

# Employee Occupational Health information sheet

## The role of the Occupational Health Service

The council's Occupational Health Service promotes good health in the workplace. The service is provided by People Asset Management Limited. It provides medical advice to Headteachers, managers and employees to assist and support attendance at work.

This includes:

- fitness checks when starting a new job with the council
- online health and medical advice
- advice to support employees returning to work after a period of ill health
- recommending adjustments and adaptations to support disabled employees
- advice on sickness, absence and the management of health issues.

We have qualified medical practitioners available who are specialists in occupational health.

## My Headteacher or manager is referring me to the Occupational Health Service - what does this mean?

If your health is affecting your attendance or performance at work or if you have been absent for 10 days or more over the last 12 months, then your manager may refer you to the Occupational Health Service to get advice about your health and how best to support you.

Depending on the circumstances they may seek advice to find out if:

- and when you may be fit to return to work.
- you must avoid doing certain aspects of your job for a while or permanently.
- a gradual buildup of your hours and/or duties is recommended when you return to work. This is usual after long periods of absence or major surgery and is called a phased return.
- you are suffering from a condition that is likely to have a long term effect on your ability to do your job.
- any adjustments or adaptations are recommended to help you carry out aspects of your job that your ill health or disability is preventing you from being able to do

When your Headteacher or manager refers you to Occupational Health you will normally be required to attend an appointment at the clinic at Rewley Road, Oxford.

Sometimes it may be possible for the Occupational Health Advisor or Doctor to conduct the appointment with you over the phone.

Your Headteacher or manager will contact you with an appointment date and time.

If you are unable to attend the scheduled appointment you must contact Occupational Health on 01865 415500 or email [oxford.clinic@people-am.com](mailto:oxford.clinic@people-am.com) and your manager immediately. If you cannot give 48 hours notice of the cancellation your school will be charged for the appointment. Another appointment will be arranged for you through your manager.

To help Occupational Health give advice about your health, they may ask your permission to request medical information from your GP or specialist. This will be discussed with you at your Occupational Health appointment.

If you would like to see the report before it is sent to your Headteacher or manager please make this request of the clinician at the appointment.

Following your appointment Occupational Health will provide a report to your manager who will then arrange to meet you to discuss it with you.

### **Confidentiality**

Details about your health, the referral to Occupational Health and any advice provided is treated in confidence. Only your Headteacher, manager and Schools' HR will have access to the Occupational Health report. Your Headteacher or manager will give you a copy of the report.