

What response managers can expect from Workplace Health and Wellbeing after a management referral appointment or health review

Referring managers can expect a written report following the assessment of their employee within 5 working days of the appointment, or sooner if communication is via email rather than post.

The following information will be provided within the occupational health report to support both the employee and the organisation.

- A summary of the work and health situation to date;
- An opinion about fitness to work;
- An opinion about future work capacity and/or an estimated time-scale for return to work regarding those individuals currently unfit to work.
- Identification of underlying work related health problems, where appropriate.
- Details of any restrictions or adjustments to the work which may be required to facilitate an early return to work (This may be discussed with the Manager or Personnel Officer, before being included in the report and Disability under the Equality Act 2010 guidance offered).
- Advice on whether the employee is likely to be disabled within the definition of disabled in accordance with the Equality Act 2010.
- Where reports are obtained from General Practitioners and Specialists to assist in the process the correct procedure under the Access to Medical Reports Act 1988 will be followed.
- Recommendations for further treatment that may be beneficial to the employee including referral for counselling or physiotherapy.
- Sign-posting for the employee to available external specialist support organisations.
- If the advice is that the employee is likely to be unfit to return to work in the foreseeable future, advice on their potential eligibility for ill health retirement will be given.

Unfortunately, there will be a delay in the report being prepared if the occupational health clinician requires additional information from the individual's own GP or Medical Specialist, in order to provide suitable guidance. If such information is required, Workplace Health and Wellbeing will inform you of the likely delay. The likely timescales for a specialist report are as much as 4-6 weeks. We have a team of secretaries who regularly follow up request for reports in order to expedite a response. Once received Workplace Health and Wellbeing will act quickly to reply to your original referral letter. At all times, we will do all we can to keep you informed of the delay.

Normal practice is to discuss the content of the report during the assessment and then send a copy to the manager and the employee at the same time. During occupational health assessment, the employee will be requested to consent to a report being sent to their referring manager. If in the event they decline consent, the individual will be informed of the likely implications of their decline and the referring manager will be informed of the individual's decision.

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