## **Contact Details**

Whittington Hospital The Old Police House, Magdala Avenue (corner of Magdala Avenue & Dartmouth Park Hill) London N19 5NF

Telephone: 020 7288 3351 E-mail: <u>whh-</u> <u>tr.occupationalhealthwellbeing@nhs.net</u>

**Opening Hours:** 

- Monday Thursday: 9:00am 5:00pm
- Friday: 8:30am 4:30pm

Vaccination walk in-clinics at Whittington hospital:

- Mondays: 2:00pm 4:00pm
- Fridays: 8:30am 11:30am.

# **Tynemouth Road Health Centre**

24 Tynemouth Road, Tottenham London N15 4RH

Telephone: 020 3224 4440 E-mail: <u>whh-</u> <u>tr.occupationalhealthtynemouth@nhs.net</u>

**Opening Hours:** 

• Monday – Friday: 9:00am-4:30pm

## Confidentiality

Any information about an individual is confidential to the OH service and may not be released to a third party without the informed and explicit consent in writing of the individual concerned.

# Privacy Policy

A copy of our privacy policy can be found on our website.

## Patient advice and liaison service (PALS)

If you have a compliment, complaint or concern please contact our PALS team on 020 7288 5551 or whh-tr.whitthealthPALS@nhs.net

If you need a large print, audio or translated copy of this leaflet please contact us on 020 7288 3182. We will try our best to meet your needs.

Whittington Health NHS Trust Magdala Avenue London N19 5NF Phone: 020 7272 3070 www.whittington.nhs.uk

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# Your guide to the

# Occupational Health (OH) & Wellbeing Service





#### Introduction

Occupational Health (OH) is a specialist branch of medicine that focuses on the physical and mental wellbeing of employees in the workplace. It aims to promote the health, safety and welfare of employees by offering confidential advice and assistance.

#### Pre-employment Health Assessment

Following a job offer, some posts require specific medical assessments. All new staff have to complete a health declaration form at job offer stage and will be seen by OH department, usually during the first week of employment.

# Vaccinations & Immunisations

Vaccinations and immunisation programmes are designed to offer employees better protection at work. The OH department offers jabs for TB, Hepatitis A & Hepatitis B, Rubella, Revaxis, Influenza and testing for chicken pox immunity.

# Health and Wellbeing

This service offers health education and promotion to all Whittington Health staff. This includes help and information for people wishing to change their lifestyle, stop smoking and stay fit.

A full A-Z list of health and wellbeing activities can be found on the OH intranet page.

#### Management Referrals

Referrals may be suggested where there is concern about an employee's health, performance (where there are health implications) or level of sickness absence. Whittington Health staff can also self-refer to the service.

An OH assessment can provide impartial and objective information that can assist both the employee and management in addressing these concerns. The consultations are led by a qualified nurse or physician who is a specialist in occupational health and who will assess the employee's health and how it may affect their fitness to undertake their job.

## **III Health**

If an employee feels work is affecting their health or a health problem is affecting their work they should discuss this with their line manager and HR who can assist and support and make a referral to the OH department.

# Incident follow-up

If an accident/incident occurs at work the employee must complete an incident form and report it to the OH team. If outside office hours, it must be reported to ED in Whittington Hospital or North Middlesex University Hospital (whichever is closest) if medical treatment is needed. For sharps injuries, please refer to separate sharps injury guidance.

# Health Surveillance

Health Surveillance provides information, which helps to protect employees from illness caused by being exposed to health risks at work.

Health Surveillance programmes are arranged for workers coming into contact with potentially harmful substances and where the COSHH assessment suggests the need. Female staff that may be or are planning pregnancy, should seek advice from OH if their work involves contact with any substances which could be harmful to the unborn child.

## **Infection Control**

Employees in patient contact must inform OH if they are, or think that they may be, suffering from an infectious or contagious disease. Compliance and cooperation in this area is essential to prevent the spread of illness such as chicken pox, food poisoning and other infectious diseases.

OH encourages employees who develop skin problems, particularly on hands and fingers, to contact the department for advice about cause and prevention. Whittington Health provides powder free gloves for universal blood and body fluid protection, in line with the Management of Latex Allergy Policy.