

University Health & Safety Arrangements: Chapter 8



Occupational Health

Key word(s):	Specialist advice on occupational health, occupational illness, well-being
Target audience:	All staff and students within the University plus other interested parties

Introduction

1. The Occupational Health Service is part of Directorate for the Student Experience, Division of Student Life within the Professional Support Services of the University.
2. It is important to note that this is a specialist service and all Staff and Students are encouraged to register with a General Practitioner for the provision of primary care services.

Occupational Health Service (Staff/ Students)

3. The clinical team is managed by the Head of Occupational Health Services whilst the administration is the responsibility of the Occupational Health Service Manager.
4. Our site at The Mill looks after all staff and Post Graduate students and all Undergraduate students are looked after at Waterloo Place.

5. Contact details

- for Waterloo Place
Reception phone 0161 2752858
Reception e mail waterloocchealth@manchester.ac.uk
- for Jackson's Mill, Sackville Street
Reception phone 0161 3065806
Reception e mail Millocchealth@manchester.ac.uk

The service is normally open between 9am to 4pm Monday to Friday.

The Occupational Health Services Available for Staff

6. These include:

- (a) Advice on fitness for appointment and appropriate adjustment where necessary.
- (b) Reviewing the fitness of employees during illness and advising on rehabilitation and re-deployment, where appropriate.
- (c) Advising management and employees in relation to sickness absence.
- (d) Assessing risk relating to the health of individuals and groups engaged in particular tasks.
- (e) (Monitoring of health on an ongoing basis via health surveillance programmes.
- (f) Assessing employees' eligibility for long term disability benefits and for retirement on health grounds.
- (g)) Supporting organisational health promotion activities in line with corporate wellbeing strategies.
- (h) Offering help and support in relation to alcohol, smoking, drug abuse or other health issues which may affect employees.
- (i) Providing help and advice to employees who travel abroad for work related activities, e.g. appropriate vaccinations etc.
- (j) Providing advice in relation to medico-legal employment issues.
- (k) Treating inoculation injuries if occurring at work.

7. Employees May Be Seen: -

(a) Following Management Referral

Managers may decide that it is appropriate to refer employees to the Occupational Health Service. Following a referral and consultation a report

is provided. Almost always the contents and indeed a copy of the report will be available to the employee.

(b) Following Self-Referral

Employees can make their own arrangements to be seen if they have any relevant concerns. In these cases the consultation is strictly confidential and no reports are provided unless specifically requested by the individual concerned.

(c) Statutory Appointments

Where necessary for health surveillance required under legislation.

(d) Confidentiality

Employees can be reassured that any medical information obtained will be dealt with on a strictly confidential basis. No medical or personal details will be divulged to management/ personnel without an individual's written/ informed consent.

The Occupational Health Services Available for Students

8. These include:

- (a) Advice on a student's fitness to undertake a course and any appropriate adjustments that may be required.
- (b) Advice on fitness to study where there is a concern in relation to a student's medical fitness to attend university, study and sit exams.
- (c) Health surveillance where required by legislation.
- (d) Appropriate screening and vaccinations where necessary depending on the demands of the course, i.e. health care students.
- (e) Provision of medical certification for a range of non-course related activities, i.e. attendance at Camp America.
- (f) Provision of comprehensive travel advice/ vaccinations/ travel packs for course related (e.g. field work, electives etc.,) and leisure travel.
- (g) Provision of health promotion advice on a range of issues such as alcohol, drugs and contraception.
- (h) Advice may be available in a number of emergency situations such as Students taken suddenly ill on campus or during examinations.
- (i) Advice on a number of health related issues e.g. sexual health.

9. Students May Be Seen

(a) Following faculty/ school referral

Tutors may decide that it is appropriate to formally refer students by writing to the Occupational Health Service for a medical opinion. Following

the consultation a written report will be provided and almost always the contents and indeed a copy of this will be available to the student.

(b) Following self-referral

Students can make their own arrangements to be seen if they have any relevant concerns. In these cases the consultation is strictly confidential and no reports are provided unless specifically requested by the individual concerned.

(c) Statutory appointments

Where necessary for health surveillance required under legislation or screening due to course requirements.

Confidentiality

10. Students can be reassured that any medical information obtained will be dealt with on a strictly confidential basis. No medical or personal details will be divulged to the University without an individual's written/ informed consent.

Please Note: The Service is NOT a primary care provider. All students are advised to register with a local NHS GP. A list of GPs is available at Student Occupational Health.

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Owner of this chapter	Occupational Health, Safety & Training Advisory Group (OHSTAG) Chair : Professor Nalin Thakker Secretary: Dr Patrick Seechurn, Head of Safety Services