

Night-worker Assessments FAQs

Supporting you to work safely.

The Health and Safety Executive (HSE) enforces the night worker health assessment requirement detailed in the Working Time Regulations 1998. This health assessment helps employers to identify where night shifts are causing workers health risks. After completion, it also helps to decide how best to make reasonable adjustments where appropriate.

How will I be notified of this?

Regular articles (every 6 months) will appear on NTK alerting you to this process.

Your Manager will contact you at regular intervals to remind you of the process and to encourage you to request the assessment.

Information will be on EAST24 for you to access whenever you wish.

I think I should be assessed but have not been. Who can I talk to?

Speak to your Line Manager initially. Alternatively, your Union Rep, HR or the Wellbeing Team will also be able to support you.

How do I get assessed?

Assessment will be completed electronically via our occupational health database, Apollo. Your Line Manager will make the initial referral for you, you will be sent a link to the questionnaire and all you have to do is login in and answer the questions.

Is it confidential? Who has access to the information?

The assessment is completely confidential, and any information shared is between you and the Occupational Health Team (OH Team). Only the OH Team will know what you have said. They will keep records; these will not be shared with managers or anyone else in the Trust.

Following the assessment, the outcome will be given to you and your manager.

To ensure all information you have given is absolutely clear, the OH Team may need to speak to you, on the telephone or in person. You will be contacted by them if so.

Details will only be passed on to a third party when necessary, and only with your consent.

How are the assessment results shared?

There are 5 possible outcomes:

Suitable	<ul style="list-style-type: none">▪ Employee is suitable to work/continue to work nights▪ Certificate issued
Suitable with adjustments	<ul style="list-style-type: none">▪ Employee is only suitable to work nights with adjustments▪ Manager advised regarding temporary or permanent adjustments/fitness for substantive role▪ May require full Management Referral▪ HR support may be required
Unsuitable	<ul style="list-style-type: none">▪ Employee is not suitable/no longer suitable to work nights▪ Manager advised▪ HR support may be required
Declined	<ul style="list-style-type: none">▪ Employee has declined to complete the screening▪ Manager advised
Failed to Take	<ul style="list-style-type: none">▪ Employee has not completed the questionnaire within 21 days from the date the referral was made▪ The screening has been closed and manager advised

Only the result will be shared, no details of the way you answered questions or of any conversations you had with OH team will be disclosed.

A certificate will be issued on successful completion of the assessment.

What is the process for the night worker assessment?

You request a referral via your Line Manager. The Line Manager makes the referral.

You are sent a link to Apollo and complete the questionnaire. The outcome is shared with you and your Line Manager

Where can I find the process?

The process can be found on EAST24

What happens if I am not able to work night shifts?

You will need to have a conversation with your Line Manager and your local HR to outline the different options you may have

Do I need to provide consent to share the information with OH?

It is part of your contract of employment that you do work with OH where appropriate, but consent is always gained before taking or sharing any of your details

What if I don't complete the night worker risk assessment but my manager believes that I should complete it?

Your Line Manager will make an occupational health referral for you if they have any concerns. This will include a full review of your current health & wellbeing and your fitness to fulfil the role for which you have been employed to ensure your safety

What happens if I decline?

This is not mandatory, and you have the right to decline.

You will be asked annually by your line manager if you want to take up the option, and the date of the conversation will be recorded for 'compliance of offer' reasons only.