

Role	Staff Member	Line Manager	Human Resources (HR)	Occupational Health (OH)	Health & Safety (H&S)	Relevant Links
Stage						
Application	Presented with opportunity to disclose a disability or long-term health condition	Blue Flag appears in iTrent when applicant discloses. All line managers must offer an interview to applicants who disclose <i>and</i> meet minimum job requirements (this is part of our commitments as an employer who is Disability Confident)	HR Admin lets Line Manager know if they've missed the Blue Flag and an applicant has been scored having met minimum criteria, ensuring that applicant is offered an interview	N/A	N/A	More information about our commitments as an employer who is Disability Confident
Interview	Presented with opportunity to disclose and/or request reasonable adjustments	Grants reasonable adjustments if at all possible, in consultation with HRBP and/or Recruitment Coordinator	HR Admin communicates reasonable adjustments requested by applicant to the Line Manager, and relevant HR team member; provides support in navigating requests if needed	N/A	N/A	
Onboarding Stage 1: Pre-Employment Form Completion	Fills out Pre-Employment form (which presents another opportunity to disclose); once completed, form is automatically sent to OH	Checks in with staff member to ensure they have completed Pre-Employment form (for OH) as part of onboarding ("Flag with Lisa - add to onboarding list)	HR Advisor sends offer to staff member with link to Pre-Employment form as part of the new starter checklist (ensures every new starter has completed the form alongside other new starter documents)	Receives completed Pre-Employment Form	N/A	
Onboarding Stage 2: Pre-Employment Form Triage	N/A	N/A	N/A	<p>Triages Pre-Employment form:</p> <p>If no disclosure of disability or long-term health condition, OH emails a Fitness Report to HR, confirming that the applicant is fit without any adjustments required. HR files report staff member's personnel file.</p> <p>If disclosure, OH determines whether there needs to be a consultation (conversation) with the staff member about reasonable adjustments</p>	N/A	
Onboarding Stage 3: Consent to Share Pre-Employment Form	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 flagged 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
Onboarding Stage 4: Pre-Employment Form sent back from OH	N/A	N/A	<p>HR Admin receive form from OH and file if no adjustments required. If reasonable adjustments are required, they notify the HR Business Partner, who informs the Line Manager of reasonable adjustments flagged by OH and creates plan for providing those adjustments by start date</p> <p>If reasonable adjustments involve office equipment, HR notify H&S who can advise HR and Line Manager on equipment selection</p>	N/A	<p>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 Paraballs and give us a corporate rate) Can also make recommendation to reach out to Campus Services to enquire about any equipment existing on site</p> <p>H&S also shares the Display Screen Equipment (DSE) assessment form with line manager to be completed on employee's first day</p>	DSE Assessment Form
Onboarding Stage 5: 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	
Employee Start Date (or first day in the office)	Complete Display Screen Equipment Assessment on first day in the office and return to H&S (hsofficer@stmarys.ac.uk) and copy Line Manager	Ensure staff member has completed Display Screen Equipment Assessment form on first day in the office	HR Admin ensures Line Manager has Desk 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 H&S (who 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