

## Occupational Health Operational Policy HR-036

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Executive Lead (name & job title):	Steve McGowan, Director of Workforce and OD
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<i>Minor amendments made prior to full review date above (see appended document control sheet for details)</i>	
<i>Date approved by Lead Director:</i>	<i>13 January 2023 – Steve McGowan</i>
<i>Date EMT as approving body notified for information:</i>	<i>January 2023</i>

*Policies should be accessed via the Trust intranet to ensure the current version is used*

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## 1. INTRODUCTION

Humber NHS Teaching Foundation Trust has a statutory and ethical duty to safeguard, so far as is reasonably practicable, the health, safety and welfare of its employees at work. The Trust also has statutory duties not to discriminate against any employee or prospective on the grounds of disability, including during the recruitment process and to make reasonable adjustment to the work arrangements of prospective and current employees when needed arising from them being a disabled person as defined within the Equality Act 2010.

In addition, the Trust has a parallel duty to prevent harm to patients and the wider public, arising from its activities. The duties are placed on the management of the Trust. The Occupational Health Service provides competent advice and support to those charged with these responsibilities.

Occupational Health is a specialty that has expertise in the effects of health on work and work on health and so supports the Trust in meeting its statutory responsibilities described in point 1.1 and is used as part of the fair, effective and lawful management of employees health in relation to work.

The ethical principles of Occupational Health are based on independence, integrity, fairness, equity of access and confidentiality for the users of the service

This policy supports the compliance with the Care Quality Commission Regulation 10, 'Patients who use the service will benefit from quality care, treatment and support, due to effective decision making and the management of risks to their health, welfare and safety'.

## 2. SCOPE

This procedure applies to the provision of Occupational Health Services to Humber Teaching NHS Foundation Trust and so to all who are being considered for employment, employed, contracted to work within or on behalf of the Trust, or who are undergoing educational placement within the services undertaken by the Trust. The policy also applies to those with whom the Occupational Health Department has contracts to provide services.

## 3. POLICY STATEMENT

The Trust recognises the importance of maintaining and improving the physical and mental wellbeing of all its employees. Humber Teaching NHS Foundation Trust is committed to the provision of a high quality confidential Occupational Health Service that meets nationally recognised standards and which is readily accessible to all Trust employees.

## 4. DUTIES & RESPONSIBILITIES

### Chief Executive

The Chief Executive has overall statutory and operational responsibility for managing occupational health and safety.

### Director of Human Resources

- The Human Resources Director is the nominated Director with responsibilities for the provision of the Occupational Health Services.
- To present the Occupational Health Service performance to the Executive Team.

### **Heads of Service/Directors**

- To be understand the role of the Occupational Health Service.
- To ensure that all employees within their areas of responsibility have access to and understand the role of Occupational Health.
- To ensure that all employees have equitable access to Occupational Health Services.
- To maintain and promote the health, safety and welfare of the Trust's workforce, so far as is reasonably practicable, when planning and carrying out work activity.
- To respect the ethical principles of Occupational Health (see 1.4).
- To attend training on matters relating to occupational health and the role of the Occupational Health Department.
- To work with colleagues from Occupational Health, Safety and Human Resources to identify measures to reduce the incidence of work related illness and injury.
- To follow all Trust policies, including the use of Occupational Health Services

### **Occupational Health Manager**

- To manage the day to day operational service delivery and monitoring and evaluating the work it undertakes.
- To ensure all staff employed in the department have an annual appraisal and PDR and are appropriately trained, and maintain their levels of skills and competencies commensurate with their roles and responsibilities.
- To ensure the services provided are of an appropriate quality and that quality is maintained and developed by the use of auditing and benchmarking.
- To ensure the services provided to employees meet the standards set down by the relevant expert bodies including Department of Health, Faculty of Occupational Medicine and NHS Employers.
- To provide activity and performance monitoring information within defined key performance indicators at an agreed frequency but not less than yearly.

### **Occupational Health Department**

- To ensure the services provided comply with the requirements of the:
  - .1 The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR)
  - .2 Access to Medical Reports Act 1988
  - .3 Equality Act 2010
  - .4 Health and Safety Legislation, 1974
- And the ethical principles stated by the:
  - General Medical Council
  - The Nursing and Midwifery Council
  - The Faculty of Occupational Medicine
  - Health and Care Professions Council (HCPC)
- To provide a specialist, confidential and independent advisory service that is readily accessible to all Trust employees.
- To support the Trust to fulfil its statutory duties laid down in health and safety and employment legislation.
- To provide advice to the employer, employees and their representatives on

developments in occupational health and safety legislation, Department of Health guidance and occupational health practice.

- To promote wherever possible the highest degree of physical, mental and social wellbeing of all employees.
- To provide advice to help the Trust protect employees from health risks and hazards arising out of their work or working environment.
- To ensure that the Service meets the specific and changing needs of the Trust, and that the services offered are in accordance with legislation and best practice.
- To provide expertise that assists managers provide a safer healthier environment for staff, patients and visitors by recognising, assessing and advising on ways for reducing and managing risks.
- To assist with the investigation of accidents and incidents involving Trust employees when appropriate.
- To assess the immune status of employees and undertake the administration of vaccines when appropriate and according to national policy and best practice.
- To undertake assessments and co-ordinate the management of incidents involving employees following exposure to hazardous substances, for example biological agents following a sharps injury.
- To undertake statutory health surveillance of employees as indicated by risk assessment and when notified by employing managers.
- To provide psychological support and counselling for employees.
- To provide advice regarding infection prevention control (IPC) matters involving employees, and to undertake contact tracing when determined as needed in collaboration with Infection Control experts.
- To assist employees who have been ill or injured, whether or not caused by work, to return to work, and to provide advice to managers regarding the reasonable adjustments whenever possible.
- To comply with Trust policies on record keeping, complaints, risk management and anti-discriminating policies during the provision of services.
- To work with colleagues in Human Resources and Managers/Heads of Departments to ensure the effective management of sickness absence amongst employees.
- To work closely with Staff Side, Safety and Risk Management colleagues to identify risks to employees and to assist in the development of policies and strategies aimed at addressing these.
- To identify the episodes of ill health in employees that are caused or made worse by work and advise on the measures to address these.
- To contribute to the business objectives of the Trust by improving staff retention, enhancing employee performance and morale through reducing risks to health which may lead to ill health, sickness absence and accidents.
- To help managers to protect patients, visitors and others from employees who may represent a risk.
- To use the work environment to help people improve or maintain their health and wellbeing.
- To provide Occupational Health Services to other employers that is on a sound business footing and supports the financial objectives of the Trust

## **Employees**

- To provide the Occupational Health Department with accurate information regarding their health.

- To attend the Occupational Health Department when reasonable and following a discussion and agreement with their manager.
- To raise matters of concern relating to Occupational Health to an appropriate person, for example, the Director of Human Resources and Diversity, their Line Manager, the Health and Safety Committee, Safety Representatives, Infection Control Committee or the Occupational Health Department.
- To comply with working practices aimed at ensuring/promoting their own, colleagues' and patients' health, safety and welfare.
- To attend any training related to the role and responsibilities of the Occupational Health Department when appropriate.

## **5. PROCEDURES**

Written procedures for the core functions of the Occupational Health Department are available from the Occupational Health Department.

## **6. EQUALITY & DIVERSITY**

An Equality and Diversity Impact Assessment has been carried out on this document using the Trust approved EIA. The assessment is low impact.

## **7. IMPLEMENTATION**

This policy will be disseminated by the method described in the Policy and Procedural Documents Development and Management Policy.

The implementation of this policy requires no additional financial resource.

## **8. MONITORING & AUDIT**

The Occupational Health Department values the views of the users of the service and will undertake periodic surveys of its service users, and audits, including records and clinical audit, of the services it provides using wherever possible nationally agreed formats for such evaluations and will benchmark these wherever possible.

Complaints concerning the service should be made to the Occupational Health Manager, if unresolved, this should be sent to the Director of Workforce and OD.

## **9. REFERENCES/EVIDENCE/GLOSSARY/DEFINITIONS**

The Healthy Workplaces Handbook: NHS Employers 2008  
 The Health and Social Care Act 2008: Code of Practice for the NHS on the Prevention and Control of Health Care Associated Infection and related guidance Department of Health 2010  
 Safe Effective Quality Occupational Health Service standards  
 The Effective Management of OH and Safety Services in the NHS.  
 DoH 2001 Securing Health Together.  
 A Long-Term Strategy for England and Wales Guidance on Ethics for Occupational Physicians. Faculty of Occupational Medicine 2006  
 The Management of Health and Safety at Work Regulations. HSE 1999

The Data Protection Act 2018 is the UK's implementation of the General Data Protection Regulation (GDPR)  
The Equity Act 2010

## **10. RELEVANT HFT POLICIES/PROCEDURES/PROTOCOLS/GUIDELINES**

- Recruitment & Selection Policy P055
- Stress at Work Policy P035
- Confidentiality Code of Conduct P162
- Health & Safety Policy P036
- Infection Prevention Arrangements Policy P060
- Performance & Development Review PADR Policy P130

## APPENDIX 1 – Document Control Sheet

Document Type	Policy - Occupational Health Operational Policy		
Document Purpose			
Consultation/ Peer Review:	Date:	Group / Individual	
<i>list in right hand columns consultation groups and dates -&gt;</i>			
Approving Committee:	EMT	Date of Approval:	
Ratified at:	Board	Date of Ratification:	
Training Needs Analysis: <i>(please indicate training required and the timescale for providing assurance to the approving committee that this has been delivered)</i>		Financial Resource Impact	
Equality Impact Assessment undertaken?	Yes [ ]	No [ ]	N/A [ ] Rationale:
Publication and Dissemination	Intranet [ ]	Internet [ ]	Staff Email [ ]
Master version held by:	Author [ ]	HealthAssure [ ]	
Implementation:	<i>Describe implementation plans below - to be delivered by the Author:</i>		
	<ul style="list-style-type: none"> <li>• .</li> <li>• .</li> <li>• .</li> </ul>		
Monitoring and Compliance:			

<b>Document Change History:</b>			
Version Number / Name of procedural document this supersedes	Type of Change i.e. Review / Legislation	Date	Details of Change and approving group or Executive Lead (if done outside of the formal revision process)
3.0		May-08	Reviewed and updated
4.0		April-11	Reviewed and updated
5.0	Review	Aug-14	Reviewed and put into new HFT format. Major changes to sections 1,2,4,5 and 10
5.1	Review	May-17	Reviewed no changes made
5.2	Review	Jan-19	Reviewed – minor amends– no details given
5.3	Review	Jan-23	Reviewed – minor amends. Approved by director sign-off (Steve McGowan – 13/01/23).



## APPENDIX 2 – Equality Impact Assessment (EIA)

For strategies, policies, procedures, processes, guidelines, protocols, tenders, services

1. **Document or Process or Service Name:** Occupational Health Operational Policy HR-036
2. **EIA Reviewer (name, job title, base and contact details):** Catrina Hughes, Occupational Health Manager
3. **Is it a Policy, Strategy, Procedure, Process, Tender, Service or Other?** Policy

<b>Main Aims of the Document, Process or Service</b>		
To set out the requirements that must be met for approval, ratification and dissemination of all Humber Teaching FT policies.		
Please indicate in the table that follows whether the document or process has the potential to impact adversely, intentionally or unwittingly on the equality target groups contained in the pro forma		
Equality Target Group	Is the document or process likely to have a potential or actual differential impact with regards to the equality target groups listed?	How have you arrived at the equality impact score?
Age	<b>Equality Impact Score</b> Low = Little or No evidence or concern (Green) Medium = some evidence or concern (Amber) High = significant evidence or concern (Red)	1. who have you consulted with 2. what have they said 3. what information or data have you used 4. where are the gaps in your analysis 5. how will your document/process or service promote equality and diversity
Disability		
Sex		
Marriage/Civil Partnership		
Pregnancy/Maternity		
Race		
Religion/Belief		
Sexual Orientation		
Gender re-assignment		

Equality Target Group	Definitions	Equality Impact Score	Evidence to support Equality Impact Score
Age	Including specific ages and age groups: Older people, Young people, Children, Early years	Low	There is no evidence that this equality group is negatively affected by the policy.
Disability	Where the impairment has a substantial and long term adverse effect on the ability of the person to carry out their day to day activities:	Low	There is no evidence that this equality group is negatively affected by the policy.
Sex	Men/Male, Women/Female	Low	There is no evidence that this equality group is negatively affected by the policy.
Married/Civil Partnership		Low	There is no evidence that this equality group is negatively affected by the policy.
Pregnancy/ Maternity		Low	There is no evidence that this equality group is negatively affected by the policy.
Race	Colour, Nationality, Ethnic/national origins	Low	There is no evidence that this equality group is negatively affected by the policy.
Religion or Belief	All Religions Including lack of religion or belief and where belief includes any religious or philosophical belief	Low	There is no evidence that this equality group is negatively affected by the policy.
Sexual Orientation	Lesbian, Gay Men, Bisexual	Low	There is no evidence that this equality group is negatively affected by the policy.
Gender re-assignment	Where people are proposing to undergo, or have undergone a process (or part of a process) for the purpose of reassigning the person's sex by changing physiological or other attribute of sex	Low	There is no evidence that this equality group is negatively affected by the policy.

## Summary

*Please describe the main points/actions arising from your assessment that supports your decision above*

There is no evidence of potentially negative effect on groups in the categories above. No issues have been identified within Occupational Health of any of the above groups facing difficulty in the operational service delivery of the occupational health provision to the Trust.

EIA Reviewer	Catrina Hughes, Occupational Health Manager
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Date completed;	January 2023
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Signature	C Hughes
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