

The Health and Wellbeing team is multi disciplinary. It is made up of qualified nurses and doctors who have taken further qualifications in Occupational Health or Public Health and are specialists in assessing Fitness for Work.

www.teamprevent.co.uk









## About us

Team Prevent is the UK division of the B·A·D Group, one of Europe's leading and most innovative Occupational Health and Safety companies.

Established in 1975, our company provides specialist Health, Wellbeing and Safety Services to over 250,000 companies and their 4 million employees across Europe.

In the UK, we are dedicated to the provision of Occupational Health and Employee Wellbeing. We work with our clients to develop proactive Employee Health and Wellbeing Strategies based on Prevention, Early Intervention and good quality assessments of Fitness for Work.

We aim to protect and promote workers' health, by ensuring that people work in a healthy environment and by encouraging them to take responsibility for their own health, so that it does not impact on their ability to fulfil their contractual duties.

We have a dual responsibility to the Employee and the Employer and we are required to be fastidiously impartial.



Work is an integral part of life and there is strong evidence to show that work is generally good for physical and mental health and well being and that long periods out of work can have a detrimental impact on our health and can lead to worklessness.



## What we do

The Health and Well Being team monitor the effect of work on health and the effect an individual's health and fitness may have on their work

We undertake pre placement assessments to ensure that employees are fit for their role.

We carry out health surveillance checks to monitor the impact of work on health where there is exposure to a risk or hazard and we provide immunisations and vaccinations to protect employees against communicable diseases.

We have an important role in rehabilitating people back to work after sickness or injury.

We offer advice and support to employees to help them enjoy healthier lifestyles and reduce their health risks.

# Our services

Many people spend the majority of their life at work and it is known that work can play a very important role in shaping an individual's behaviour and the quality of their life and health. We adopt a holistic approach to Employee Health and Wellbeing - helping our clients to create a positive, healthy work environment - and this is reflected in the services we provide.

To discover more of our services visit our website: www.teamprevent.co.uk



Health Surveillance



Employee Health and Well Being Initiatives



Immunisations and Vaccinations



Sickness Absence Management



Pre-Placement Assessments

If you have a query about your referral to Occupational Health and Wellbeing, you may wish to discuss it with your Manager or you can contact our administration team: call +44 (0)1327 810 777 or e-mail: elft@teamprevent.co.uk





### **Pre Placement Assessments**

If you have been offered a job with East London NHS Foundation Trust, you will be asked to complete a pre placement health assessment questionnaire. You may be referred to us if you have indicated that you have a health condition that may affect your work so that our Employee Health and Wellbeing Advisors can assess your fitness for the job tasks and ensure that your health is not likely to be made worse by the role. We may make recommendations on adjustments that your employer may wish to consider, to support you.



### **Health Surveillance**

If you are exposed to any potential health risks during the course of your work (for example allergens or potentially harmful agents) we will work with your Employer to ensure that risk assessments are undertaken and control measures put in place to protect your health. We may also undertake Health Surveillance to detect any early signs or symptoms and immunisations and vaccinations may be required to prevent work related ill health.



## **Absence/Ill Health Referrals**

All employees have a contractual obligation to attend work. If you have been off sick or have a health problem which is affecting your ability to carry out your job, you may be referred to the Health and Wellbeing team for a clinical opinion on your fitness for your role, or your fitness to return to work after surgery or illness.

We will work to ensure that you receive Early Intervention support and advice as soon as possible, in the interests of your health and wellbeing.

Our priority will be on helping to facilitate your return to work as soon as possible by focussing on what you can do, rather than what you cannot do.

Although phased returns and adjustments are not always necessary in order for someone to be able to return to work, they can help to successfully rehabilitate some people back to work, particularly after a long term absence. We will advise Managers if adjustments are likely to be beneficial or whether you can return to work straight away. Your manager will ultimately decide if any suggested adjustments can be accommodated within the workplace.

There is now significant evidence to prove that being at work is good for our health and that returning to work as soon as possible after a health problem actually helps recovery and wellbeing.







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## The Consultation

If you need to see one of our Health and Wellbeing Advisors you will receive confirmation of the appointment date and time by telephone or email. Text messages will be sent to remind you of the date and time of the appointment

We will assess whether you need to be seen at the Health and Wellbeing department or whether our Advisors are able to carry out an assessment by telephone. You will also be given the option of a face to face consultation via Skype if you have a Skype connection.

## **Telephone/Skype Consultations**

If have an appointment for a telephone or Skype consultation, it is important that you are available on the telephone number you have provided at the appointment time that has been given. Please ensure that you are in a comfortable, private place which will enable you to discuss any issues in confidence with our Health and Wellbeing Advisor.

#### **Face to Face Consultations**

Face to Face appointments will be held in the Health and Wellbeing Department. You will be sent details of your appointment time and location. Please ensure that you arrive in good time for the appointment. Please also respect the fact that our teams often have busy clinics and late arrivals cannot always be accommodated.





# Reports to your Manager

If your referral relates to a pre placement assessment we will send a report to your manager advising on your fitness for the role.

If you are referred for support following sickness absence, our Health and Wellbeing Advisors will undertake a comprehensive assessment of any medical conditions, taking into account your needs and the needs of the organisation and will provide a clinical opinion on your fitness for work.

Once all the necessary information is gathered, a written report will be sent to HR and/or your manager. The contents of the report will be fully discussed with you during the consultation and you will be asked for your consent to release the report. You can choose to have the report sent to you at the same time as HR and your manager, or to see the report first. If you wish to see the report first, we will allow 48 hours for you to review the report and if we do not hear back from you we will assume you are happy for the report to be sent. Please note it is not possible to change the clinical opinion of the Employee Health and Wellbeing Advisor. Factual errors in the report can be changed if necessary.

If you do not consent to the release of the report it is important to understand that HR and your Manager may have to act without the benefit of a clinical opinion from the Health and Wellbeing team.

# Confidentiality

Occupational Health professionals are bound by the same rules on medical confidentiality as all other healthcare professionals and all consultations are completely confidential.

We adopt an honest, open and welcoming approach to our work and our specialist Health and Wellbeing Advisors will be pleased to help you where they can, by answering any questions you have and providing some guidance on how you can take responsibility for managing your health problem, so that it does not impact on your daily life and affect your ability to attend work.

#### After the consultation

You will be asked to give your consent to share relevant information with your Manager and HR.

Medical details will not necessarily be disclosed to your manager unless we believe it is important that your manager has a better understanding of a health condition to enable them to provide you with the necessary support or to protect your health and safety and that of your co-workers.

Any information that is to be disclosed would be discussed with you first.



# How to contact us

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