



Bournemouth Council for Voluntary Service

Registered Charity No: 1081381 - Company Reg'd in England & Wales No: 4024662

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PRE-EMPLOYMENT HEALTH SCREENING POLICY

To be read in conjunction with Equal Opportunities Policy and Recruitment and Selection Policy.

Aim

BCVS aims to recruit people who will be able to perform satisfactorily in their role and then to support them throughout their employment to ensure that they are able to achieve their maximum potential. As a part of this it is the policy of the Charity that all potential employees will be subject to a health screening process. This process will enable the organisation to avoid employing people who are likely to be unable to perform in a particular role and enable it to put in place appropriate support for employees who require it. BCVS is positive about the employment of disabled people and nobody will be unfairly prevented from becoming a BCVS employee as a result of a medical condition and/or disability. This policy is intended to enable people to take up employment with BCVS if at all possible and not to exclude those who could work successfully for the organisation.

It is also essential that a consistent approach be taken to both the gathering of information and then to the decision making process. This policy will be applied to ensure that this consistency is achieved.

1. Procedure for gathering the information needed

1.1) BCVS lacks the expertise internally to make assessments of disclosures of medical conditions/disabilities hence it will utilise a suitable external Occupational Health (OH) support service.

1.2) Recruitment packs will include information for candidates about the health screening process.

1.3) Health information will be collected after the interview process and then only from the preferred candidate. . Once the preferred candidate has been selected they will be sent a pre-employment health assessment questionnaire (PEHAQ) with any supporting guidance and sent directly to the OH service.

1.4) At the discretion of the CEO the candidate may be invited to start work on a temporary basis whilst health clearance is awaited if they wish to do so.

1.5) At the conclusion of the assessment process the OH service will send a report to the CEO regarding suitability for employment and/or any recommended support measures which should be implemented for the candidate. All health information generated by this process will be retained by the OH service. BCVS will have access only to the concluding report provided by OH.

2. The decision making process

2.1) The CEO will liaise with the line manager to discuss the report and the practicability of implementing any recommended control measures. If there are significant cost implications then the CEO will consult with the Finance and Personnel sub-committee. BCVS will do everything practicable to accommodate recommended control measures including investigating support available through Access to Work where there are financial considerations.

2.2) Not all roles require the same capabilities in the same areas and financial and other constraints may vary over time. Factors considered might include but not be limited to:- the nature of the role and the scope for flexibility in work place and/or working hours; whether or not the role involves driving and/or lone working; the work equipment which the post-holder will need to use and the availability of alternatives if these are required; the availability of finance and personnel to implement support measures.

2.3) Each case will be treated on its individual merits. It is not necessarily the case that similar recommended support measures will result in the same decision being made in different cases. Further consultation with the OH service or other legal support may be required.

2.4) In no circumstances will a decision to employ any worker be made by an employee below the level of CEO (except for an employee authorised to deputise for the CEO in their absence at that time).

Record keeping

3.1) It is essential that the reasons for making a decision are recorded in sufficient detail to enable BCVS to justify its action should the need arise and the CEO will be responsible for ensuring that this is done.

3.2) Where a decision is made to employ then records will be stored with the employee's personnel records and will be retained for the same length of time as the rest of the personnel record.

3.3) Where a decision is made not to employ then the records must contain sufficient detail to enable the decision making process to be understood at a later date. These records will be treated as confidential and will be kept in a locked filing cabinet along with all other confidential documentation relating to the recruitment process in question. These records will be retained for a period of 12 months from the date on which the person concerned receives notification of the decision after which they will be securely destroyed.

3.4) All costs of this assessment process will be met by BCVS and will be included in the budget for the recruitment of the post.

Signed:



Chair of BCVS Board



Chief Executive BCVS

Date agreed: 18 September 2014

