

## How to - Reasonable Adjustments – Mental Health/Wellbeing

### Mental Health in Scotland

Every year around 1 in 3 people in Scotland will be affected by a mental health illness. Perth & Kinross Council promotes an inclusive environment where employees can openly engage in conversation relating to health and wellbeing.

The [Mental Health at Work 2018 Survey](#) reveals that 3 out of 5 employees (61%) have experienced mental health issues due to work or where work was a related factor.

As part of the [Health and Wellbeing Framework](#), employees should feel encouraged and supported to discuss anything that may have an impact on their health and wellbeing, when they feel the need to.

### Reasonable Adjustments

Making reasonable adjustments doesn't have to be expensive and by making a few small changes this can enable employees to remain in work.

The first step in making reasonable adjustments for someone with a mental health problem is to have an open and supportive discussion. Reasonable adjustments should be reviewed and agreed with employees. Every reasonable adjustment is unique to the individual's specific needs and abilities, and the requirements of the employer.

<b>Examples of Reasonable Adjustments</b>	
Recruitment	<ul style="list-style-type: none"> <li>• Allow more time during the interview process - e.g. testing</li> </ul>
Working hours/patterns	<ul style="list-style-type: none"> <li>• Temporary amendment to start/finish times</li> <li>• Phased return to work after a period of absence</li> <li>• Home working</li> <li>• Use annual leave to support reduced hours</li> </ul>
Physical Environment	<ul style="list-style-type: none"> <li>• Change of work location (if applicable)</li> <li>• If available provide a quiet space to allow for time out</li> <li>• Home working</li> <li>• Physical work station – change of desk location may help, for example, being close to a window</li> </ul>
Workload	<ul style="list-style-type: none"> <li>• Increased or more frequent supervision/1 to 1's</li> <li>• Support employee to prioritise workload</li> </ul>
Support	<ul style="list-style-type: none"> <li>• Buddy/mentor</li> <li>• Mediation between colleagues if needed</li> <li>• Use of work place coaches to offer support with specific work related tasks</li> </ul>

	<ul style="list-style-type: none"><li>• Signpost to specialist organisations</li></ul>
--	--

## [Access to Work](#)

Access to work is a government run programme delivered by Jobcentre PLUS to help overcome barriers that may prevent employees who are disabled or who have a physical or mental health condition remain in work.

Applications for Access to Work must be made directly by employees, however you can talk through what might help with your manager or Human Resources.

Once the level of support is agreed employers/employees could use this for:

- Travel to and from work (Taxi)
- Equipment to minimise office noise
- Support worker or job coach to help in the workplace

## **Further Support**

For further support and advice, please contact Human Resources on [HR@pkc.gov.uk](mailto:HR@pkc.gov.uk) or check out our [Mental Wellbeing](#) page, where you will find a range of local and online support services, including:

- [Mental Health Directory of Services](#)
- [Andy's Man Club](#)
- [See Me Scotland](#)
- [Linda's Ladies - Local Women's Support Group](#)