FITNESS FOR WORK POLICY

Safe deployment, health support and reasonable adjustments

EFFECTIVE: SEPTEMBER 2026 | REVIEW: SEPTEMBER 2027 | IMPACT AP

1 | PURPOSE AND SCOPE

Ensure staff and volunteers are able to carry out assigned duties safely while supporting health and fair treatment. Applies to teaching, mentoring, driving, cooking, practical work and off-site supervision. Kate Willis manages deployment decisions, obtaining suitable advice when needed. Fitness decisions relate to the actual task and risk; a diagnosis alone does not establish unfitness.

2 | REPORTING A CONCERN

Staff must tell Kate promptly if illness, injury, fatigue, medication effects or another condition may affect safe work. Explain functional limits without unnecessary disclosure of private details. Another staff member who notices a safety concern should report it respectfully. Urgent child-safety risks require immediate action and suitable replacement supervision.

3 | IMMEDIATE DEPLOYMENT DECISIONS

Move the person from a safety-critical task when there is a credible immediate risk and arrange safe cover. Speak privately, establish the facts and consider a temporary adjustment or safe alternative duty. Do not leave pupils unattended. Document the decision, review point and support; a precautionary change of duty is not automatically disciplinary action.

4 | MEDICATION AND TREATMENT

Staff seek medical or pharmacy advice about treatment effects relevant to their role and report any safety limitations. Store personal medicines away from learners. Managers do not prescribe, diagnose or instruct staff to stop treatment. Agree adjustments to driving, machinery, supervision or working hours based on the individual risk and appropriate professional advice.

5 | ALCOHOL, DRUGS AND IMPAIRMENT

No person may supervise learners, drive or operate equipment while impaired by alcohol, illicit drugs or another substance. Remove immediate risk and arrange safe transport if necessary; never permit an impaired person to drive home. Record observations objectively and seek appropriate medical help. Alleged misconduct follows a separate fair investigation and safeguarding route where relevant.

6 | FATIGUE AND WELLBEING

Plan realistic duties, breaks and cover for long days, transport and off-site work. Staff should report exhaustion, distress or reduced concentration before a task becomes unsafe. Explore workload and support rather than assuming personal failure. Agree an immediate safety response, a review date and access to appropriate professional or occupational-health advice.

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7 | HEALTH INFORMATION AND ASSESSMENT

Use relevant medical evidence, fit notes or occupational-health advice with appropriate consent and confidentiality. Ask about ability to do essential duties, likely timescales and useful adjustments. Request only information needed for the employment decision. Explain how it will be used and shared; keep health records restricted and separate from general staff files where appropriate.

8 | REASONABLE ADJUSTMENTS

Discuss altered hours, equipment, breaks, phased return, changed duties or support for disability, pregnancy or other needs. Consider practical effectiveness and safety with the staff member. Record the agreement and review date. Do not impose blanket restrictions on disabled staff or rely solely on absence triggers without considering individual circumstances and legal duties.

9 | RETURN AND CONTINUING REVIEW

Meet privately after significant illness or a safety concern to agree a safe return. Clarify duties, support, temporary restrictions and communication with colleagues on a need-to-know basis. Review whether adjustments work and update risk assessments when circumstances change. A fit note or return to work does not remove the duty to manage known task-specific risks.

10 | FAIR PROCESS AND ESCALATION

Separate capability, conduct, safeguarding and medical support issues and use the appropriate procedure with a fair opportunity to respond. Seek HR advice for formal action, representation and appeal arrangements. An unconflicted governor coordinates concerns involving Kate. Report adult conduct posing child risk through Managing Allegations; emergencies require immediate statutory help.

11 | POLICY CONTROL AND REVIEW

Policy owner: Kate Willis, Principal and Proprietor. Effective date: September 2026. Scheduled review: September 2027, or sooner after relevant changes, incidents or feedback. Record actual governance approval and implementation decisions and brief staff on their duties. These policy dates do not assert that approval, staff training or operational checks have already occurred. Use the Complaints or independent reporting route for concerns about implementation.

12 | SOURCES AND RELATED DOCUMENTS

Health and Safety at Work etc. Act 1974; Equality Act 2010.

acas.org.uk/supporting-disabled-people; acas.org.uk/fit-notes-and-proof-of-sickness

Check current versions and apply according to Impact's legal and commissioning status.