

### **Pre-Employment Health Assessments Procedure**

It is the University policy that all new staff members, and existing staff members changing posts, complete a health assessment questionnaire before starting work. Whenever feasible, this should be achieved before the person commences work at the shortlisting stage of the recruitment process.

Pre-employment health assessment is carried out in order to:

- Assess the health of the successful candidate to ensure, as far as is reasonably possible, the individual is fit for employment for the position applied for.
- Assess the health of existing staff members changing post, to ensure as far as reasonably possible, the staff member is fit to undertake the new post.
- Ensure that there is no significant risk of adverse affect of the proposed position on the individual's state of health, particularly in individuals with pre-existing health problems.
- Determine whether reasonable adjustments under the Disability Discrimination Act 1995 need to be made to meet the needs of staff members with a learning difficulty and/or disability or impairment, to enable them to undertake their duties successfully

Successful candidates and current staff members changing to a new post will be asked to complete either a short or full health assessment questionnaire dependant on the role they have applied for or how the questions have been answered on the short questionnaire. The information contained in the full health assessment questionnaire will be treated in the strictest confidence by the Occupational Health Advisor.

Those undertaking the following categories of roles will routinely be asked to complete a full health assessment questionnaire;

- Maintenance and Grounds Staff
- Technicians
- Cleaners
- Chefs

For existing staff members changing to a new post a health assessment questionnaire must be completed in the following circumstances:

- If the staff member changes to a post with exposure to new health risks
- If the job description alters significantly

Where, as a result of the completion of a medical questionnaire, a medical concern is raised, further assessment may be required via the Occupational Health Advisor. Further background information may also need to be gathered in the form of medical reports from a GP or a hospital consultant. Such reports will be obtained with the written consent of the individual, under the requirements of the Access to Medical Reports Act 1988.

The University promotes equal opportunities and consideration will always be given to any identifiable reasonable adjustments to accommodate an individual's needs.

Following medical assessment, where an individual is considered unable to carry out the duties of the post the offer will be reconsidered by the University. Where appropriate the offer of employment may be withdrawn, this will be as a result of their medical unsuitability to that role and not as a result of their disability.

Failure to disclose all relevant information that has been requested on either the initial or full assessment forms may invalidate an offer of employment, or may lead to disciplinary action at a later date, which may include dismissal.

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