

Human Resources

Control / Support Staff Pre-employment Medical Screening

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South Yorkshire
Fire & Rescue
WORKING FOR A SAFER
SOUTH YORKSHIRE

Control/Support Staff Pre-Employment Medical Policy

INTRODUCTION

1. South Yorkshire Fire & Rescue (SYFR) acknowledges that ensuring fitness for work is an essential part of the recruitment process.
2. The aim of this Policy is to ensure the correct placement of employees in post and to protect their health and safety in the workplace. It will identify any underlying health conditions, which if not managed, may in the future lead to increased sickness absence, the need for redeployment, ill-health retirements and in certain circumstances costly litigation.
3. It is recognised that certain posts, where individuals will be required to work in environments with potential health hazards, will require a higher level of assessment, including health surveillance and a Confidential Health Questionnaire Form.
4. As a member of the Dignity at Work Partnership¹ SYFR is committed to establishing and maintaining a positive working environment where the dignity and respect of employees is not undermined. It is committed to working practices that ensure the fair treatment and professional and personal dignity of all its employees. No employee will be treated less favourably on the grounds of race, gender, disability, age, sexual orientation, religion or belief or for any other reason which cannot be justified in job related terms.

LEGISLATION

5. The Health & Safety at Work Act 1974 imposes a general duty on all employers to ensure, so far as is reasonably practicable, the health, safety and welfare at work of all their employees.
6. The Equality Act 2010 section 60(1) states that a potential employer must not ask about the health of applicants before offering him/her work. Section 60(3) of the Act sets out how an employer does not contravene a relevant disability provision merely by asking about an applicant's health, however, any subsequent action by the employer in reliance upon the information might be a contravention of a relevant disability provision.
7. Where it is necessary to assess a person's ability to carry out a function / task that is intrinsic to the job, then appropriate questions may be used.

¹ The Dignity at Work Partnership is a partnership between the Government, Unite (the UK's largest union) and major public and private sector organisations. For further information on the Partnership, see www.dignityatwork.org.

Control/Support Staff Pre-Employment Medical Policy

8. The aim of the Equality Act 2010 is to protect disabled people from unlawful discrimination. However if successful applicants regard themselves as disabled SYFR is required to consider and where possible, make reasonable adjustments to enable the applicant to fulfil the role.

RECRUITMENT

9. Once a vacancy is to be advertised the appointing Section Head/Manager will complete a Pre-employment Job Profile (Appendix 1) for the vacant post identifying potential health hazards. Any health hazards identified will be issued with the application packs to provide guidance so that candidates can make an informed choice about applying.
10. The completed pre-employment job profile will be sent to the Occupational Health Nurse Advisor or Medical Officer with a copy of the Job Description to determine the level of medical assessment required for the vacant post. The levels of assessments are as follows:
 - Completion of a Confidential Health Questionnaire by the applicant for return to the Occupational Health Unit (OHU) for assessment by the Occupational Health Nurse Advisor or Medical Officer. No further action required at that time.
 - Vision test in cases where Visual Display Unit equipment is used and/or driving duties are performed (to be carried out on commencement of post).
 - Food handler assessment (to be carried out on commencement of post).
 - A requirement for the applicant to attend the OHU for medical assessment or health surveillance/screening by the Occupational Health Nurse Advisor or Medical Officer due to the potential health hazards identified in the job profile.
11. OHU will inform Human Resources (HR) of the relevant level of assessment before interviews take place, using the pre-employment job profile screening response form (Appendix 2). However, once a job offer has been made and following screening of the Confidential Health Questionnaire, the level of assessment may change and individuals may require an appointment with the Occupational Health Nurse Advisor or Medical Officer before advice can be provided regarding their fitness for the post applied for.

Control/Support Staff Pre-Employment Medical Policy

INTERVIEWS

12. Successful applicants, including internal candidates i.e. redeployment, promotion and secondments, will be informed at interview if medical assessment or health surveillance/screening is required for the post and that the offer of appointment is subject to the outcomes of the assessment or health surveillance/screening.
13. Following selection for the post, HR will provide the individual with the Confidential Health Questionnaire for the applicant to complete and to return directly to Occupational Health.
14. If the requirements of the post or information disclosed in the Confidential Health Questionnaire require a medical screening, a letter will be sent to the applicant by the OHU advising them of the date and time. A copy of this will be sent to HR.
15. Following the screening appointment further information may be requested from an applicants' General Practitioner, Specialist Consultant or other Health Care Professional. This can result in a delay of up to 28 days before a decision can be made regarding their fitness for the post applied for.
16. If a vision test is required for the post i.e. VDU equipment users or drivers then the OHU will inform HR who in turn will advise the OHU of the applicants start date. The OHU will make an appointment for the employee to attend on their first day of service or as soon as possible.
17. Following assessment by the OHU, HR will be informed by Form FS 111B (Appendix 3) whether the applicant is fit to undertake the post. Advice will be given by OH regarding any adjustments required and HR will inform the appointing Manager/Section Head.
18. If the applicant falls under the Equality Act 2010 then HR will be advised by the Occupational Health Nurse Advisor or Medical Officer of any reasonable adjustments that require consideration in order for the applicant to fulfil the duties of the post. HR will inform the appointing Manager/Section Head.
19. The applicant will not be offered the post formally until all medical assessments have been completed and notification has been received by HR from OHU on Form FS111B stating that the applicant is fit for appointment.

Control/Support Staff Pre-Employment Medical Policy

20. If the results of the medical show that the applicant is not fit for appointment, the applicant will be informed of this by HR. In the event of this happening, the process will be repeated for the next candidate on the reserve list.

21. All medical information relating to successful applicants will be held by the OHU and will not be released without the applicant's written consent as stated in the Access to Medical Reports Act 1988 and Data Protection Act 1998.

If you require any further guidance on this document, please contact the Occupational Health Unit or Human Resources

SOUTH YORKSHIRE FIRE & RESCUE

PRE – EMPLOYMENT JOB PROFILE

To be completed by the appointing Manager/Section Head prior to interviews.

SECTION:

POST TITLE:

FULL-TIME/PART-TIME (hours):

Job Profile - Please tick the boxes that apply to the post advertised.

- | | | | |
|------------------------------------|--------------------------|--|--------------------------|
| Mainly indoors | <input type="checkbox"/> | Working with VDU equipment | <input type="checkbox"/> |
| Regularly outdoors in all weathers | <input type="checkbox"/> | Driving duties (state if includes PCV/LGV) | <input type="checkbox"/> |
| Regular shifts/night work | <input type="checkbox"/> | Frequent repetitive bending | <input type="checkbox"/> |
| Working at heights | <input type="checkbox"/> | Frequent/heavy manual handling | <input type="checkbox"/> |
| Working with hazardous machinery | <input type="checkbox"/> | Working with hazardous substances | <input type="checkbox"/> |
| | | <i>(please state below)</i> | |
| Cleaning duties | <input type="checkbox"/> | Food preparation | <input type="checkbox"/> |
| Confined spaces | <input type="checkbox"/> | Access to Animals | <input type="checkbox"/> |
| | | <i>(Pets etc./home visits)</i> | |

Please specify any other unusual or hazardous features of the Post:

.....
.....

SIGNED: _____ DATE: _____

NAME PRINTED: _____ SECTION: _____

SOUTH YORKSHIRE FIRE & RESCUE

OCCUPATIONAL HEALTH PRE-EMPLOYMENT JOB PROFILE
SCREENING RESPONSE

Following screening of the job profile and job description for:

POST TITLE: _____

The level of assessment required is:

| | |
|--|--|
| Completion of a Confidential Health Questionnaire by the applicant for return to the OHU for assessment by the OHNA/MO, including food handlers' health screening form if appropriate. (OHU will provide) No further action required at this time. | |
| Vision test required due to use of VDU and/or driving duties or due to Food Handlers appointment. Please inform OHU of start date so that an appointment date can be arranged | |
| Will be required to attend the OHU for medical assessment/screening prior to commencement of post. An appointment date will be arranged on receipt of the Confidential Health Questionnaire | |

Following screening of the completed Confidential Health Questionnaires, applicants who have applied for posts that have been identified as not requiring an OHU assessment may subsequently require an OHU appointment.

Signed: _____ OHNA/MO Date: _____

MEDICAL IN CONFIDENCE

FS111B

SOUTH YORKSHIRE FIRE & RESCUE

PRE -EMPLOYMENT MEDICAL ASSESSMENT (CONTROL/SUPPORT STAFF)

From: OCCUPATIONAL HEALTH UNIT

To: HUMAN RESOURCES

1. APPLICANT:

Full Name: _____ **Date of Birth:** _____

Post for which applied for: _____

2. RESULT:

I have considered the duties and job profile and recommend the following (tick as appropriate)

- a) The applicant is fit for appointment at this current time.
- b) An appointment to see the OHNA/MO is required (see attached letter)
- c) Consent has been obtained to request a report from GP/Consultant
(There may be a delay of up to 28 days)
- d) The applicant is unfit for appointment at this current time.
- e) The applicant is fit for appointment. However the following workplace
adjustments will need to be considered. *

*** give details (continue overleaf if necessary)**

Signed: _____ OHNA/MO Date: _____