

Health and Safety

The Company and its Associated Companies have in force a comprehensive Health and Safety Policy which provides rules and guidelines in keeping with the specialist nature of the Company's business. A copy of this policy is obtainable from your Line Manager and should be obtained and read upon your commencing employment with the Company. Thereafter, this guide should be obtained and read at regular intervals to refresh and update you on the required codes of practice to ensure their safety whilst carrying out your duties.

It is your responsibility to become familiar with the safety regulations which apply to the Department in which you are employed. You must also be familiar with regulations applicable to areas which you visit in the course of carrying out your normal duties.

Statement of Intent

The Company attaches the greatest importance to the Health and Safety of its employees and of visitors to its premises.

It is the intention of the Company to comply fully with the legal requirements of the Health and Safety at Work etc Act 1974 and all other related legislation.

The Company is committed to establishing and maintaining, as far as is reasonably practicable, safe working conditions for all its employees by continuous attention to all aspects of health and safety at work.

The success of the Health and Safety Policy will equally depend on every employee fulfilling his/her responsibility under health and safety legislation.

The Company is committed to providing, where appropriate, training in all relevant aspects of health and safety including the use of equipment and carrying out of procedures.

It is the responsibility of every employee to become familiar with the safety regulations which apply to the Department in which they are employed. They must also be familiar with regulations applicable to areas which they visit in the course of carrying out their duties.

Codes of Practice covering all aspects of Health and Safety are being progressively developed and the Company will take all reasonable steps to ensure that its employees are kept aware of changes which affect their work environment. If any employee has any suggestions for improving the health and safety of employees, patients or others, using or working within the premises operated by the Company, please discuss it with your Head of Department and/or Accredited Safety Representative.

A copy of the Company's Health and Safety Policy and Procedures are available from the Health & Safety Manager.

Occupational Health Services

Health Services Laboratories are committed to the protection of staff health whilst at work and this policy describes the arrangements for providing occupational health services for staff of Health Services Laboratories.

Occupational health addresses the impact of work on health, and of health on work. It seeks to reduce the incidence of illness and injury caused by work, and has the objectives of ensuring that work in Health Services Laboratories fits the employee and that all staff are able to achieve their full capabilities at work.

Aims of Occupational Health

- To help to protect staff, and others affected by the work of Health Services Laboratories, from health hazards arising from work activities or the work environment;
- To help ensure that work is fitted to individuals' health and that staff do not pose health risks to others.

These aims will be achieved by providing an independent and confidential advisory occupational health service for the benefit and support of employees and employers. This service is provided by The Health and Work Centre at The Royal Free Hospital, Hampstead London NW3, for those staff employed at 60 & 65 Whitfield St, , the, 250 or 307 Euston Road. For those members of staff based at sites other than the above, arrangements will be made locally for the provision of Occupational Health Services.

Procedures for staff access to the Occupational Health Service

New staff on employment

- All new laboratory and patient contact staff will be seen by appointment on starting work, the new starter appointment will be arranged by HR

Immunisations

- Appointments for staff requiring occupational immunisations will be advised by the Occupational Health Nurse and individual appointments will be scheduled by HR

Management referrals

- Line management or HR may request occupational health advice where there are work-related health concerns. These may arise in the context of managing performance or sickness absence and rehabilitation back to work, or in supporting staff with ongoing ill health problems or disabilities.

The reason for referral will be discussed with the employee and a referral form will be completed and signed by manager and employee.

An appointment to be seen in the Health and Work Centre will be arranged on receipt of the completed referral form.

- The referral form and any correspondence about an employee received by the HaWC becomes part of their occupational health records and the employee has a legal right of access to these records under the Data Protection Act 1998.
- A confidential consultation takes place in the Health and Work Centre. Medical and personal details discussed during the consultation are confidential between the

employee and the HaWC.

- A report responding to the questions raised in the referral is discussed and agreed with the employee at the end of the consultation, and sent to the Line Manager and a copy sent to the employee and to the Human Resources Manager.
- The report will consist of recommendations in relation the questions asked on the referral form, which may include: fitness to return to normal duties or a planned rehabilitation programme, restriction on hours or role, work environment change or adaptation, redeployment.

It is important to understand that the HaWC does not duplicate the general practitioner (GP) services or provide the minor illness or general health management ordinarily undertaken by them but exists specifically to support staff with work related health concerns.