

Service Description

Pre-employment Health Assessments

Pre-employment Health Assessments help to ensure that prospective employees are fit and safe to undertake their proposed role, work activities are not likely to have any adverse effects on existing health conditions and disabilities, and so any reasonable adjustments can be considered by the organisation. Assessments help to reduce risks for both the individual and the organisation.

The mandatory risk assessment process starts pre-employment by undertaking health assessments that not only meet health and safety legislation (Health and Safety at Work etc Act 1974 and the Management of Health and Safety at Work Regulations 1999) but also the requirements of the Disability Discrimination Act 1995.

Questionnaire

A questionnaire is a simple and suitable tool for most assessments and InterHealth Occupational Health (OH) provides a comprehensive questionnaire, which can be adapted to meet specific organisational requirements. Questionnaires received by OH are reviewed by the OH team and if necessary, the prospective employee is contacted by telephone to clarify and obtain further information regarding health issues declared.

Face-to-face Assessment

A face-to-face assessment may be required in cases where individuals have a complicated medical history or a clinical examination is required. On receipt of a questionnaire, if a face-to-face assessment is indicated, OH will discuss this with HR or the recruiting manager before proceeding.

Where an organisation has high-risk work activities like forklift truck driving or working in noisy environments, a more detailed face-to-face health assessment may be indicated, that not only confirms fitness for work but also provides baseline health surveillance data.

Pre-employment Medical

A pre-employment medical is undertaken by a doctor and includes a range of tests and a clinical examination to confirm fitness for work. This medical may be indicated for recruitment into a senior position in the organisation or if the organisation wants an in-depth assessment undertaken due to risks associated with the role that the individual will be undertaking.

The medical includes:

- The employee completing a Medical Questionnaire
- Height, weight, blood pressure and urine test
- Blood tests including full blood count, cholesterol measurements, liver and kidney function
- Clinical examination

- Health Education and lifestyle advice

Pre-assignment Medical

Undertaken by a doctor and recommended as a pre-employment health assessment for UK staff where travel to locations with greater health risks is an integral part of their role i.e. resource-poor settings without easy access to high quality health facilities or settings with an increased risk of illness e.g. infectious disease or high altitude or extremes of climate (cold, heat, humidity).

Medical Reports

In some cases a medical report from a GP or specialist is required to confirm details of a medical condition and fitness for work. If this is required, the reasons are discussed with HR team or the recruiting manager before proceeding.

Feedback

A Report is sent to the organisation that provides an opinion on whether the individual is fit for the proposed role.

In some cases feedback may also be provided on:

- Relevant details on health conditions, disabilities and treatment that may affect safety, performance or attendance at work, that can be disclosed without breaching confidentiality
- Any limitations on work activities
- Comment on any previous high sickness absence levels i.e. more than four weeks absence in the previous year due to ill-health
- Details of any reasonable adjustments to be considered

Following the medicals, the individual is sent a report with a summary of findings including the physical examination e.g. blood pressure, and copies of any blood results.