

Health Screening for New Entrants

Screening using a questionnaire helps you to identify health problems that may prevent potential employees carrying out the duties expected in their job thereby placing them at risk. As an employer you are required to make reasonable adjustments to accommodate them under the Disability Discrimination Act and Equality Acts through job modification, or adjustments to the working environment.

A new Entrant Medical Assessment Screening is a cost effective way for you to demonstrate your commitment in relation to disability and positively managing ill health when recruiting new staff.

How does it work?

Premier offers two types of New Entrant screening questionnaires:

1. Paper based:

Questionnaires completed by prospective employees are sent by post to Premier's Occupational Health team who will notify the recruiter of the outcome and recommend further assessments if necessary.

2. Web based screening questionnaire:

A web based tool that utilises hazard analysis to ask questions that are appropriate to job risk. The web portal allows the recruitment manager to issue questionnaires to successful candidates and dynamically sends an email link asking the individual to complete the questionnaire on line. There is 24-hour access to the questionnaire with real time reporting showing audit trails of the questionnaire issue, completion, screening and sign off, service level agreements and system usage. If desired, there is available the ability to send outcomes by an SMS text, email or the result posted on the web portal.

Screening Outcomes

Following the review of completed questionnaires (paper or web based), and, in some cases further telephone or face-to-face consultations, Premier's Occupational Health team provides the recruiting organisation with advice on the fitness of the candidate to undertake the role, highlighting any medical condition that could adversely affect their ability to do the job. The report also makes recommendations concerning any reasonable adjustments that may need to be made by the employer for the employee to assist you comply with the DDA and Equality Act

Benefits to the organisation

- Advice is provided to the employing organisation about the fitness to work of prospective employees highlighting where there is potential risk to health
- Assessment of individual's fitness in relation to job requirements with particular reference to the hazards of the task that you identify
- Provision of clear advice and guidance on any reasonable adjustments to the work environment, under the DDA and taking account of the job specification, where this is necessary
- Managers are advised on the needs of individuals with physical and mental impairments, in keeping with the law



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