

Health Declaration – Managers Questionnaire

This form must be completed by the manager of the vacant / new post and forwarded to the Business Support Centre with the job release form, job description and personal specification

The relevant Health Declaration form i.e for part A or part B roles, stamped addressed envelope and detailed guidance will be sent to all short listed candidates by the recruitment service in the Business Support Centre, prior to interview. The relevant case manager within the recruitment service will be responsible for ensuring that all forms have been returned prior to interview.

Guidance for applicants will include an explanation of the Health Declaration process to inform them that they will be required to complete a Health Declaration form should they be shortlisted for interview

Further details of the Health Declaration procedure can be found on the Council's intranet, HR interest site under HR Strategies Policies and Procedures.

Job Risk Analysis (to be completed by Leeds City Council)

Recruiting Employer	Leeds City Council
Department and Section	City Development/Highways & Transportation
Post/Job Title	Senior Engineer Highways Assets
Description of main activities the applicant would be required to undertake	Working in the office and outdoors. Ability to drive essential
Hours/work pattern	

If the work contains any of these elements it is defined as a PART A ROLE

Work element	YES	NO
Work at heights (e.g. over 2m)		✓
Work in excessively noisy environments.		✓
Work in unusual environmental conditions, e.g. confined spaces (where the air does not flow free and fresh or where there may be a build up of gases, vapours or fumes or the need for the use of breathing apparatus)		✓
Use of tools and equipment associated with hand-arm or whole-body vibration.		✓
Driving Leeds City Council Vehicles.	✓	
Transporting others (i.e. only those driving HGV's over 7.5 tonnes, PCV's, minibuses (e.g. requiring MIDAS qualification/DVLA Gp 2) and anyone transporting, as part of their normal duties, more than 3 persons		✓
Contact with hazardous substances identified as requiring regular health surveillance under COSHH n.b. this includes infectious agents eg from		✓

bodily fluids, or zoonoses.		
Prolonged or frequent exposure to machine generated wood dust, or other heavy or excessive concentrations of mineral dust.		✓
Work with lead or lead-based products.		✓
Work with, or regularly in, environments where there is likely to be, asbestos containing materials.		✓
Where the role requires an employee to be immunized.		✓
Fieldwork or work in extreme conditions e.g. involving excessive heat, cold, frequently walking long distances over rough terrain in all weather conditions;		✓
Any other occupational hazards/comments relevant to this post (state):		

All other roles are defined as Part B. Please indicate if the work involves any of these elements.

Work element	YES	NO
Face to face contact with the public/service users	✓	
Working in isolation/lone working	✓	
Work with electrical wiring		✓
Work where there may be occupational exposure to bodily fluids (all reasonable control measures will have been identified and implemented). N.B. if the risk assessment identifies that immunization is required, this should be classed as a Part A role.		✓
Work that may bring the employee into contact with rodents or other animals or livestock N.B. if the risk assessment identifies that immunisation is required, this should be classed as a Part A role.		✓
Manual handling/moving and handling (i.e. other than routine office lifting and carrying).		✓
Working with vulnerable service users.		✓
Work with repetitive movements or forced posture.		✓
Work as a regular display screen user.	✓	
Work involves the preparation or handling of unwrapped foods, to be consumed without further cooking e.g. sandwich preparation.		✓
General office-based activities.	✓	
Driving own vehicle on Council business.	✓	

Any other occupational hazards/comments relevant to this post (state):		✓
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N.B. Appropriate control measures for these identified hazards will have been identified and implemented.