

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