



**University
Hospitals Sussex**
NHS Foundation Trust

Health and Wellbeing Passport guidance

Guidance for staff and managers

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What is the Health and Wellbeing (HWB) Passport?

The Health and Wellbeing Passport can be completed by all UHSussex staff, to record information about disabilities or about health conditions, and to identify and plan flexible working arrangements and any reasonable adjustments needed to remove barriers at work.

You must have a disability, illness or health condition that means you need an aid, adaptation, or support to do your job. This can include, for example:

- a physical disability, for example if you're hard of hearing or use a wheelchair
- a learning disability or related condition, for example if you have Down's syndrome
- a developmental condition, like autism spectrum disorder
- having ADHD or dyslexia
- an illness such as diabetes or epilepsy
- a temporary condition, like a broken leg
- a mental health condition, for example anxiety or depression

This passport can also be used to identify and plan for workplace changes for people who are pregnant, or for people who have social care needs, such as adopters or prospective adopters, or for people who are carers or have caring responsibilities.

You do not need to be diagnosed with a condition to complete the passport, although it may limit the actions that can reasonably be made if you do not. If you provide information from a clinician that indicates you have less than 12 months to live, and you choose to stay in work, this passport can be used to help plan changes. There are some conditions which are excluded from the health and wellbeing passport. These are laid out under the section titled **Exclusions** below.

Who fills in the HWB Passport?

You can complete your passport individually or with your line manager, or another person, if you would like support. Existing staff members should complete this as soon as possible, and ideally before health and wellbeing conversations with their line managers / supervisors, such as in preparation for their appraisal or at a supervision session.

New starters should aim to submit this within 2 weeks of their start date, and ideally make any Access to Work grant applications before being six weeks in post. If you miss this deadline, there will be no consequence for you, it just affects the amount the government will fund.

You will not be disadvantaged sharing any information, it will be an opportunity for your line manager / supervisor to learn how to best support you and put in place changes so that you can thrive at work. It can be updated at any time and changes should be recorded on page 10 of the passport.

What you share and include on the passport is up to you. It is not designed to consider 'what is wrong with you', but instead what you may need to do your job. It is fine to leave the passport blank if you don't have any specific arrangements or support in place that you need to record, but we want to make sure everyone has the opportunity to identify any additional needs you may have. Who will have access to the HWB Passport?

The Health and Wellbeing Passport is held by you, so you can choose who to share it with. The information in the passport should be treated as confidential and not shared without your permission.

The Reasonable Adjustments page (page 12) can be detached from the passport and shared with the relevant and appropriate staff with your consent. Managers must ensure this information is stored securely and only share it with staff responsible for allocating the staff member duties in line with their reasonable adjustments.

Examples of who you may choose to share their passport with include your wider team, your new line manager if you move roles/bases and the Learning and Development team if you are booking training courses or undertaking education.

How to complete the HWB Passport?

Section 1: Things to know about my health condition or disability:

This section is for information about any disability, long term health condition, mental health issue, neurodiversity (e.g. dyslexia, dyscalculia, dyspraxia, and autism spectrum disorder / ASD), or learning disability/difficulty that you would like to share.

This can include:

- Any tasks you need help with or cannot do easily.
- Any tasks which may take longer for you to carry out.
- Any diagnosis you feel would be helpful for your manager to know.

- Any information regarding medication or interventions that you feel are relevant to work – e.g., fluctuations in conditions or symptoms you would like your line manager to be aware of.

Section 2: Things that help me do my role:

This section is for information that helps you to access your role and makes your time at work easier. This may include reasonable adjustments you had put in place to support you previously, either all the time or as your condition fluctuates.

We have a legal duty to make workplace adjustments for people with a disability to enable them to overcome a substantial disadvantage. A person does not need to have an 'official' diagnosis to be entitled to reasonable adjustments. Adjustments can include changes to work patterns, technology and equipment, workplace features, training and coaching, or by providing accessible information.

This information will come from you, and may also include information from a workplace assessment, such as those funded by Access to Work (Department for Work & Pensions), or a privately or employer funded external specialist assessment, or an education statement / plan, or a letter or report from a clinician, such as Occupational Health or your GP, or a treatment plan etc.

Access to Work is a government scheme that helps fund reasonable adjustments for disabled people.

Section 3: Appointments and reviews:

This section is for information about any recent, regular or upcoming doctors, health and social care, or occupational health appointments, as well as any meetings you have had with your manager to discuss your health and reasonable adjustments.

This also includes a section to record details of any Access to Work applications or renewals.

If you apply to Access to Work, you will receive a workplace assessment from a qualified Access to Work assessor, usually one with lived experience of or specific knowledge regarding your condition(s). The assessor will then produce a report of recommendations for the employer based on this assessment. It is your line manager's responsibility to organise for these adjustments, including purchasing an external goods or services.

Section 4: Additional information:

This section can be used for any additional information not covered in the previous sections, including arrangements that you would like to be put in place which have not

yet been agreed, or which cannot currently be agreed as they would impact upon service needs.

Section 5: Keep your passport up to date:

This section can be used to record any changes to your condition or working environment that you have made to the passport. Please add the date and sign it so both you and your line manager can ensure you have the latest version.

Please include any steps that are being taken to address the requests, e.g. a formal flexible working request, an Occupational Health referral, an Access to Work application.

Section 6: Reasonable Adjustments:

This page should list the reasonable adjustments you require. For example:

- flexible working patterns
- providing a specialist coach or providing a mentor
- arranging additional time to complete certain tasks
- providing additional training or work shadowing
- regular supervision arrangements between you and your manager
- a phased return to work, such as reduced hours or less days

This page can be detached from the passport and shared with the relevant and appropriate staff with your choosing and consent. Examples of who you may choose to share your passport with includes your wider team, your new line manager if you move roles or work base or with the Learning and Development team if you are booking training courses. Sharing is at your discretion, but it could remove the need to repeat what support you need or request adjustments that have already been agreed.

Exclusions

This passport excludes your manager or the Trust making any reasonable adjustments for the following conditions:

- addiction to, or dependency on, alcohol, nicotine, or any other substance (other than in consequence of the substance being medically prescribed);
- the condition known as seasonal allergic rhinitis (e.g. hayfever), except where it aggravates the effect of another condition;
- tendency to set fires;

- tendency to steal;
- tendency to physical or sexual abuse of other persons;
- exhibitionism;
- voyeurism.

This exclusion from the passport applies where the tendency to set fires, tendency to steal, tendency to physical or sexual abuse of other persons, exhibitionism, or voyeurism constitute an impairment in themselves, or where they arise because of an impairment that constitutes a disability.

It does not affect identifying and planning for adjustments for that disability itself within this passport. It only excludes your manager or the Trust taking any action for those listed tendencies.

A person with an excluded condition may also still benefit from completing the passport where there is an accompanying impairment, e.g. a person who is addicted to a substance who also has depression or liver damage.

Useful resources:

Equality Act 2010 Guidance: [Definition of disability under the Equality Act 2010 - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/36327/Equality_Act_2010_Guidance.pdf).

Reasonable Adjustments at work: [What reasonable adjustments are - Reasonable adjustments at work - Acas](http://www.acas.org.uk/~/media/Document/Reasonable%20adjustments%20at%20work.pdf).

Access to Work Staff Guide: [Access to Work: staff guide - GOV.UK \(www.gov.uk\)](http://www.gov.uk/government/uploads/system/uploads/attachment_data/file/36327/Access_to_Work_Staff_Guide.pdf).

If you have any questions, please contact the Equality, Diversity and Inclusion Team at uhsussex.equality@nhs.net.