

## Occupational Functional Requirements Form

Below sets out the broad functions of the role for which you are applying which should be considered alongside the Job Description. During the recruitment process, if successful, you will be asked to make a health declaration based on the functional requirements of the role listed below.

As an employer, Health Education England is required to undertake Health Assessments (previously known as pre-placement health assessments). These play an important part in enabling employers to consider an applicant's health, ability, and fitness to perform a particular role.

A Work Health Assessment aims to identify early on whether there are any health conditions or disabilities that may require adjustments in the workplace, to enable the individual to safely carry out the specific duties of the job they are being engaged to undertake. In addition, some health conditions or disabilities may require certain restrictions placed on their role.

Features	Functional Requirement
<b>Regular User of Display Screen Equipment</b>	Our roles generally involve working with computers, using Display Screen Equipment (monitors, keyboards, and mouse) A self-assessment will be undertaken as part of induction processes
<b>Manual Handling</b>	May include some lifting i.e., paper, files, or equipment. Please check your job description for details of the role
<b>Working in a fast-paced environment / managing staff</b>	Working within a healthcare environment can be busy and pressurised at times. Starting a new job or being inexperienced can add additional pressures.
<b>Other</b>	Roles within Health Education England generally involve some or all of the following activity: <ul style="list-style-type: none"> <li>• online work activity</li> <li>• record keeping</li> <li>• preparing documents and emails</li> <li>• manipulating data in databases</li> <li>• use of headphones e.g., skype calls and video, webinars, video conferencing</li> <li>• office sites may be multi-storey or set out across several levels.</li> <li>• office sites are geographically dispersed, please check your job description to assess if you will be required to travel on a frequent basis</li> </ul>
<b>New or Expectant Mothers</b>	Whilst not a health problem, new or expectant mothers are obliged to receive a workplace risk assessment to ensure that they are not exposed to hazards in the workplace that may pose a risk to themselves or their child