Self-referral to OH

You can refer yourself to Occupational Health to discuss health issues that impact on your work. The OHA will give you advice about services you can access, whether you should visit your GP for treatment and can also refer you for physiotherapy here in OH. The OHA can also refer you to the Employee Assistance Programme for counselling if you feel unable to make first contact. This process does not generate a report to your manager.

Work related vaccination

Vaccinations against infectious disease (e.g. hepatitis B) will be offered if a risk has been identified by your manager/supervisor. A job hazard form completed by your manager/supervisor and sent to OHS will indicate the need for immunisation. We will then contact you to make an appointment.

Travel vaccinations

(for holidays or work-related travel)

We offer a travel vaccination clinic to staff at UCL. If travel is for work reasons, your supervisor/manager should complete a job hazard form and send it to the OHS. When you attend the appointment, we will complete a risk assessment and will advise you on travel vaccinations, anti-malarial medication and other health issues for your trip.

We can also provide this service for holiday travel. A price list for this service can be found here.

www.ucl.ac.uk/hr/docs/passport.php

Research passport screening (for UCL employees undertaking work in the NHS)

Many UCL researchers require clearance to work in the NHS as part of their role. This is because the NHS has certain health criteria for staff working within it that do not usually apply in a university. Your manager should send through a job hazard form and we will contact you to make an appointment.

www.ucl.ac.uk/hr/occ-health

Location:
UCL Occupational Health Service
4th Floor
Health Centre
3 Gower Place
London

www.ucl.ac.uk/hr/occ-health

INFORMATION FOR EMPLOYEES

Occupational Health

Location:
UCL Occupational Health Service
4th Floor
Health Centre
3 Gower Place
London

www.ucl.ac.uk/hr/occ-health

+44 (0)20 7679 2802
ohsadmin@ucl.ac.uk
Management referral to OH

If you are absent from work due to ill-health, or have a health problem that prevents you from carrying out your job normally, we can advise your manager how long you may be away, so work cover can be planned. Your manager will want advice on adjustments to consider on your return to work, for example working hours and activities, or more generally on the future prospects of you being able to return to work successfully.

The OHS gives you a confidential environment to discuss any health or personal issues that you may have. If you are seen by an Occupational Physician, your assessment may include a physical examination. The advice given by occupational health is concerned with matters of fitness for work and may include:

• The identification of the presence of a health problem that may impact on an individual’s work
• The potential effects of the problem on current and future performance or attendance
• Adjustments to the work place or tasks that would assist in reducing the adverse effects of the health problem on attendance and performance
• Timescales for expected improvement (and return to work if currently on sick leave)

If you are unclear about any of the issues outlined above, please discuss them with the OH practitioner at the time of your assessment.

Confidentiality

All occupational health professionals are bound by the same rules of medical confidentiality as other members of the medical profession. These rules are designed to protect an individual from the release of personal, confidential information without your consent. Occupational health professionals adhere to these principles, and this is considered vital to protect the professional integrity of the service, and to maintain confidence in those using the service.

A manager will therefore have enough information to take the appropriate action required.

Data Protection Act 1998

The information we will be recording is sensitive personal data as it will relate to information about your health, medical history and any treatments you have received. You have the right to see any information we hold about you in your health record. To do so, you can request copies of the information held by writing to UCL Legal Services.

If you believe any of the information held is inaccurate or misleading you can request that an amendment is attached to the health record.

Occupational Health explained

Occupational Health (OH) is aimed at promoting physical and psychological well-being and preventing illness and injury arising from work activity.

The Occupational Health Service (OHS) at UCL offer professional, confidential and objective advice about health, safety and well-being, including:

• Work-related health screening
• Immunisation
• Advice on workplace adjustments
• Rehabilitation following sickness absence
• Early access to physiotherapy
• Short term counselling

The UCL Occupational Health team

The team includes both administrative staff and clinical staff. All clinical staff hold up to date registration with their relevant (Nursing, Medical and Physiotherapy) professional bodies and have significant post-registration experience and/or qualification as Specialist Occupational Health Practitioners.

What types of services does UCL OHS offer?

Health Assessment ‘on-offer’ of employment

You may be referred to us when you have been offered a position at UCL. It is the role of OH to advise the employer on aspects of an individual’s health that might be made worse by any particular activity or on your fitness to perform a particular role. The Occupational Health Advisor (OHA) or Occupational Health Practitioner (OHP) will make an assessment and advise your employer on how to ensure that your health is protected and on adjustments to the workplace or job tasks that may help you to perform the role.

Health surveillance

As part of your job you may work with animals, latex or chemicals. If you do, it is the employer’s responsibility to ensure your health is not impaired by your work. OH practitioners may advise on changes to work practice and additional personal protective equipment to control risks to your health. It means that for some roles you may be asked to complete a health questionnaire and to undertake tests to ensure that your work is not causing you ill-health. You will also be advised on symptoms of work-related ill-health that you need to report to your manager and to OH.

Health surveillance ensures that early signs of ill-health can be detected and dealt with promptly before becoming a long-term problem.