

Access to Work (AtW)

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Purpose

To ensure co-owners who may benefit from government-funded workplace support through Access to Work (AtW) receive timely, coordinated assistance, while BrisDoc manages any associated costs, supplier arrangements, and implementation of adjustments appropriately.

Scope

This SOP applies to all BrisDoc co-owners and line managers. It supports the *Sickness & Wellbeing Policy*.

Overview

Access to Work is a government scheme that provides financial and practical support for people with a disability, long-term health condition, or mental health difficulty that affects their ability to do their job.

Access to Work support is available to co-owners who have a disability, long-term health condition, or mental health difficulty which affects their ability to do their job. The scheme is only available to people who are working or who have a job offer and are legally entitled to work in the UK.

While individuals can apply directly, BrisDoc coordinates all Access to Work applications through the People Team to ensure:

- the co-owner receives the right level of support;
- all adjustments align with operational and health & safety requirements; and
- any costs or supplier arrangements are managed appropriately.

Link to Reasonable Adjustments Guidance

Further guidance on requesting and implementing Reasonable Adjustments is available on Radar under *Guidance for Reasonable Adjustment Requests*.

This guidance explains how co-owners and managers can identify, assess, and record workplace adjustments, including when Access to Work support may be appropriate.

The Access to Work process set out in this SOP complements that guidance and should be followed when external funding or specialist assessment is required.

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Process

Step	Action	Responsibility
1. Identify a need for support	Co-owner identifies that their health condition or disability affects their work and discusses this with their line manager or the People Team. Co-owners may use the Wellbeing Request for Support Form (available on Radar) to ask for Access to Work to be considered.	Co-owner
2. Initial wellbeing discussion	Manager and/or People Team explore barriers, adjustments already in place, and whether an AtW application would be beneficial.	Line Manager & People Team
3. Agreement to proceed	People Team confirms in writing that an AtW application will be supported and provides the correct contact details for DWP.	People Team
4. Application submission	People Team supports the co-owner to complete the Access to Work application, using workforcesupport@brisdor.org as the employer contact.	Co-owner & People Team
5. Assessment	If AtW appoints an assessor, People Team and manager support the co-owner during the assessment to ensure practical recommendations.	People Team & Line Manager
6. Review recommendations	AtW report is reviewed jointly to agree what will be implemented, what AtW funds, and any BrisDoc contribution.	People Team & Line Manager
7. Approval	Director of People & OD (or delegate) approves any financial or operational commitments before procurement.	People Team
8. Implementation	Adjustments or equipment are arranged, funded, or reclaimed via AtW. Recorded on the Reasonable Adjustments log held by the People team.	People Team & Line Manager
9. Review	A review meeting should be held within 6–8 weeks to confirm whether the adjustments are effective. This review should involve the co-owner, their line manager, and the People	Line Manager & Co-owner

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Step	Action	Responsibility
	Team. Further adjustments or follow-up support may be agreed where required.	

Financial Management

- All AtW-related purchases, reimbursements, or contracts must be coordinated by the People Team.
- Co-owners should not make private purchases unless explicitly authorised.
- The Finance Team processes AtW reimbursements and monitors spend.

Ownership and Transfer of Equipment

Where equipment or support is funded by Access to Work but purchased or administered by BrisDoc, it remains the property of BrisDoc.

BrisDoc is responsible for maintaining, insuring, and replacing Access to Work-funded equipment where needed.

If a co-owner leaves BrisDoc, any AtW-funded equipment will normally remain with BrisDoc.

Transfer to another employer can only occur with prior agreement from both BrisDoc and the Department for Work and Pensions (DWP).

Co-owners must notify Access to Work if they change employer so that the grant can be reviewed.

Record Keeping

The People Team will retain Access to Work correspondence, grant approval letters, invoices, and reimbursement evidence as part of the co-owner's confidential file.

Equipment purchased will be asset-tagged and recorded on the asset register.

Records must be retained for audit and funding assurance purposes.

Record retention will follow BrisDoc's standard document management and audit procedures.

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Responsibilities

Role	Responsibilities
Co-owner	Engage with the process, attend assessments, and use agreed adjustments appropriately.
Line Manager	Support the co-owner, maintain confidentiality, and implement workplace changes.
People Team	Coordinate AtW process, liaise with DWP, manage costs and records, and ensure compliance.
Head of People & OD	Approve financial commitments and oversee adherence to process.
Finance Team	Process reimbursements and monitor expenditure.

Confidentiality

All AtW applications and outcomes are confidential. Information is shared only where necessary to implement adjustments safely and effectively.

Contacts

- People Team: workforcesupport@brisdac.org
- Access to Work (DWP): 0800 121 7479 or www.gov.uk/access-to-work

References

The following sources have informed this Standard Operating Procedure and provide further detail on the Access to Work scheme, good practice guidance, and legal obligations for employers.

They should be used for background understanding and to support consistent application of this SOP across BrisDoc.

- Department for Work and Pensions. Access to Work: Factsheet for Employers. GOV.UK (2025).
- Department for Work and Pensions. Access to Work: Staff Guide. GOV.UK (2025).
- Scope. Access to Work – Grant Scheme Guidance (2025).
- Business Disability Forum. Recruitment Toolkit – Access to Work GSTK (2024).
- NHS Employers. Supporting Disabled Staff through Access to Work (2023).

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- BrisDoc. Sickness & Wellbeing Policy V1.0 (2025).
- BrisDoc. *Guidance for Reasonable Adjustment Requests (V1.0)* – Radar

Version Control

Date	Version	Author	Change Details
12/11/25	1.0	MD	New document uploaded.

Appendix A: Co-owner Guidance

What is Access to Work

Access to Work (AtW) is a government scheme that helps people with a disability, long-term health condition, or mental health difficulty get the support they need to stay in work. It can fund equipment, specialist software, coaching, or travel support.

How BrisDoc supports you

BrisDoc works directly with Access to Work so that support is provided smoothly, safely, and without unexpected costs to you.

If you think AtW might help, contact the People Team first at workforcesupport@brisdock.org

We will:

- Talk through what you need and what adjustments are already possible internally.
- Help you with the AtW application.
- Be the main contact with the Department for Work and Pensions (DWP).
- Manage any purchases or reimbursements.

You should not apply directly to Access to Work without first speaking to the People Team, so that everything can be coordinated properly.

- What AtW can help with
- Specialist equipment or software
- Workplace adaptations or ergonomic assessments
- Travel costs if you can't use public transport
- Support workers or job coaches
- Mental health support or coaching

What happens after you apply

- An AtW assessor may contact you for more information.
- They'll send a report with recommendations.
- BrisDoc and you will agree what can be put in place.
- Any equipment or support is arranged and reviewed after a few weeks to check it's working.

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Confidentiality

Your application and any medical information are treated as confidential. Only the People Team and your line manager (if needed for implementation) will see the details.

Need help?

- **People Team:** workforcesupport@brisdac.org
- **Access to Work:** 0800 121 7479
- **Wellbeing Hub:** via Radar

