Understanding My Workplace Access Needs

Identify the conditions, arrangements and support that help you work comfortably and effectively.

What helps me work well?

- [ ] Clear instructions and expectations
- [ ] Predictable routines
- [ ] Flexible hours or location
- [ ] Accessible equipment or technology
- [ ] Suitable lighting and noise levels
- [ ] Movement or rest breaks
- [ ] Physical access and facilities
- [ ] Supportive management
- [ ] Alternative communication formats
- [ ] Other individual arrangements

What aspects of my working environment already support me?

What would make my working day more accessible?

Accessibility includes physical spaces, communication, sensory environments and the ways work is organised. Your needs may be different from others.

Identifying Workplace Barriers

Consider which aspects of the workplace make tasks harder or create avoidable difficulties.

Barriers I may experience

- [ ] Physical access or layout
- [ ] Noise, light or sensory demands
- [ ] Unclear instructions or expectations
- [ ] Inflexible schedules or breaks
- [ ] Inaccessible digital systems
- [ ] Communication barriers
- [ ] Workload or competing priorities
- [ ] Travel or transport difficulties
- [ ] Meetings or shared spaces
- [ ] Other barriers

Which barriers affect me most during a typical working day?

How do these barriers affect my work or wellbeing?

When do these barriers become more difficult to manage?

Recognising Early Warning Signs

Notice changes that might suggest your current workplace support needs reviewing.

Changes I might notice

- [ ] Increasing fatigue
- [ ] Difficulty concentrating
- [ ] Sensory overload
- [ ] Physical discomfort or pain
- [ ] Changes in communication
- [ ] Feeling overwhelmed
- [ ] Usual tasks becoming harder
- [ ] Needing longer recovery time

What are my personal signs that support is no longer enough?

What could help before these difficulties increase?

Who could I speak to if my needs change?

Support needs can change. Reviewing arrangements early can help prevent barriers from becoming harder to manage.

Planning Workplace Adjustments

Link the barriers you have identified with practical changes and people who could help.

My adjustments planning table

Workplace barrier	Adjustment that might help	Who could support this?

Which adjustment would make the biggest difference?

You can discuss adjustments with an appropriate workplace contact.

My Workplace Access Plan

Use this page as a practical summary for yourself or for a workplace conversation.

What helps me work well?

My main workplace barriers

Adjustments or support agreed or requested

What to do if difficulties increase

Who to contact

Review date:

Reviewing My Access Plan

Revisit your plan to see what is working, what has changed and what may help next.

Which adjustments have been helpful?

Are any workplace barriers still unresolved?

Have my needs or circumstances changed?

What additional support might help?

What would I like to discuss at my next review?

An access plan can be updated as your needs or workplace change.