, these along with good and open communication are the basis for a great working relationship.

**For more information on how we could help you, please visit [www.enhancetheuk.org](http://www.enhancetheuk.org)**