



The Victoria Inn - Threemilestone
The Victoria Inn - Roche
The Norway Inn – Perranarworthal

"A warm welcome with pub grub - at our tables or delivered to yours"

Medical Questionnaire Policy

Policy

When new staff are taken on at Inn Cornwall Limited, regardless of duration of contract, a Medical Questionnaire should be completed.

Medical Questionnaires may be issued periodically to all staff to ensure the company always has up-to-date medical information in order it can support all its employees appropriately.

Scope

This policy covers all new joiners to the Inn Cornwall Limited.

Procedure

The Medical Questionnaire form should be sent to all new joiners after the Inn Cornwall Limited has offered the job and it has been accepted by the prospective employee and prior to their starting work for the Inn Cornwall Limited.

The returned form should be checked by the manager, and where any questions are answered 'yes' further advice should be sought from the Inn Cornwall Limited Manager.

Medicals

Where necessary the Inn Cornwall Limited may request that a medical assessment is completed prior to commencement of employment. Where possible this will be undertaken by the Inn Cornwall Limited doctor, however as an alternative a report may be requested from the individuals own doctor. In some circumstances it may be recommended that an employee visits an Occupational Health specialist.

Where medical reports from an employee's medical practitioner are necessary, the employee will be fully informed of his/her rights under the Access to Medical Reports Act 1988 and/or Data Protection Act 1998 and his/her permission will be sought for the report to be obtained.

Policy updated March 2021

Mark Holden – Company Director



**THE
VICTORIA INN**
- Threemilestone -


NORWAY
INN

**THE
VICTORIA INN**
- Roche -