



Summary of Services

Employment Health Screening - This assesses suitability for employment based on the findings of a completed questionnaire in connection with a summary of the work risks. A response will be sent to the referring manager within 3 working days, by post, fax or email as appropriate. In some cases a face to face health assessment or telephone consultation may be appropriate before the commencement of employment.

A Health & Well-being Assessment & Surveillance involves:

- Answering questions about Health, Lifestyle and Job Role.
- The measurement of:
 - . Height and Weight.
 - . Assessment of musculoskeletal function
 - . Lung Function.
 - . Skin Check and advice.
 - . Blood Pressure.
 - . Eyesight.
 - . Hearing. (Using Mobile Unit as appropriate)
- A Urine Test or Blood Test (Optional - depending on hazard exposure).
- Advice and recommendations about health in relation to your work.

Health & Well-being Assessment - This assessment confirms the contents of the completed employment health questionnaire, confirms fitness for purpose and provides general advice on health and wellbeing. It forms the baseline for future health surveillance and monitoring. It is recommended that these assessments take place within the first 3 months of employment - preferably within the first 6 weeks. This is of particular value where physical and mental fitness is key to safe and effective performance or where health may be put at risk.

Health Surveillance & Monitoring - A consultation, which is looking specifically for early signs of work-related ill health. For example 'White finger' from working with hand held vibration tools or hearing lost due to exposure to noise or respiratory problems due to chemical fumes. Health monitoring ensures that a person's health is not adversely affecting their ability to undertake day to day activities in a safe manner. For example person working at heights, entering confined spaces or driving forklift trucks or spending demanding hours in an office environment.

Fitness for Work - There will be times when a person's under performance or absence from work is attributable to a health problem. The problem may or may not be caused or aggravated by work but is preventing the person from undertaking normal activities. As part of a company's proactive absence management policy, a referral can be made in writing, following discussion with the individual employee, outlining the work role and the main concern. A comprehensive occupational health assessment (which covers health, safety, welfare and the job role) takes place and then clear and relevant advice is provided. In some cases a medical consultation by an occupational health physician will be required and or GP/Hospital reports obtained.

Health & Wellbeing Programmes - Promotion, Advice and Training

Arrangements can be made to design a programme specifically for your business. Encouraging employees to proactively manage their health and wellbeing and maintain a healthy lifestyle will have a positive impact on your organisation, including reducing absence and improving staff engagement. From a wide variety of training workshops, promotional events or individual consultations, we can raise awareness about health and wellbeing at your place of workplace. These programmes cover dealing with stress, the importance of good nutrition and exercise, themed healthy lifestyle events and workshops plus training on occupational health and safety awareness, manual handling, first aid and positive attendance management

Employee Assistance Programme (EAP) - Providing employees with direct access to a variety of confidential advisory services, including counselling and coaching, can make a real difference to how people cope with life's pressures and concerns. We can advise you on the appropriate type and level of EAP for your organisation, which range from telephone support to face to face consultations.

Record Keeping - This plays an integral and significant part in all the services we provide to your organisation and the people working within it. In compliance with the current Data Protection Act, Occupational Health Records are maintained confidentially for each employee seen on behalf of the company. Advice is given in writing to management, with a copy to the individual, based on the information gathered, to ensure clear communication and evidence of duty of care. All documents are written in a manner that would make a significant contribution to the overall management of risk or a claim, for either party.

For further advice on the selection of the most appropriate services to meet the requirements within your workplace gives us a call on **01449 766913** or email advice@gipping.co.uk.

We look forward to hearing from you.