



What information will be provided to the organisation following an appointment?

Appointments can result in a fitness certificate or report being sent to the organisation. This will be undertaken with consent from the employee. Sometimes it is necessary to write for additional information from a GP or Consultant. All requests for medical information comply with the Access to Medical Reports Act 1988.

Our impartial advice provides evidence of an individual's health status and will include recommendations in compliance with Disability Discrimination provisions under the Equality Act 2010.

Where will an employee's medical record be kept?

All Occupational Health records will be held securely within Workplace Health & Wellbeing and in accordance to General Data Protection Regulation (GDPR) and Access to Medical Reports Act (1988).

How do I contact you?

To discuss any aspect of our services please call to speak to one of our Business Managers Kris Griffiths or Karen Warnes.

reception: 01603 287035

direct dial: 01603 286667

01603 286644

email: kristopher.griffiths@nnuh.nhs.uk
karen.warnes@nnuh.nhs.uk

web: www.WorkplaceHealthAndWellbeing.co.uk
www.nnuh.nhs.uk

Where to find us

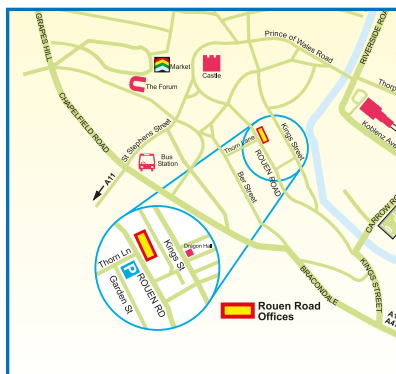
Level 1, 20 Rouen Road,
Norwich NR1 1QQ

Tel: 01603 287035

We are based close to the city centre and within walking distance from Norwich Railway station (approx. 10 minutes). There is a large 'pay and display' car park directly opposite.

We are open:

Monday – Friday: 08.30 – 17:00



/Showcase/Workplace-Health
And-Wellbeing



@WorkplaceHWB



/WorkplaceHealthandWellbeing

SEQOHS
Safe Effective Quality Occupational Health Service

WORKPLACE HEALTH & WELLBEING

Helping to protect your business's best assets



Norfolk and Norwich University Hospitals
NHS Foundation Trust

How can Workplace Health & Wellbeing support your business?

Fit, healthy and motivated employees are the key to any successful and well run business. Workplace Health & Wellbeing services provide the support necessary to effectively protect your employees' Health & Wellbeing. Businesses also realise a number of tangible (and measurable) benefits from using Occupational Health services, these include:

- ✦ Compliance with Health & Safety legislation;
- ✦ Ensuring workers are fit to perform their job roles (e.g. risk assessments, reasonable adjustments);
- ✦ Support organisations to effectively manage health issues in the workplace;
- ✦ Providing early interventions to prevent people going off on sickness absence;
- ✦ Supporting workers in their return to work after sickness absence; and
- ✦ Ensure that people with health conditions and disabilities are not discriminated against (in line with the Equality Act 2010).

Who are we?

We are a local, SEQOHS accredited NHS Occupational Health service provider with over 25 years proven ability. Our team comprises specially trained Occupational Health Doctors, Nurses and Technicians who are supported by our team of skilled administrators.

With our modern central Norwich base and our use of the most up to date Occupational Health IT systems allowing organisations online access; we are confident we can offer any local business the best possible service available. Furthermore, our engagement with the Norfolk and Norwich University Hospitals NHS Foundation Trust, ensures we are at the cutting edge of the latest Occupational Health guidance, with an exceptional level of knowledge of local specialist health services within Norfolk, both internal and external to the NHS.

What services do we offer?

We can provide you with a full range of Occupational Health services. The following is a sample of the services we can provide. Please ask for further information if the service you require is not represented.

Pre-Placement health screening, advice on fitness to work and specialist advice to assist you in the management of health related cases:

- ✦ Short & long term sickness absence;
 - ✦ Work related injury and return to work plans ;
 - ✦ Assessing disability, fitness to work and advice on reasonable adaptations or adjustments required for an employee to return to work
- Health surveillance programmes** - to ensure compliance with HSE guidelines and legislation;
- ✦ Hearing tests for employees exposed to noise;
 - ✦ Hand Arm Vibration Syndrome (HAVS) screening;

- ✦ Lung function testing;
- ✦ Skin inspections;
- ✦ Fork Lift Truck Driver assessment;
- ✦ Night Workers assessment;
- ✦ Confined space assessment; and
- ✦ Food handlers' assessment.

Health & Wellbeing promotion activities

– we can offer wide ranging support for your organisation in both the development and delivery of Workplace Health & Wellbeing programmes. Our focus is to improve the health of staff and encourage a proactive self-reliant approach.

Workplace Risk Assessments - we advise on managing health related risks concerning the following and to ensure compliance with HSE guidelines:

- ✦ Pregnancy
- ✦ Computer/Display Screen Equipment (DSE)
- ✦ Manual Handling

Immunisations – we offer a range of vaccination and blood testing programmes for employees working in environments which require protection from acquiring or passing on infection

Health Checks – we can provide a range of health screening programmes to fit in with your business to cover all or some of the following tests:

- ✦ Blood pressure;
- ✦ Weight and BMI;
- ✦ Diet & exercise;
- ✦ Smoking cessation;
- ✦ Alcohol and substance misuse; and
- ✦ Managing stress.

We also provide specific screening for men and women and can provide a comprehensive Cardiovascular risk check which will provide screening for the likelihood of employees developing heart disease, stroke, and diabetes or kidney disease.

Mental Ill Health – we provide clear guidance to line managers and offer support to employees where mental ill health in the workplace is a concern. Our clinical team are trained in using counselling techniques to support individuals following periods of depression, anxiety and stress.

When expert support is required we also have access to a Consultant Clinical Psychologist and a network of qualified and experienced counsellors.

Training Sessions – we deliver a range of onsite training sessions, which can also be tailored to suit your organisation and any issues you may be experiencing, these include:

Sessions for all:

- ✦ Wellbeing & Resilience at Work;
- ✦ Your General Health; and
- ✦ Health Promotion Initiatives.

Sessions for Managers:

- ✦ Proactive Organisational Training (what makes a good referral);
- ✦ Sickness Absence Management;
- ✦ Managing Health Risks in the Workplace; and
- ✦ Managing Mental Health in the Workplace.

