

PHYSICAL AND MENTAL HEALTH FITNESS POLICY

Fitness to Perform - Relevant Individuals

Ignition Pro - School for Entrepreneurs Limited

Document Title:	Physical and Mental Health Fitness Policy
Policy Owner:	Chief Executive Officer / Head of HR
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1. PURPOSE

Initial registration condition E9 of the Office for Students requires Ignition Pro – School for Entrepreneurs Limited (“the Institution”) to have clear policies and processes in place to ensure that relevant individuals are able, in terms of their physical and mental health, to carry out the duties of the role to which they are appointed. This policy explains how the Institution meets that requirement in a clear, fair, and consistent way.

The Institution recognises that health conditions may affect an individual’s ability to carry out their responsibilities, either on a temporary or ongoing basis. It therefore has both a regulatory duty and a duty of care to ensure that those in key governance and management roles are able to perform their duties effectively, while also being supported appropriately.

The Institution is committed to treating all individuals fairly and in line with its obligations under the Equality Act 2010. Reasonable adjustments will be made where required to support individuals with disabilities or health conditions, ensuring that no one is unfairly excluded from a role or disadvantaged in carrying out their responsibilities.

This policy is not disciplinary in nature. Its primary purpose is to provide a supportive framework that enables individuals to perform their roles effectively, while protecting the interests of the Institution and its students. Any concerns about an individual’s ability to perform their role will be handled sensitively, confidentially, and in a proportionate manner, with a focus on support, adjustment, and resolution wherever possible.

2. SCOPE

This policy applies to all relevant individuals as defined under Office for Students condition E9.4 - members of the Board of Governors, members of institutional committees with decision-making authority, the Chief Executive Officer, the Registrar, the Dean, and other members of the Senior Management Team - from the point of appointment and throughout their tenure.

3. PRE-APPOINTMENT

The institution's pre-appointment process addresses health and fitness to perform as follows.

Self-Declaration

Every relevant individual completes the institution's Fit and Proper Self-Declaration Form before taking up their appointment. Question 4 of that form asks the individual to confirm that they are able, by reason of their health and after reasonable adjustments, to properly perform the tasks of the role to which they are appointed. Where an individual indicates that adjustments may be needed, the Registrar initiates a confidential discussion to determine what is appropriate.

Occupational Health Referral

Where there are reasonable grounds to consider that a health condition may affect an individual's ability to perform their role - whether this emerges from the self-declaration, the recruitment process, or a referral - the institution may refer the individual to an occupational health practitioner for an independent assessment of whether they can perform the essential functions of the role, with or without adjustments. The individual's consent is sought before any referral is made.

Reasonable Adjustments

Where a self-declaration or occupational health assessment indicates that adjustments are required, the institution works with the individual to identify and implement them in accordance with its obligations under the Equality Act 2010. What is reasonable is determined case by case, taking into account the nature of the role, the practicality and likely effectiveness of the proposed adjustment, and any cost or operational implications. Adjustments might include modified meeting arrangements, adjusted attendance patterns, additional support, or redistribution of specific responsibilities.

4. ONGOING FITNESS DURING TENURE

Health circumstances can change, and the institution has processes in place to respond. The annual Fit and Proper Self-Declaration Form includes the health question, and if an individual's response changes from their previous declaration, the Registrar initiates a confidential discussion to understand the position and consider whether adjustments or further assessment are needed.

Any relevant individual who develops a condition they believe may affect their ability to perform their duties is encouraged to raise this with the Registrar or, in the case of Board members, with the Chair of the Board as early as possible, so that appropriate support can be arranged. Where a line manager, the Chair, or the Chief Executive Officer has a reasonable, evidence-

based concern that a relevant individual's health is adversely affecting their ability to carry out their role, they may refer the matter to the Registrar. All such matters are handled confidentially, sensitively, and in accordance with employment law and data protection requirements. The institution's first response is always to seek to support the individual, not to take adverse action.

5. SUSTAINED INABILITY TO PERFORM

If, following occupational health assessment and the implementation of all reasonable adjustments, it is concluded that an individual cannot perform the essential functions of their role by reason of their health, the situation is managed in accordance with applicable employment law, the Articles of Association, and any relevant contractual provisions. For employed relevant individuals, the institution's capability procedure applies. For non-executive Board members, the matter is referred to the Chair of the Board of Governors. In all cases the institution acts with respect for the individual's dignity, takes legal advice where appropriate, and aims for a resolution that is fair to the individual while keeping governance and management arrangements effective.

6. CONFIDENTIALITY

Health information is treated with strict confidentiality and handled in accordance with the institution's Data Protection Policy and the UK General Data Protection Regulation. It is shared only with those who have a legitimate need to know for the purposes of this policy, and only to the extent necessary. Health information is not retained beyond the period for which it was collected or as required by law.

7. RELATIONSHIP WITH FIT AND PROPER PERSONS POLICY

This policy should be read alongside the institution's Fit and Proper Persons Policy, which addresses the full range of criteria for assessing whether a relevant individual meets the standard required by condition E9. Health fitness to perform is one element of that broader assessment.

8. REVIEW

This policy is reviewed annually by the Board of Governors to ensure that it remains effective, up to date, and aligned with current legal and regulatory requirements. It will also be reviewed whenever there are material changes to the conditions of registration set by the Office for Students, the Equality Act 2010, or any other applicable legislation or guidance.

Any material amendments to the policy must be formally approved by the Board of Governors before they are implemented.

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