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Occupational Health Service

Stockton on Tees Borough Council recognises that employees are essential to the delivery and maintenance of quality services to our customers and we aim to promote and maintain a healthy workforce.

With effect from 1 April 2015, the Council's Occupational Health Service has been provided by an in-house Occupational Health Advisor, Michelle King, with support from an external Occupational Health Physician Dr L Fawcett from BHSF Occupational Health Ltd. By moving to an in-house Occupational Health Service which understands the pressures and priorities of the Council, its services and employees, we hope to proactively address health issues within the workforce, improve attendance at work and build capacity and resilience.

The Occupational Health Team provides support and advice on the health and wellbeing of employees through, pre-employment medicals, medical referrals and health surveillance in the workplace.

Pre-employment Medicals

All offers of employment within the Council are made subject to satisfactory pre-employment checks which include a pre-employment medical.

A pre-employment medical questionnaire will be completed by a successful applicant which will be assessed by the Council's Occupational Health Advisor. In jobs identified with known higher risks the Occupational Health Advisor may require a meeting with the successful applicant to ensure that they are fit to undertake the job role.

In accordance with the Equality Act 2010 pre-employment medical questionnaires will not be issued prior to an offer of employment. If the pre-employment health check indicates a health concern which could affect the applicant's fitness to undertake the particular job role, a meeting will be arranged with the applicant to discuss any implications and/or reasonable adjustments.

Medical Referrals

There are occasions where a referral to Occupational Health is essential to support attendance management and work related health problems. If a manager wishes to refer an employee or an employee wishes to be referred to Occupational Health for advice to either help maintain their attendance at work or to support a return to work following long term absence, HR Team should be contacted in the first instance.

The Occupational Health team can provide impartial support to assess fitness for work, likely timescales for recovery and will recommend any appropriate adjustments to support a sustained return to the workplace.

Following a Medical appointment, a report will be provided to the employee, the Line Manager/Head Teacher and HR Advisor. It is likely that a meeting/discussion would then take place between the employee and Line Manager /Head Teacher to discuss the contents of the report, and implement any reasonable adjustments where operationally viable.

Health Surveillance

A risk assessment of a job role identifies whether or not health surveillance is required. This can include HAVs (Hand Arm Vibration) assessment, Audiometry assessments, Spirometry assessments, and Vaccinations. If an employee requires health surveillance they will be notified by their Manager.

Health Promotion Activities

Occupational Health also undertake health promotion activities aimed at improving people's working lives through health promotion and lifestyle advice. If you require any further information regarding this please contact a member of the Occupational Health Team directly.

Frequently Asked Questions

- *What if I am unable to attend my appointment?*

If you are unable to attend an Occupational Health appointment you should contact your HR Advisor or Occupational Health as soon as possible so that an alternative date and time can be arranged. This will also allow your appointment slot to be made available for another employee.

- *Where will my appointment with Occupational Health take place?*

Occupational Health are based on 1st Floor Stockton Central Library, Church Road, Stockton on Tees.

- *Should I bring anything to my appointment?*

Please ensure you bring to the appointment the following information to assist the Occupational Health Advisor/Physician with their assessment:

1. Details of any medication (name and dosage)
2. Name and address of your GP and/or Hospital Specialist
3. Copies of any relevant correspondence or reports from your GP and/or Hospital Specialist if available.

- *What will Occupational Health do?*

On arrival at Stockton Central Library please take a ticket from the Customer Services Self Service Machine to register your attendance. You will then be directed to the Occupational Health waiting area located on the first floor near the Coffee Shop "Starbooks".

The Occupational Health Advisor/Physician will discuss the reasons for the referral and gather health information from you which will include details about ongoing treatment and investigations.

- *Will Occupational Health contact my GP/ Hospital Consultant or other treating medical practitioners?*

Reports from your GP/Hospital Consultant may be required by Occupational Health and this information will help to inform their assessment. In accordance, with the Access to Medical Reports Act 1988, your consent will need to be obtained before a report can be requested from your GP/Hospital Consultant.

- *What is included in the Occupational Health Report?*

At the end of the appointment, the Occupational Health Advisor/Physician will discuss with you what they intend to include in their report and you will have an opportunity to discuss this with them.

- *What if I disagree with the content of the report?*

Only factual errors/omissions will be changed. There will be no amendment of the independent medical opinion/advice provided by the Occupational Health Advisor/Physician. You can submit your own written comments to any or all of the following; Occupational Health, your Line Manager/Head Teacher and/or HR Advisor.

Contact Information

Occupational Health

1st Floor, Stockton Central Library

Church Road

Stockton on Tees

TS18 1TU

[Stockton Central Library Map](#)

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