



# NEBOSH Health and Well-being Certificate

## UNIT NHC1

### MANAGING HEALTH AND WELL-BEING IN THE WORKPLACE

#### ELEMENT 2: EFFECTS OF HEALTH ON WORK

#### SAMPLE MATERIAL

(Material correct Autumn 2013)



#### RRC

27-37 St George's Road London SW19 4DS United Kingdom  
T +44 (0)20 8944 3100 F +44 (0)20 8944 7099  
info@rrc.co.uk www.rrc.co.uk Skype ID rrctraining





## The Effects of Health on Work

### Key Information

- Health conditions such as diabetes, epilepsy, coronary heart disease, cancer, mental ill-health and gender specific issues such as pregnancy can have an effect on a person's ability and performance at work.
- The development of a health condition may not always mean that the person is absent from work. Supporting employees so they can remain in or return to work will often benefit the business.
- Helping employees to be healthier and control their chronic diseases will help reduce direct and indirect costs to the business and will have a positive overall impact on society.

### Possible Effects of Ill-Health on a Person's Ability and Performance at Work

The possible effects of ill-health on a person's ability and performance at work will vary, depending on the health condition itself, the work the individual is involved in, the individual's ability to manage the condition, and whether or not the condition has short-term or long-term effects.

Note that not all health conditions will lead to absence from work; but a health condition may have a significant effect on the person's ability and performance at work. Employers should be aware that some people may well try to ignore serious medical conditions and be unable to recognise the effect it is having on their work.

### Topic Focus

General effects of ill-health conditions **on a person's ability and performance at work:**

- Deterioration in performance.
- Inability to concentrate.
- Lost time for GP/hospital appointments.
- Inability to continue with current duties and subsequent constraints on the type of work they can do.
- In some cases a higher risk of accidents to themselves and others.
- Regular absences which could lead to longer-term absences.

Effect on the individual's health and well-being as a result of **long-term sickness and absence:**

- Loss of confidence and self-esteem.
- Feelings of isolation from work colleagues.
- Reduced sense of well-being.
- Social exclusion if unable to maintain a social life.
- Possibility of mental health problems.
- Inability to attain full potential or de-skilling.



## Element 2: Effects of Health on Work

### Possible Effects on Work Performance of Long-Term Health Conditions

The incidence of long-term health conditions is increasing as the age structure of society shifts upwards, with people working and living longer and the fact that medical advances have increased the ability of the medical profession to keep people with chronic conditions alive. Certain long-term health conditions are particularly prevalent in the UK population, and they have varying effects on an individual's work performance.



#### Jargon Buster

##### Prevalence

A measure of morbidity based on the current level of a disease in the population at any particular time.

### Diabetes

*Diabetes mellitus*, commonly referred to as 'diabetes', is a chronic health condition where the body has difficulty dealing with glucose or 'sugar'. Blood sugar levels can be too high if the body is not making enough of the hormone insulin.



#### Jargon Buster

##### Chronic health condition

A health condition that is persistent and long-lasting.

##### Acute health condition

A health condition with either (or both) a rapid onset or a short course.

Diabetes is a common condition and statistics indicate that 2.8 million people in the United Kingdom suffer from it, while an estimated 1.5 million additional people have the condition but are unaware that they have it. The number of people with diabetes in the UK is expected to rise to more than 4 million by 2025. Currently, the condition costs the NHS around £9 billion a year (Source: IOSH)

There are two types of diabetes:

- Type 1 – where the body produces little or no insulin and therefore requires the person to always take insulin.
- Type 2 – where the body does produce insulin but not in the amounts that are required; this type of diabetes can be treated by diet and exercise initially, but may require tablets and insulin later in life.



There is no reason why people with diabetes should not have equal access to job opportunities. However, there are some occupational areas that place restrictions on insulin-dependent diabetics, e.g. driving long-distance goods vehicles or vehicles carrying passengers; the armed forces; the aviation industry, or working off shore.

Difficulties can arise as treatment with insulin carries a risk of hypoglycaemia, which may be considered a safety risk. Shift work or frequent changes in daily routine or spells of night duty can also present problems with the timing and dosage of the necessary injections.

Other complications associated with diabetes that could cause problems at work include:

- Individuals feeling less productive due to a rise in blood sugar levels or general fatigue.
- They could have visual problems which may make it difficult to work on computers or read documents.
- Those with neuropathy in their feet may find it difficult to walk long distances or stand for long periods of time.

Individuals who suffer from diabetes may have to change roles and will certainly need facilities to store their insulin and dispose of syringes. In addition to this their colleagues and first aiders will need to know what to do in the event of a hypoglycaemic attack.



## Jargon Buster

### Hypoglycaemia

Low blood sugar levels – too low to provide enough energy for the body's activities.

### Neuropathy

A long-term complication of diabetes which affects the nerves that carry messages from skin, bones and muscles to the brain, often occurring in nerves in the feet and legs.

## Obesity and Diabetes

The latest Health Survey for England (HSE) data shows that nearly one in four adults in the UK are overweight and if the problem is not addressed it is estimated that 60% of men, 50% of women and 25% of children will be obese by 2050. Obesity can have a severe impact on a person's health increasing the risk of Type 2 diabetes, some cancers, and heart and liver disease.

Employees who are moderately to extremely obese may have reduced productivity, and suffer from fatigue and back problems (a major cause of absence from work). They may have difficulty in doing certain jobs and could suffer from discrimination and bullying, which in turn could lead to low self-esteem or depression and associated absences.

## Epilepsy

Epilepsy is a neurological condition and is defined as a tendency to have recurrent seizures (sometimes called 'fits'). In the UK 600,000 or 1 in every 100 people suffer from epilepsy. There are around 40 different types of seizure which can affect anyone at any time in their life.

For those people who suffer from uncontrolled seizures there will be restrictions on the type of work they can do for health and safety reasons, such as working:

- At unprotected heights.
- Near open water.
- With live or high voltage electricity.
- On or moving vehicles.
- On isolated sites, etc.

The work environment can pose many risks to people with epilepsy. The type and frequency of seizures will dictate the accommodation needed to ensure the safety of the individual and others who may be at risk. Employers should carry out a risk assessment, and in some cases a few adjustments to the work environment or the introduction of certain safety devices can make it safe for a person with epilepsy to work in.

## Coronary Heart Disease

Coronary heart disease (CHD) is caused by a narrowing of the coronary arteries which results in a decreased supply of blood and oxygen to the heart. The two main forms of coronary heart disease are heart attack (known as myocardial infarction) and angina.

CHD is the most common cause of death in the UK. Recent statistics for one year show that around one in five male deaths and one in eight female deaths were from the disease, a total of 6,000 and 82,000 deaths, with strokes (caused when blood flow is interrupted to part of the brain) resulting in over 49,000 deaths. The number of people living with CHD increases with age and is higher in men than women. There are nearly 2.7 million people in the UK with CHD (*Source: <http://www.bhf.org.uk/>*).

CHD limits the work activities people can do. Workers who suffer CHD may need to take time off work to recover from heart attacks and other conditions, which will lead to costs associated with sickness and lost productivity. Employers need to be aware of the risk factors associated with work that can contribute to CHD, such as:

- Working long hours.
- Overtime.
- Shift work.
- Stress and physical exertion beyond the individual's capabilities.

Other risk factors relating to CHD include: age; smoking; obesity; cholesterol levels; and diabetes.

## Cancer

Cancer is a disease caused by an uncontrolled division of abnormal cells in part of the body, often creating a lump called a 'tumour'. It is not a single disease and does not have a single treatment.

It has been estimated that there are just over 2 million people living with or beyond cancer in the UK who have been previously diagnosed, and this is predicted to rise by more than 3% a year. Prevalence figures are influenced by both **incidence** and **survival**; so the most prevalent types of cancer are those with a relatively high incidence rate and a good prognosis. In the UK the most prevalent cancer in males is prostate cancer, and in females breast cancer (*Source: <http://www.cancerresearchuk.org/>*).



## Element 2: Effects of Health on Work

Each year just over 100,000 people of working age are diagnosed with cancer and this can have wide-ranging effects for both the employer and the employee. There may be difficulties in combining treatment with full-time work and there are the physical and mental limitations of managing the side effects of such treatment, such as fatigue, nausea and pain. Fatigue can affect the person's ability to concentrate and they may experience difficulties in completing everyday tasks.

Supporting employees who have been diagnosed with cancer makes good business sense. The employer may have to make temporary changes to working conditions, such as offering flexible working hours or making other reasonable adjustments, to ensure they are able to retain the employee and allow him/her to work to their full potential.

### Mental Ill-Health

Statistics show that one in four adults in the UK experience a mental health problem at some point in their lives.

Right now one in six workers is experiencing depression, anxiety or stress, costing the UK economy £26 billion each year, with 70 million working days a year lost due to mental health problems.

Productivity losses related to mental health problems are more likely to take the form of presenteeism rather than absenteeism. UK presenteeism attributable to mental health problems accounts for 1.5 times as much working time lost as absenteeism.



### Jargon Buster

#### Presenteeism

Employees going to work when they are ill/sick.

On average employees take seven days off work per year for health problems and it is estimated that mental health problems account for 40% of this figure. These high rates of prevalence are not well recognised by employers. Employers need to recognise that measures aimed at reducing the prevalence of mental health problems are very likely to yield both indirect and direct gains for their companies (Source: <http://www.centreformentalhealth.org.uk/>).

### Gender Specific Health Issues



The participation of women in the workplace has increased dramatically since the middle of the 20th century. According to the World Health Organisation (WHO) women make up 42% of the estimated global paid working population.

With this come specific health and safety issues for women, particularly associated with new and expectant mothers, which need to be considered when carrying out a risk assessment in the workplace. These specific issues include:

- Exposure to hazardous substances or biological agents in relation to fertility and potential harm to the unborn child, and how the woman and her baby can be protected.
- Aspects of the pregnancy which may affect the woman's fitness to work, such as:
  - Ergonomic issues, e.g. manual handling and standing for long periods, especially in the later stages of pregnancy.
  - Common symptoms and specific complications, e.g. sickness and nausea, swelling of the feet and ankles, back pain, tiredness, incontinence, etc.
- Exposure to extremes of temperature, radiation and vibration.
- Night shift work.
- Stress and violence.
- Any adaptations and changes in duties that may be required.

Such risk assessments and the associated hazards should be reviewed on a regular basis. This will ensure that the changing physical condition of the woman and the unborn child are protected. Consideration should also be given to post-natal issues relating to breastfeeding and possible post-natal depression, etc.



## Jargon Buster

### Risk assessment

A process in which you identify the hazards and the people who might be harmed and how; evaluate the risk and decide on precautions; record the findings and implement them; and review and update the assessment as necessary.

The woman's work patterns and hours of work may need to be changed and flexible working introduced to cater for hospital appointments, etc. The ergonomics of the job and environment will need to be assessed throughout the pregnancy and small adjustments may need to be made. Following the birth of the child facilities may need to be provided to cater for the nursing mother to express and store her milk.

It may be that due to the hazardous nature of the work the woman will have to be suspended from the workplace on full pay. You should also note that in certain rare instances it may be necessary to prohibit women of child-bearing capacity from certain types of work (e.g. handling certain types of chemical that are toxic to reproduction) on the basis that exposure could cause harm to them and any children they might have in the future.

## More...

<http://www.epilepsy.org.uk/>

<http://www.bhf.org.uk/>

<http://www.diabetes.org.uk/>

<http://www.cancerresearchuk.org/>

<http://www.centreformentalhealth.org.uk/>

<http://www.mindfulemployee.net/>

<http://www.millamill.org.uk/> - *Managing cancer in the workplace toolkit*

## Revision Questions

1. Apart from lost productivity and deterioration in a person's performance at work, outline the specific effects the following long-term health conditions could have on a person's ability and performance at work:
  - (a) Diabetes.
  - (b) Cancer.
  - (c) Mental ill-health.
2. What factors would you need to consider when carrying out a risk assessment for a pregnant worker?

(Suggested Answers are at the end of Unit NHC1.)



### Pre-Employment Screening and Fitness to Work Standards

#### Key Information

- Pre-employment screening will ensure that individuals are fit to perform the tasks they are employed to carry out.
- Employers need to understand that normally most jobs do not require an employee to be 100% fit.
- Employers must ensure they comply with the **Equality Act 2010 (EA)** and make any reasonable adjustments required for disabled job applicants; fitness to work assessments must also comply with the EA (Section 20).
- Fitness to work assessments may be undertaken at various stages throughout a person's employment.

#### Meaning of Fitness to Work Standards

Many occupations require employees to meet defined standards of fitness when undertaking specific types of work. Fitness to work standards are set to ensure that the person is fit to carry out the work safely without risks to themselves or others; some of these standards are statutory and some are quasi legal (not required by law, but recommended good practice). Each occupational area sets its own fitness to work standards which will, of course, depend on the nature of the job. Most standards define fitness as relating to a person's physical, mental and emotional state.

#### Examples:

- For health professionals in the UK 'fitness' is a requirement for registration.
- Dentists must be in '*good health, mentally and physically*'.
- The construction industry has set standards for visual acuity and hearing when workers are employed in safety critical areas.
- The renewable energy sector (wind turbines) requires workers to be physically fit to climb and work at heights, as well as to have the ability to work in confined spaces and adverse weather conditions.

#### Role and Benefit of Pre-Employment Screening in Setting and Judging Fitness to Work Standards



Before starting work some companies require candidates to undertake a pre-employment health assessment. The purpose of medical assessment of fitness to work is to ensure that prospective employees are fit to undertake all tasks required of them with no risks to themselves or others, and to avoid them suffering sudden incapacity.

Pre-employment screening will allow the employer to:

- Identify physical or psychological problems (including any underlying problems) which may affect the person's ability to carry out the job.
- Meet any statutory health surveillance requirements which can then be used as a baseline measure to detect any changes during employment.
- Discover whether a person is in risk of developing work-related diseases from hazardous substances present in the workplace.
- Identify any adjustments that may be required for the person to carry out the job to ensure the company meets the requirements of the **EA** (Section 20, Section 39 (5) and Schedule 8).
- Identify whether candidates require pre-employment immunisations.

## Element 2: Effects of Health on Work

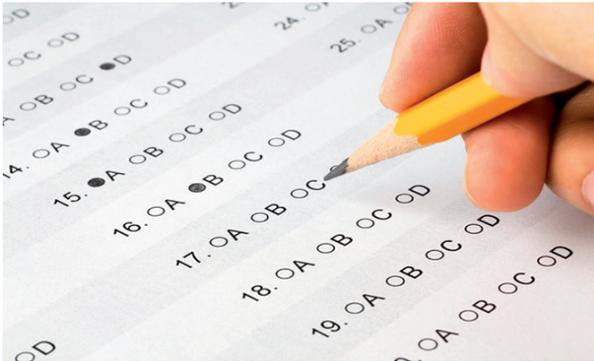


- Advise candidates of reasons why certain job positions may not be suitable for them.
- Use the baseline data for future assessment.

### Types of Assessment

Pre-employment health screening should only take place once a job offer has been made.

**Questionnaires** are usually used as a method of pre-screening to establish whether a more detailed medical examination is required.



**Medical examination** is used where:

- The questionnaire has indicated a problem which requires further investigation.
- It is a statutory requirement or if specific medical standards have to be met.
- A baseline examination is required since those involved will be exposed to high noise levels, respirator sensitisers; radiation, etc.

### Results of Pre-employment Screening

Prospective employees are usually classified as "fit" or "unfit" to do the job. Rarely is a person classified as "provisionally fit" and then reassessed.

### Jargon Buster

If a person is:

- **Fit** – there are no health or fitness reasons as to why they cannot do the job.
- **Unfit** – the person has a health or fitness problem which will prevent them from doing the job to the standards required.
- **Provisionally fit** – a health or fitness issue has been identified that could prevent this person from doing their duties safely; however, some time observing them in the work situation is needed before a final decision is made. A probationary period of work may be offered so that further assessments can take place.

A Statement of Fitness (report) should be issued to the employer by the medical practitioner and should only relate to employee fitness for work; it will indicate any restrictions or reasonable adjustments under the **Equality Act 2010** which will apply. Clinical details should only be disclosed when a real benefit of doing so has been identified and only ever with the consent of the individual concerned. Offers of employment are usually conditional on passing the pre-employment screening and any results from medical examinations should be given to the employee and discussed with them in person.

Any information gathered in the process of making pre-employment health checks must be kept securely and confidentially in accordance with the **Data Protection Act**. Candidates for employment have the right to see the medical information relating to them, which must be supplied within 40 days of the request.

Employers should understand that most jobs do not require the employee to be 100% fit.

### Topic Focus

When may fitness to work assessments be required?

- Pre-employment.
- On redeployment to duties where one is required.
- For safety critical jobs.
- For any statutory requirements.
- During or after absence from sickness (see Element 4).
- To identify adjustment needs.
- Following any health and safety issues.
- For entry into a pension scheme.
- In cases of retirement due to ill-health.
- Post-employment, to ensure the employer has a complete record of assessments.



## Element 2: Effects of Health on Work

### Occupations Requiring Specific Fitness Standards

Fitness for work assessments may be required for persons who are involved with safety critical work. This will ensure that the individual is able to perform the role without risk to themselves or others and will evaluate the risk of them becoming suddenly incapacitated when carrying out the work. Some of these fitness standards are statutory and some are quasi legal.

The **Working Time Regulations 1998** and **EU Working Time Directive 2003 (Directive 2003/88/EC, Article 9)** require employers to offer health assessments for night workers before they start work and on a regular basis while they are working nights.

Professional drivers of Group 2 vehicles (lorries/buses, etc.) must be fit in accordance with the **Road Traffic Act 1988**, the **Motor Vehicles (Driving Licence) Regulations 1999** and the second **EC Directive on Driving Licences (91/439/EEC)**, which set out the medical standards for Group 1 and Group 2 licence holders. The medical standards for Group 2 drivers are much higher than those for Group 1, reflecting the size and weight of the vehicle driven, the higher risk, the length of time spent driving and the occupation.



Professional divers must be fit under the requirements of the **Diving at Work Regulations 1997** and guidance under the **Confined Spaces Regulations 1997** states workers in confined spaces must be of a suitable build, not suffer from claustrophobia, and have the physical capability to wear self-contained breathing apparatus if necessary.



### Topic Focus

Occupations requiring specific fitness standards include:

- Vehicle driving (forklift trucks (FLT), heavy goods vehicles (HGV), cranes, buses, trains, etc.).
- Working with dangerous machinery.
- Working at heights.
- Working in confined spaces.
- Emergency service workers.
- Night shift workers.
- Divers.

### Setting Non-Discriminatory Fitness to Work Standards

An employer's recruitment process must avoid unlawfully discriminating against disabled job applicants. It is unlawful for an employer to refuse to employ someone because of their disability, **so pre-employment screening should only take place once the job offer has been made, and should not be part of the selection process.** The employer should only measure the extent to which the person is fit for the job, and under the **EA** employers have a duty to make "reasonable adjustments" for disabled job applicants and must ensure that they do not provide disabled workers with less favourable terms or conditions of employment than offered to any other employee.



### Revision Questions

3. Outline the purpose of pre-employment screening.
4. Apart from pre-employment health checks, on what other occasions might it be necessary to carry out fitness to work assessments?

(Suggested Answers are at the end of Unit NHC1.)



## Equality Act 2010 and Fitness for Work

### Key Information

- The **Disability Discrimination Act 1995** (as amended) was repealed when the **Equality Act 2010** (EA) came into effect. The **Equality Act** contains “disability equality” provisions.
- There are about 10 million disabled adults in the UK covered by the **EA**.
- The **EA** prohibits discrimination against people in a range of circumstances which include employment, and in most situations it is unlawful for an employer to refuse to employ someone because of their disability.
- Employers have a duty to make “reasonable adjustments” to employees’ working arrangements or conditions.
- Risk assessment should take disability into account.

### Equality Act 2010 (EA)

The **Equality Act** prohibits discrimination against people in a range of circumstances, including employment and occupation, education, transport, the provision of goods, facilities, services and premises and the exercise of public functions. The **EA** requires employers to make reasonable adjustments to the working arrangements or conditions of an employee with a disability to make sure they are not treated less favourably than other employees.



The Act also requires the provision of aids or services to be free of discrimination where it is reasonable to do so to avoid the disabled person being at a disadvantage. Examples of such aids might be the provision of flashing lights as alarms; voice activated software; loop or communication devices; a “buddy system” for emergency evacuation, etc.

However, note that employers can legally treat disabled people less favourably, but **only** if they have a sufficiently justifiable reason for doing so, and only if the people cannot be overcome by making “reasonable adjustments”. For example, an employer would be justified in rejecting someone with severe back pain for a job as a carpet fitter, as they cannot carry out the essential requirements of the job.

### Meaning of Disability

The Act defines **disability** (see Section 6 (1)) as a physical or mental impairment which has an effect on a person's ability to carry out normal day-to-day activities. That ‘effect’ must be:

- Substantial (i.e. more than minor or trivial),
- Adverse, and
- Long-term (i.e. it has lasted or is likely to last for at least a year or for the rest of the life of the person affected).

‘Normal day-to-day activities’ are those carried out by most men and women on a fairly regular and frequent basis (see Schedule 1, **EA**).

Only those people who are defined as disabled in accordance with the Act and associated schedules and regulations are entitled to the protection the Act provides.



## Element 2: Effects of Health on Work

### Relationship to Capability, Impairment and Capacity for Work

There is a guidance document on matters to be taken into account in determining questions relating to the definition of disability, which can be used by an adjudicating body when determining whether a person is a 'disabled person' (*Equality Act 2010: Guidance on matters to be taken into account in determining questions relating to the definition of disability (produced by the Office for Disability Issues, May 2011)*). This document demonstrates the relationship between physical and mental impairment and capacities.

Whether a person is disabled for the purposes of the Act is generally determined by reference to the 'effect' that **impairment** has on that person's **capability** to carry out normal day-to-day activities. Examples of impairments include:

- Sensory impairments, e.g. those affecting hearing or sight.
- Fluctuating or recurring impairments, e.g. rheumatoid arthritis, chronic fatigue syndrome.
- Progressive impairments, e.g. motor neurone disease.
- Organ specific impairments, e.g. respiratory conditions.
- Mental impairments, e.g. depression, schizophrenia.
- Learning difficulties.

An individual's impairment may affect their **capacity** to work in terms of their:

- Mobility.
- Manual dexterity.
- Physical co-ordination.
- Contenance/incontinence.
- Ability to lift, carry or otherwise move everyday objects.
- Speech, hearing or eyesight.
- Memory or ability to concentrate, learn or understand.
- Perception of the risk of physical danger.



Note that the Act states that a person who has cancer, HIV infection or multiple sclerosis is a disabled person.

Remember that the interpretation of the term "disability" can be a complex issue.



### More...

The guidance document *Equality Act 2010: Guidance on matters to be taken into account in determining questions relating to the definition of disability (May 2011)* contains useful case study illustrations relating to the interpretation of disability, and you can access it at:

<http://odidwp.gov.uk/docs/law/ea/ea-guide-2.pdf>

This document is also available in alternative format from the Office for Disability Issues – telephone 020 7340 4000.

### Reasonable Adjustment

Under the **EA** the employer has a duty to make "reasonable adjustments". The need to make reasonable adjustments can apply to the working arrangements in many physical aspects of the workplace. Reasonable adjustments may be required for existing employees who suffer a disability of some sort whilst in their current employment, but may also be required for applicants for job vacancies.

Examples of possible reasonable adjustments include:

- Making adjustments to premises.
- Allocating some of the disabled person's duties to another person.
- Transferring him/her to fill an existing vacancy.
- Altering his/her hours of working or training.
- Assigning him/her to a different place of work or training.
- Allowing him/her to be absent during working or training hours for rehabilitation, assessment or treatment.
- Giving, or arranging for, training or mentoring (whether for the disabled person or any other person).
- Acquiring or modifying equipment.
- Modifying instructions or reference manuals.
- Modifying procedures for testing or assessment.
- Providing a reader or interpreter.
- Providing supervision or other support.



## Relationship Between Health and Safety and Disability Legislation

It has always been the intention that health and safety law, and disability legislation, used appropriately, should work together to increase the employability and retention of disabled people in work. Effective health and safety law is in the interests of all employees, whether disabled or non-disabled.

However, there are some areas where health and safety law will take precedence over protection against disability discrimination. For example, a person with active epilepsy could not be employed as a bus driver or work in confined spaces.

Health and safety law places a duty of care on employers to protect all workers from foreseeable harm, which may on occasion present a conflict between health and safety law and disability discrimination law where there is a need to protect the health and safety of others. However, the European Agency for Safety and Health at Work has stated that *'genuine conflicts, where complying with one makes it impossible to comply with the other, are very rare'*.

## Risk Assessment

It is important that the approach to risk management includes any disabled people in the workplace. Risk assessment should not focus on a person's disability, but should look more broadly at the overall demands of the job and how any risks can be appropriately managed.

Regulation 3 of the **Management of Health and Safety at Work Regulations 1999** places a duty on employers to carry out suitable and sufficient assessment of risks to both employees and non-employees.



The standard risk assessment should be conducted by a suitably qualified person to avoid accusation of direct discrimination. It is advisable to involve the worker themselves as they are often the best person to identify what is needed and to ensure that it refers to the individual circumstances of the worker. The assessment will need to identify the hazards and risks associated

with the nature of the task and whether reasonable adjustments need to be made to remove or reduce such risks to the individual. The risk assessment should cover:

- The specific needs of the individual with respect to disability.
- The design of the job and the working environment, such as access to the workstation and layout of the premises, heating, lighting, etc.
- Work equipment and workstations to be adjusted to individual needs and use of assistive technologies.
- Health hazards that may affect the individual – chemicals, respiratory sensitisers, etc.
- Work organisation, specific training needs and methods of communication.
- Psycho-social aspects such as stress, bullying, etc.

In addition to the standard risk assessment the **Regulatory Reform (Fire Safety) Order 2005** places a requirement on employers to make evacuation plans for disabled people, which will include workers, visitors or service users. This involves the development of a Personal Emergency Evacuation Plan (PEEP) which is tailored to meet the individual needs of a disabled employee, visitor or service user. It outlines the safe means of escape and identifies the support which may be needed in the event of an emergency evacuation.

### More...

The Access to Work programme offers technical and financial support for employers taking on disabled recruits or accommodating employees who develop a disability. More information is available at:

[http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG\\_4000347](http://www.direct.gov.uk/en/DisabledPeople/Employmentsupport/WorkSchemesAndProgrammes/DG_4000347)

## Revision Questions

5. What is the meaning of the term "disability"?
6. Under the Equality Act the employer has a duty to make "reasonable adjustments". Give six examples of possible adjustments an employer might need to make.

(Suggested Answers are at the end of Unit NHC1.)