

Role Stage	Staff Member	Line Manager	Human Resources (HR)	Occupational Health (OH)	Health & Safety (H&S)	Relevant Links
Employee returning to Work after Long-Term Sickness absence or acquiring a disability/long term health condition; OR discloses a disability or long-term health condition to line manager	N/A	Arrange a return to work meeting with staff member. If an OH referral is required, notify your HRBP to start the process.	In consultation with the Line Manager, HRBP completes an OH referral when staff member returns to work (or just before).	Receives completed OH Form	N/A	
Consent to Share OH Clearance Certificate	Given opportunity to grant verbal consent to OH to share reasonable adjustments/completed form with HR and Line Manager	N/A	N/A	With employee's verbal consent, sends form with recommended reasonable adjustments to HR (At this point, OH may recommend that the staff member apply to the Access to Work scheme to have an assessment by them, but this is purely up to the individual.	N/A	Access to Work Scheme
OH Clearance Certificate sent back from OH.	N/A	N/A	HR Admin receive form from OH. If reasonable adjustments are required, they notify the HR Business Partner, who informs the Line Manager of reasonable adjustments recommended by OH and creates plan for providing those adjustments by start date If reasonable adjustments involve office equipment, HR notify H&S who can advise HRBP and Line Manager on equipment selection.	N/A	If reasonable adjustments involve office equipment, provide advice to HR and Line Manager on equipment selection (can provide recommendations for equipment with suppliers who are on Parabolis and give us a corporate rate) Can also make recommendation to reach out to Campus Services to enquire about any equipment existing on site H&S also shares the Display Screen Equipment (DSE) assessment form with line manager to be completed (if it has not yet been completed or has not been completed recently)	DSE Assessment Form
Equipment Order	N/A	Takes recommendations from H&S and orders any necessary equipment out of Department budget (ideally ahead of start date). Furniture and equipment is bought from cost code 40070. If you have any issues with budget, please contact your Finance Business Partner.	N/A	N/A	Supports line manager with equipment purchase as needed	
DSE Assessment Form Completion	Complete Display Screen Equipment Assessment on first day back in the office (or as soon as possible if not returning from leave) and return to H&S (hsofficer@stmarys.ac.uk) and copy Line Manager	Ensure staff member has completed Display Screen Equipment Assessment form	HR Admin ensures Line Manager has Display Screen Equipment Assessment form from H&S.	N/A	Receives completed Display Screen Equipment Assessment form	DSE Assessment Form
On-Site Workstation Assessment	Coordinate on-site workstation assessment with line manager. H&S will reach out to them once they have reviewed the completed DSE Assessment Form)	Receive any additional recommendations from H&S and support staff member in purchasing/supporting those adjustments.	N/A	N/A	Review completed form and schedule time to conduct on-site workstation assessment; Share any additional recommendations as required with staff member and line manager (if recommendation is Eye Sight Test, signpost staff member to link to HR page)	Eye Test and Glasses Claim Form
Check-in and Continued Support	N/A	Check in with staff member to ensure they have the adjustments they need to conduct their job responsibilities	Our Wellbeing resources are here to support staff on an ongoing basis	If staff have not disclosed at interview or initial onboarding stage, they can still disclose later in the process and complete the OH form. Staff & Line Managers, please notify your HR Business Partner if this is the case to discuss a referral. (It is a different form that needs completing a referral form). The process will then begin for you at Onboarding Stage 1	H&S Sub-Committee members and department representatives are available to support staff members or respond to queries on an ongoing basis	Health and Safety Committee and Representative List