





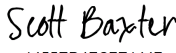
# Employee Disability Compliance Guidance

## Version control

The version history must reflect the current status of a document, i.e., whether it is in its draft or approval status. The table shall reflect the date issued / approved, who by, the current version, and a brief statement outlining the amendments made.

| Rev: | Status / amendments  | By           | Date       |
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## Document creation / approval

|  | Signature   | Title                         | Date                     |
|--|---|-------------------------------|--------------------------|
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| Approved By:<br>Jo Dixon on behalf of the H&S<br>Committee                         | DocuSigned by:<br><br>889E63E8056342B... | Head of Human<br>Resources    | 04-Nov-23   10:49:42 GMT |
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The Equality Act 2010 replaced the Disability Discrimination Act (DDA) 1995 (as amended) and sections of the Special Educational Needs and Disability Act (SENDA) 2001, providing extended legal protection for disabled people in various areas, including employment. It states that:

'A person has a disability if they have a physical or mental impairment, and the impairment has a substantial and long-term adverse effect on his or her ability to carry out normal day-to-day activities.'

"Substantial" is defined by the Act as 'more than minor or trivial'.

An impairment is considered to have a long-term effect if:

- It has lasted for at least 12 months;
- It is likely to last for at least 12 months; or
- It is likely to last for the rest of the life of the person.

Full definitions of a disability are set out in Appendix 1 of the Equality and Human Rights commission statutory code of practice and HM Government document Equality Act 2010 Guidance.

Where **sportscotland** employs persons that are disabled, or where existing employees have become disabled, we have a duty to make reasonable adjustments so far as is reasonably practicable, for example access, egress, layout and design.

We have a duty to make reasonable adjustments to their practices and premises to accommodate disabled people, where any arrangements or physical features of premises cause a substantial disadvantage. Examples of reasonable adjustment may include:

- Giving or arranging training;
- Providing more flexible working hours or arrangements;
- Assigning the person to a different workplace;
- Acquiring or modifying equipment;
- Making adjustments to premises; and
- Adjustment to work or working practices (where reasonably practicable).

To ensure the health, safety and welfare of employees with disabilities, we will review our existing risk assessments to make sure that they reflect the disabilities of employees. If necessary, we will carry out an individual risk assessment of the employee. We will consider that employees may not be able to assist in emergency situations.

**sportscotland** will as far as is reasonably practicable, provide auxiliary aids, equipment to ensure access to work, or adaptations to premises. Departments must seek to establish working conditions which encourage the full participation of disabled employees where it is reasonably practicable to do so. Departments must also do what is reasonably practicable to ensure the retention of existing disabled employees through the adjustment of work and/or working arrangements, training or other appropriate measures.

**sportscotland** will assess each of their premises and ensure every practical effort will be made to anticipate for the needs of disabled employees, including:

- Disabled parking near a building;
- Ramp access to buildings that have stair access;
- Lift access to each level or alternative route(s);
- Disabled toilets with all safety alarm systems and arm barriers inside;
- Refuge areas if applicable;
- Evacuation chairs/mats if applicable.

Where it has been identified that employees have mobility issues, we will develop a personal emergency evacuation plan (PEEP) to cover their escape safely in the event of an evacuation. The PEEP will be reviewed at frequent levels to reflect any changes in the employees' health condition. Equally, where employees must carry out lone working as part of their work, we will review the risk assessment to establish, for example, if a buddy system can be incorporated.

In cases where employees are temporarily disabled, such as a broken limb, adaptations may not be reasonably practicable. In these circumstances, we will offer the employee alternative work or if there is no alternative work to offer the employee, then we may consider alternative duties or office location as a temporary measure.