

Health and Wellbeing Passport

Staff Frequently Asked Questions

What is the Health and Wellbeing Passport?

The Health and Wellbeing Passport was developed by colleagues at Worcestershire Acute Hospitals NHS trust. The Health and Wellbeing passport is a tool that helps a staff member to record and share information about their health, wellbeing, and any support they may need at work to do their job effectively.

This includes things like:

- your personal circumstances that may have an impact on your wellbeing, e.g. disability, health conditions
- warning signs/symptoms which might indicate you are struggling with your health and wellbeing
- reasonable adjustments
- a proactive plan for staying well at work/personal wellbeing action plan
- caring situation/responsibilities
- financial wellbeing

Am I required to complete it?

Not at all! The Health and Wellbeing Passport is completely optional but it has been developed to help you to reflect your individual needs and support you to undertake your role effectively within a supportive environment where your diversity is celebrated. It can be used by any member of staff who feels they need support at work in relation to their health and wellbeing. For example, a member of staff who has a disability or long-term condition, someone who has caring responsibilities outside of work, parents with children or those who observe religious festivals or celebrations such as Ramadan.

Who will see this information and where will it be held?

The information held in your passport is confidential and you are the owner of the passport. Only your line manager will see the passport when you share it with them. Your line manager can also support you to complete the passport. You should then keep the passport and ask your line manager to review it with you whenever you feel you need more support.

Can I take this to other Health and Care employers in Herefordshire and Worcestershire?

Partners across the ICS have worked together to enable you to take your passport with you should you move employers. Whilst each organisation's passport may look a little different, they should be easily transferrable.

What are reasonable adjustments and where can I get support?

Reasonable adjustments are changes made by your workplace, to remove or reduce a disadvantage related to your disability, impairment or long-term health condition. This might include making changes to the workplace, finding a different way to do something, changing your working arrangements or providing you with equipment, services or support.

Adjustments do not always need to be physical and are not always significant things:

- **Equipment** - voice-activated software or ergonomic equipment
- **Work patterns** - changes to shift patterns, working from home or nearer to home.
- **Workplace** - changes to automatic doors and altered lighting.
- **Training** - educate colleagues, bust myths, and change attitudes.
- **Signposting** - Offer internal and external support such as Occupational Health and local organisations.
- **Time off to attend appointments to support a disability**

The Health and Wellbeing Passport gives you the opportunity to discuss these requirements openly with your line manager. Should you need further support, HR and Occupational Health will be able to provide further advice. The Access to Work scheme can also help to support your needs: <https://www.gov.uk/access-to-work>

Does my employer have to provide all my requests?

Reasonable adjustments are a requirement under the Equality Act 2010, however it should be noted that it may not always be possible for the organisation to provide all adjustments identified. Adjustments that are identified by Occupational Health are recommendations. Each potential adjustment will need to be reviewed whether an adjustment is reasonable. For example, the following will be considered: how effective will the adjustment be, how practical is the adjustment, the cost and risk.

Do my agreed adjustments move with me?

If you start a new job within the Integrated Care System, you should take your Health and Wellbeing Passport with you and have a conversation with your new line manager about any reasonable adjustments that were previously agreed for you. It may be possible to take some equipment with you but this would need to be agreed locally. If you have used Access to Work, the scheme can pay to transfer your equipment to a new job if your employer agrees. If they do not agree, you'll need to make a new Access to Work application.