

Work adjustment plan

arthritis-uk.org

Helping you to find the information on adjustments and support you need to work well with arthritis and musculoskeletal conditions.

We are Arthritis UK

We're the 10 million adults, young people and children living with arthritis. We're the carers, researchers and healthcare professionals. The families and the friends. All united by one powerful vision: a future free from arthritis. So that one day, no one will have to live with the physical, emotional and practical challenges that arthritis brings.

There are many different types of arthritis. And we understand that every day is different. What's more, what works for one person may not help another. That's why our trusted information blends the latest research and expert advice with a range of lived experiences. In this way, we aim to give you everything you need to know about your condition, the treatments available and the many options you can try, so that you can make better-informed choices to suit your needs.

We're always happy to hear from you whether it's with feedback on our information, to share your story, or just to find out more about the work of Arthritis UK. **Contact us at healthinfo@arthritis-uk.org**

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Understanding arthritis and MSK conditions

Musculoskeletal (MSK) conditions affect over 20 million people in the UK. This includes over 10 million people in the UK with arthritis. These conditions can affect your joints, bones, spine, muscles and connective tissues. They can range from minor injuries to long-term conditions.

Symptoms can include pain, fatigue, stiffness, restricted mobility and dexterity, which for many can lead to disability and affect quality of life, independence and participation in work.

Arthritis refers to painful, stiff or restricted joints. These symptoms are common in conditions that cause joint damage or inflammation. They include osteoarthritis (OA), autoimmune inflammatory arthritis conditions including rheumatoid arthritis, axial spondyloarthritis, crystal arthritis (such as gout), or inflammatory connective tissue diseases.

Arthritis is also used as an umbrella term for a range of conditions where arthritis is their main symptom. Most types of arthritis are long-term conditions. The most common type is osteoarthritis, where the body is unable to maintain and repair the joints leading to thinned and damaged cartilage.

Less common types of arthritis are caused by autoimmune conditions, such as rheumatoid arthritis (RA), psoriatic arthritis and axial spondyloarthritis. Here the immune system attacks and inflames the joints and surrounding tissues causing swelling, pain, stiffness and joint damage. These conditions can develop at any age, although onset is most common in middle age. Juvenile idiopathic arthritis (JIA) develops in childhood.



The Arthritis UK website provides information on the different types of arthritis, treatment and management of the conditions. **[arthritis-uk.org](https://www.arthritis-uk.org)**



Introducing the Work Adjustment Plan

The Arthritis UK Work Adjustment Plan is a practical resource created with the support of people with arthritis and occupational health professionals.

You can use this plan to help you find solutions to work-related barriers:

- when moving from education and planning your career
- if you are looking for work
- if you need adjustments to help you stay in your current job
- when you are preparing to return to work after an absence
- if you want to change jobs
- if you are self-employed or would like to be.

Arthritis can affect every aspect of a person's life, including their mental, social and financial wellbeing. But having a diagnosis of arthritis should not mean that you can no longer work. With the right treatment, access to services, information and support, you can learn to manage your condition and improve your work outcomes.

The Work Adjustment Plan contains information to help you better understand your workplace rights and access support, as well as tips to help you look after yourself.

There are spaces for you to write down your own notes and engage with the content in the booklet. This can help you apply for what you need to deal with work-related issues. You can work through this plan on your own, with someone you trust, or you may wish to share it with your employer.

Tips to help you manage your condition at work

Information

Learn about your condition and treatment, and access the support you need to help you learn to live well. This can increase your confidence to manage your condition, deal with setbacks or flare-ups, and lead you to services that could make a difference to you.

Know your rights

If you have a disability or health condition you have the right to 'reasonable adjustments' to help remove barriers to work. Your rights can help protect you from discrimination at work, whether you have a job or are looking for work.

Self-management – taking care of yourself

One of the best things you can do for your health and wellbeing is to look at your day-to-day habits. Try to stay as active as you can, eat a healthy diet and get a good night's sleep.

Small changes can make a difference, even when your symptoms change or you have a flare-up. You know your body and how your condition affects you, so find the coping strategies that work best for you at work.

Communication

Feeling comfortable talking about your condition can help you to access the support you need, whether this is with family, friends, or within the workplace. You may find it useful to share information from our website to help explain how your condition affects you.

Focus on solutions

It can take time to adjust to living and working with arthritis. You may need to do some things differently, find specialist equipment or try new ways of working. This does not mean you have to do it alone. Look for services that can help you live the life you want.



Know your rights

Equality Act 2010 and Disability Discrimination Act (DDA) 1995 (NI)

Disability refers to any condition that may significantly reduce a person's ability to perform everyday activities. Disability under the act is defined as **‘a physical or mental impairment which has a substantial and long-term adverse effect on a person's ability to carry out normal day-to-day activities’**.

‘Normal day-to-day activities’ include things you do in your home and social life. It also includes things that let you participate fully within the workplace.

Many people with arthritis are not aware that they could be protected under the act.

While arthritis itself is not automatically considered a disability, the effect it has on your ability to carry out everyday tasks can mean that you meet the definition of disability. This can still apply if your arthritis changes over time and you have periods when it is well managed and stable.

The law protects you against discrimination in the workplace.

- It provides legal protection.
- It requires employers to make reasonable adjustments that will help reduce or remove barriers you experience at work.

The law requires an employer to consider reasonable adjustments when:

- they know, or could reasonably be expected to know, their employee is disabled
- a disabled employee or job applicant asks for adjustments
- their employee who has a disability or health condition is having difficulty with any part of their job.

Employers have a legal duty to remove or reduce the barriers job applicants and employees face in work. They must take steps to ensure disabled people and those with long-term health conditions have access to the same work opportunities as their non-disabled colleagues.



Equality and Human Rights Commission
equalityhumanrights.com/guidance/business/employing-people-workplace-adjustments/examples-reasonable-adjustments-practice

ACAS **acas.org.uk/what-disability-means-by-law**

The Employment Rights Act 2025 **acas.org.uk/employment-rights-act-2025**

Equality Act 2010, England, Scotland, Wales **gov.uk/government/publications/equality-act-guidance**

Disability discrimination law NI **nidirect.gov.uk/articles/protection-against-disability-discrimination**

Reasonable adjustments and Access to Work (AtW)

Reasonable adjustments are the changes your employer should make to support you to do your job. What's considered 'reasonable' will vary for each person and each organisation. It can depend on things such as:

- how your condition is affecting your ability to work
- whether the adjustment will reduce or remove any barriers
- how practical the changes are
- if the changes would be unsafe for others
- the size and type of business you work for, and the cost of making changes.

The way that you manage your arthritis or MSK condition day-to-day can help you figure out what might make your working life easier. To understand what might help, consider how you deal with your arthritis, flare-ups or changes to medication. What changes to everyday tasks do you need to make?

Have you received advice from an occupational therapist on special aids or adaptations for the home or work? Did you get support at school or further education? Perhaps you received a Disabled Students' Allowance (DSA) that funded a scribe or dictation software. Did these things help?



ACAS adjustments and flexible working acas.org.uk/flexible-working

Examples of adjustments <https://abilitynet.org.uk/factsheets/what-are-reasonable-adjustments>

Assistive technology and equipment
<https://abilitynet.org.uk>

You might want to request some of the following adjustments. If you think it would be useful, make some notes at the end of this booklet.

Travel and location

- permission to work from home some or all the time
- a reserved car parking space near the building you work in
- a lift or carpool set-up if driving is difficult
- being based at an office that's closer to home.

Your employer will pay for any in-work travel expenses covered in your contract. If you need added flexibility, such as taxis to get between off-site meetings, they may agree to this under 'reasonable adjustments'. Access to Work may also fund in-work travel support costs beyond your employer's contribution.

Hours and working week

- reduced or flexible hours, time off to attend appointments
- extra rest breaks
- more time to complete tasks
- a longer gap between the days that you work.

If you're changing your working hours, how will it affect your pay? Work out how much you need to cover your living costs and how the change will affect your income. Your local welfare or money advice service can assist you with this and identify if you are entitled to other benefits.



Turn2us turn2us.org.uk

Citizens Advice citizensadvice.org.uk/benefits

Other aids and adaptations

- ergonomic equipment (designed to reduce strain) or lightweight tools that can help you with certain aspects of your job – perhaps you need a standing stool or adjustable chair?
- assistive technology such as speech-to-text software to reduce the need to use a keyboard
- permanent or temporary changes to your duties. Are there particular tasks that you are finding difficult? Consider if these can be done with extra support or equipment, or if they can be done differently.

With adjustments or equipment in place, can you stay in your current job role? If not, are there other jobs within the same company that might be a better fit? An occupational health assessment can help identify what you need to work well.

As arthritis and musculoskeletal (MSK) conditions are often not visible, be aware that your employer and colleagues may not realise the impact your condition is having on you, or the difficulties you experience with work.

You may be asked for information or proof of your condition to help your employer better understand how they can support you.

Access to Work (AtW)

If your employer is unable to provide all that you need to reduce barriers to work, you may be able to claim an Access to Work (AtW) grant. AtW will only fund items that are beyond what an employer would normally be expected to provide, it does not pay for reasonable adjustments.

Access to Work is a government-funded scheme that can provide you with a grant to help pay for practical support with your work. This can be specialist equipment, assistive technology software, training, a support worker, or costs of travelling to or within work if you cannot use public transport. If claiming travel support, you may need to provide confirmation that you need additional support with travel.

You need to have a paid job, be self-employed, or be about to start work. A paid job can be full-time or part-time, and you can work from home all or part of the time. You can apply to AtW as soon as you have a confirmed start date.



AtW assessment of your needs

If you are unsure what could help you at work, AtW can arrange an independent assessment of your work needs. The assessor will talk to you about your condition and how it affects your work. Their report will enable the AtW case manager to make a decision on what to award. You will receive a copy of the decision. If you do not agree with it, you can ask for a reconsideration.

Once the award is approved, your employer is responsible for the purchase, insurance and maintenance of any equipment or software that is funded through AtW. If you are self-employed, you would need to purchase the items and reclaim your agreed costs from AtW yourself.

If you later change jobs, AtW will consider funding the transfer of any of the items you need to your new work location, if your employer agrees.

Exceptions to the scheme

- The AtW scheme is not available to staff within government departments. If you work within the civil service or a government organisation, your HR team will advise you of the service available to you.
- You cannot get Access to Work support for voluntary work. If you are looking for work and feel that volunteering or a work placement will help improve your employability skills, contact your local jobcentre or employability provider.

Access to Work and reasonable adjustments can take time to be put into place. Your employer should make allowances for you while you wait for any specialist equipment, training or support that's been agreed.



The AtW scheme is currently being reviewed. Please check the website for up-to-date information on the scheme.

AtW England, Scotland, Wales gov.uk/access-to-work

Northern Ireland nidirect.gov.uk/articles/access-work-ni-practical-help-work

Information on volunteering voluntaryworker.co.uk/volunteering-disabled-person.html

Assessing your needs

Knowing which adjustments, equipment or support could help you can be a challenge. So can sharing how your condition affects you, especially if it fluctuates, you experience flare-ups or have a change to your treatment.

An assessment of your workplace needs can be a good opportunity to find out if there are adjustments, either temporary or permanent, that will help you.

- **Risk assessments** make sure the workplace is safe for everyone and your work does not affect your health. Having a disability or health condition does not always mean you need a risk assessment. But if you are finding aspects of your work a challenge, a risk assessment may help. Depending on the type of work you do, a risk assessment may be essential.
- **Occupational health (OH) assessment.** If you have been off sick or are having difficulties with work, your employer can arrange an occupational health (OH) assessment. The OH adviser will consider your work capacity, suggesting adjustments or equipment to help you remain at or return to work. You have a right to see and approve the report before it is shared with your employer.
- **Personal Emergency Evacuation Plan (PEEP).** If your condition makes it hard for you to move around, you may require a PEEP for work. The purpose of a PEEP is to make sure you have the support you need to leave a building safely in an emergency.
- **Occupational therapists (OT)** can assess what you need to carry out tasks within your home or at work. You may be able to self-refer, but if not, ask your doctor or health professional to refer you.



Talking to your employer about your health

If you are having difficulties with your work, arrange a meeting with your manager or HR staff to discuss what support is available.

Before the meeting

Talking about your condition and your needs can sometimes feel overwhelming. Take some simple steps to reduce any feelings of anxiety you may be experiencing.

Prepare in advance. There are spaces throughout this plan where you can write down your thoughts, ideas and any outcomes. Make use of these and take the booklet to your meeting, if you feel it would help you to remember all the things you'd like to mention.

- Take time to consider how much detail you want to share.
- If possible, choose a time and place where you feel comfortable.
- Get to know your workplace rights. Read your work policies on sick leave, adjustments and flexible working.

Your employer should respect your privacy, agreeing with you who this information can be shared with.

During the meeting

At the meeting:

- explain how you currently manage your work and arthritis
- share how your condition affects you – include information on flare-ups, and the effect of medication or treatment that you feel is relevant
- describe tasks that you find difficult and how you currently deal with them
- share any ideas you feel could make work easier for you
- you can ask a colleague, union or employee representative to come to meetings with you while you work out what support you need.

You may be unsure what will make a difference or reduce barriers to work. That's OK. Think about getting advice from a work coach, disability employment adviser or occupational therapist.

Be aware when you're looking at different ways of working that you may need to test out a few options before you find out what works best for you and your employer. Agree to regular reviews of any adjustments with them.



acas.org.uk/supporting-disabled-people

gov.uk/rights-disabled-person/employment

Getting further advice

Most employers work with their employees to find solutions to the barriers they face. Unfortunately, this is not always the case.

If you feel you are not being heard, or your employer is unwilling to support you, raise this with your manager or HR. If you are a member of a union, your rep may be able to help too.

Seek further advice if:

- your employer will not consider your request for reasonable adjustments or support your claim to AtW
- you and your employer are unable to agree workable solutions to help you remain in your current job
- you cannot remain in your current role and there are no other suitable roles available within the same company.

Too often we hear that people with arthritis leave work because they don't have the support or guidance to deal with work-related barriers. Check out your rights and access advice before making any final decision about your job. You can speak with your union rep, HR or external advice services such as ACAS, Citizens Advice or your local jobcentre.

Looking for work

When applying for a job, you don't need to share information on your disability or health condition. There are certain exceptions to this, which should be made clear when you apply.

During the recruitment process you should be asked if you need adjustments to attend an interview or undertake an assessment. This is to ensure you have the same chance as other applicants to showcase your skills and abilities.

If you need specialist support to participate in an interview or assessment, contact your employment adviser or local jobcentre for advice. AtW can, in some instances, provide support to attend an interview.

When looking for work, you may feel anxious about how you will manage your condition at work or what adjustments will help you. Do some research and reach out for support. Think about how your condition affects your daily life, what you do to overcome barriers and any equipment that helps with everyday tasks. This will give you an idea of adjustments, equipment or support that would help you in work.

A careers or employability adviser can support you to identify the type of work you want and explore any adjustments you need.

You may find some job-related activities helpful, such as:

- CV preparation and job application support
- job search guidance and preparing for interviews
- confidence coaching
- managing your condition, including thinking about adjustments you require.

Knowing the type of job you want, and the adjustments you are likely to need, will allow you to focus your job search. This can ease any anxiety you may have about work.

If you're unsure what type of role would work for you right now, you might want to think about how your arthritis or MSK condition affects you day-to-day, such as:

- the triggers that can lead to a flare-up
- how you manage pain or fatigue
- any equipment that helps you
- the ways you adapt to make daily life easier.

This could help you identify the adjustments, equipment or support you might need at work – as well as the type of job and company that might suit you best.

Job search notes

What would help me move into work?

1. _____

2. _____

3. _____

I want my next job to be:

1. _____

2. _____

3. _____

Flare-ups, fluctuating symptoms and fitness for work

There may be times when your arthritis or MSK condition is less stable than usual. For example, you might have a flare-up, or you could be trying a new treatment that affects your focus or energy.

Dealing with a condition that changes can be tough. If you do go through periods when your condition flares, take some time now to think about any extra help you might need at work during those periods. This will be over and above the day-to-day workplace support you have – or hope to have – in place.

Having extra support at times could make a real difference to your work capacity and reduce your sickness absence. Include these requests in your work adjustment plan.

Temporary extra help could include:

- reducing your hours or changing how many days you work
- getting help with, or adapting, some tasks
- working from home or from a location that's closer to home
- AtW-funded adaptive equipment
- travel support if you cannot drive or manage well on public transport when your symptoms are at their worst.

Include whatever works for you in your plan. That way you can build in flexibility and agree temporary adjustments, along with your normal day-to-day support.

While we cannot prepare for every eventuality, knowing that you have some flexible support in place at work can be reassuring.

Fit notes and sick leave

If you cannot get extra support arranged, or you are too unwell to work at all, you may need a fit note to cover time off. [gov.uk/government/publications/the-fit-note-a-guide-for-patients-and-employees/the-fit-note-guidance-for-patients-and-employees](https://www.gov.uk/government/publications/the-fit-note-a-guide-for-patients-and-employees/the-fit-note-guidance-for-patients-and-employees)

Your GP or healthcare professional can assess your fitness for work. You can discuss with them what, if any, work you could still do with some adjustments. This will help them decide if you are 'not fit for work' or if you 'may be fit for work'.

They can include recommendations for temporary or permanent adjustments as part of the fit note, which your employer should then consider. If they cannot make the adjustments, the fit note will cover your sickness absence instead.

If you have caring responsibilities or other health conditions, or you're waiting for treatment, think about how these might affect you at work.

If you have more than one condition or experience a range of symptoms, whether daily or occasionally, you might need a combination of support measures to help you manage at work.

Self-management

The right equipment and workplace adjustments are just one part of living and working well with arthritis or an MSK condition. Making time to look after your health and wellbeing is also key.

Self-management is vital when you have a long-term condition like arthritis. It's a structured and tailored approach to living with a long-term health condition.

Self-management does not mean doing it alone. It involves aspects of self-care, working with healthcare professionals, and adjusting how you live to manage your symptoms. The aim of self-management is to help you feel well more often and take control of your health.

Pace yourself

It can be tempting to do too much on days when your pain or fatigue is not as bad. But this can lead to burn-out. Pacing is a way of managing your energy levels so that you can get the most out of every day with a long-term condition. It means getting enough rest and sleep to manage dips in your energy or spikes in your pain levels.

Build a support network

In an ideal world, we would all have friends and family members just down the road, ready to nip round to put the kettle on at a moment's notice. The reality for some of us is that we live alone, or miles away from our loved ones, so we ought to know who else to contact when we need that little bit of extra care.

- Make a list of people you can contact during a flare-up. This could include your GP, the pain management clinic, a local support group, a friend or family member, and our Arthritis UK Helpline.
- Make use of your company's employee assistance programme, if they have one. A lot of workplaces offer a package that includes mental wellbeing support and practical advice to help you look after yourself.
- Re-prioritise tasks – talk to your manager about changes that can improve your work environment.
- If there are tasks that you find tricky, book in with an occupational therapist (OT). They can offer you guidance to help you deal with everyday tasks around the home as well as the workplace.

Take control of your care

Work with health professionals to manage your care. Follow your treatment plan and attend your appointments, even when your condition is stable.

- Keep notes or use an app to record how you are doing. Be clear about what's working for you and what's not.
- Get support to help you adjust your treatment plan if you feel it's needed.
- Apply for anything you're entitled to that would make your life easier. Are there certain benefits you could be claiming, but have not done so yet? Do you need a Blue Badge for parking? **ageuk.org.uk/information-advice/money-legal/benefits-entitlements/blue-badge**



Arthritis UK offers a range of free information including a self-management course. You do not have to have internet access to join in.

Call our free helpline **0800 5200 520** | **arthritis-uk.org/information-and-support/support-and-resources/arthritis-uk-helpline** if you'd like more details or sign up here:

6-Week Self-Management Courses | Virtual services
arthritis-uk.org/in-your-area/in-your-area-search-results/events/6-week-self-management-courses-virtual-services

Exercising with arthritis | Top tips, specific exercises
arthritis-uk.org/information-and-support/living-with-arthritis/health-and-wellbeing/exercising-with-arthritis

Be More Active Whilst Living With A Health Condition
weareundefeatable.co.uk

Accessing support

Knowing how to get help can be hard, whether you are waiting for a diagnosis, starting a new treatment or returning to work and learning to live with your condition. Depending on your circumstances there may be various people or organisations who can provide you with information and support.

Here's some of the people and organisations that can provide support when you need it.

Help with managing your symptoms or treatment plan

Your doctor, pharmacist or other healthcare professionals can give you advice about treatment and care. They can discuss different drugs or approaches if you feel your condition is having a major impact on your quality of life.

Your GP or a specialist can refer you to support such as physiotherapy, podiatry, occupational therapy (OT), pain clinics and mental health services.

In many places, you can also refer yourself for physiotherapy, to a dietitian, and for some types of mental health support. So, it's worth asking your GP or looking on the NHS website for self-referral links if you have internet access.

Help with other aspects of living with a long-term condition

Your GP or community link worker can signpost to self-management services or charities that can help you navigate life with a long-term condition. Lots of organisations and support groups leave posters in surgeries, pharmacies, libraries and community spaces. Local information is often shared on your local council website and social media.

Job searching and knowing your workplace rights

Your local Jobcentre, work coach, Disability Employment Adviser, welfare advice agencies and ACAS can all provide work-related information and guidance beyond what is covered in this booklet.



Advicelocal is an online search tool. You can type in your postcode, and it will bring up a raft of support organisations near you. **[advicelocal.uk](https://www.advicelocal.uk)**

Our Arthritis Connect online community has friendly advice and resources from others living with arthritis: **[arthritis-uk.org/information-and-support/support-and-resources/online-community](https://www.arthritis-uk.org/information-and-support/support-and-resources/online-community)**

Speak to our trained advisors by calling our free Arthritis UK Helpline **0800 5200 520** or email **helpline@arthritis-uk.org**

Download our My Arthritis app **[arthritis-uk.org/information-and-support/support-and-resources/my-arthritis-app](https://www.arthritis-uk.org/information-and-support/support-and-resources/my-arthritis-app)** to track your symptoms, learn about your condition and self-manage.

Identifying work-related adjustments

Arthritis and related MSK conditions can affect you in various ways.

You may experience a range of symptoms, such as pain, stiffness, limited dexterity, difficulty moving around, fatigue, brain fog, poor concentration, disturbed sleep, stress or anxiety. You may also experience side effects from medication or treatment, or have other health conditions that affect you.

Here are some suggestions to help you deal with these in the workplace.

Adjustments and workplace equipment

- Talk to your employer about the work adjustments you need.
- If you type or record information, explore voice activation software.
- If you use a computer keyboard, consider a wrist rest or arm or hand support.
- For repetitive work, agree extra breaks and more time to carry out the task.
- Review tasks and how they are done.
- Agree flexibility around your hours and workload.
- Consider whether lighter hand tools and equipment could help.
- Consider an ergonomic chair, standing stool, footrest, orthopaedic work boots or specialist tools. These could be funded through AtW or reasonable adjustments.

- Consider hybrid working or working from home.
- Ask about travel-to-work support from AtW if you cannot drive or use public transport.
- Change the location of your workstation, for example to the ground floor or near a lift or toilet.
- Consider an electronic note-taker if you find it hard to concentrate or writing is difficult.
- Ask your health and safety rep for guidance on safe ways of working.

Take a solution-focussed approach to work. You may need a combination of these examples to remove barriers. While there may be jobs that are more difficult to do when living with arthritis, many barriers can be overcome with the right support.

Remember your employer has a duty to provide reasonable adjustments, while Access to Work will consider support for items beyond what your employer can offer.



Considering the adjustments you need to work

Use the space below to prepare your application for adjustments for your current role, or if you are starting a new job.

It can be useful to keep a record of meetings and what was discussed. If your manager changes, you may need to share any adjustments you agreed with your previous manager.

Take a practical approach about what could be put in place to reduce work-related barriers. Remember to include extra support for periods when you have a flare-up or changes in your condition.

Once you have thought about what could help you manage work, plan your next steps.

- Discuss with your manager the help you need to carry out your role.
- If you need to change some key work tasks, could you swap these for less demanding tasks? Your experience at work may help you come up with ideas that work for you and your employer.
- Give yourself time to adapt to the adjustments and learn to use any specialist equipment.
- Agree regular reviews.

- If you're looking for work, your employment adviser or work coach can help you identify what you need and put together a job search plan.
- Consider whether it would help to get advice from an occupational therapist, physiotherapist or other health professional.

Managing your condition, dealing with work-related barriers and trying to find solutions to help you work can be stressful. If the process feels overwhelming, reach out for support to help you work through it.



Notes to support your application for adjustments

How my condition impacts on work tasks, including daily commute	What adjustments or equipment I need
Example 1 • Diagnosed with Inflammatory arthritis • Experiencing morning pain and stiffness • Bouts of fatigue affects concentration, causes anxiety	• Speak with manager about later start time to manage fatigue • Practise pacing – agree extra breaks • Research adaptive equipment • Access mental health and peer support • Adjust hours – seek money advice

Example 2 • Osteoarthritis diagnosed in feet and back • Currently attending physio • Job involves standing for long periods and wearing uncomfortable safety boots	• Agree extra breaks and time off to attend physiotherapy appointments • Request a workstation assessment and a perch stool or chair • Request orthotics or orthopaedic work boots • If changes are not available discuss review of work tasks

Record of meeting and agreed adjustments

What we discussed	What was agreed
Example • Advised manager of diagnoses and treatment plan • Put in a request for amended hours • Workstation assessment	Example • Stool and boots ordered (date) • Further meeting with manager to look at changing work pattern • Agreed time off to attend treatment • Meeting booked in with OH (date)

Other things to consider

Finally, think about other changes or support that you will need to consider in addition to the work adjustments you have agreed.

- Your income – if you reduce your hours, how will it affect your pay? Are there additional benefits you can apply for?
- Calculate the money you need to cover your living costs. Your local welfare or money advice service can help you with this.
- Do you need a Blue Badge for parking?
- If you need AtW support, apply as soon as you have a start date.
- Check if your employer has an Employee Assistance Programme.
- Access peer support – speaking to other people with similar experiences can be reassuring and give you opportunities to share information and learn from each other.
- If you still struggle to manage your condition and work, contact your doctor, health team and employment adviser for advice and support.
- Local Jobcentre staff offer advice on remaining in or finding work.
- Agree regular reviews of any adjustments.

If you find that you are still struggling with work due to lack of support within your workplace, raise this with your manager or HR staff. If you are a member of a union, your rep may be able to help.

ACAS provide free and impartial advice to employers and employees on:

- employment rights
- best practice and policies
- resolving workplace conflict.

When things go wrong, they offer help to resolve workplace disputes between employers and employees.



Further information and support



Scan the QR code to access all of these links in one place or visit: **arthritis-uk.
short.gy/work-adjustment-plan**



Workplace rights and support

Acas: employment rights
acas.org.uk/disability-at-work

GOV.UK: disability rights at work
gov.uk/rights-disabled-person

Access to Work scheme:
gov.uk/access-to-work

Health & Safety Executive (HSE)
hse.gov.uk/index.htm

Health and Safety Executive for Northern Ireland
hseni.gov.uk

Equality and human Rights commission
equalityhumanrights.com

Your health and safety as a worker
hse.gov.uk/disability/worker.htm

Money advice and practical support

Turn2us advice and support about finances and benefits

turn2us.org.uk

Citizens Advice

citizensadvice.org.uk

MoneyHelper is a money advice website that's backed by the UK Government:

moneyhelper.org.uk/en

Disabled parking

gov.uk/apply-blue-badge

Disabled parking Northern Ireland

nidirect.gov.uk/information-and-services/motoring-travel-and-transport-people-disabilities/blue-badge-scheme

Benefits Scotland

mygov.scot/browse/benefits/disability-benefits

Benefits in Northern Ireland

communities-ni.gov.uk/topics/benefits-and-pensions

UK benefits

gov.uk/browse/benefits/disability

Medical organisations and advice services

Royal College of Occupational Therapists (RCOT)
rcot.co.uk/learn-about-occupational-therapy

Occupational Health Assessments
acas.org.uk/using-occupational-health-at-work/using-occupational-health-to-help-someone-at-work

The Patients Association
patients-association.org.uk

Jobs, careers and specialist equipment

Careers Service
nationalcareers.service.gov.uk

Jobcentre Plus
find-your-nearest-jobcentre.dwp.gov.uk

Disability Rights UK
disabilityrightsuk.org

Disability at work – your rights
gov.uk/rights-disabled-person

Looking for work
gov.uk/looking-for-work-if-disabled

AbilityNet
abilitynet.org.uk

Discover our support services

You don't need to face arthritis alone. Get the information, advice and support that you need.



Call our free helpline:
0800 5200 520



Connect with our online community, go to:
community.arthritis-uk.org



Chat with AVA, our online assistant, go to:
arthritis-uk.org/ask-AVA-our-virtual-assistant

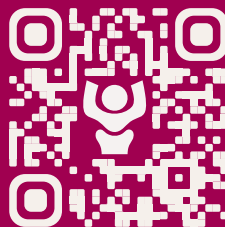


Track your symptoms with our easy app, go to:
arthritis-uk.org/track-my-arthritis-symptoms-app

Support our work

At Arthritis UK we rely on donations to fund our work. Help support people with arthritis and fund life-changing research by making a donation today. Every contribution makes a difference.

arthritis-uk.org/donate



Donate today



Tell us what you think

We occasionally ask for feedback to help us improve our health information.

If you're interested in joining our community of reviewers, please scan the QR code.



Join our community

Sign up today and we'll be in touch by email a few times a month with the latest arthritis news, including research and campaign updates, as well as tips and advice about how to live well with arthritis, and ways you can get involved.

arthritis-uk.org/signup

Search 'Arthritis UK' on Facebook, Instagram, X, TikTok and YouTube



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