

Occupational Health Department Operational Policy

Unique Identifier:	CORP/POL/180
Version Number:	7
Type of Update / Status:	Final Approval with Moderate Changes
Division and Department:	Occupational Health Department, People and Culture
Current Author / Lead and Job Title:	Sue Wild, Head of Occupational Health
Replaces:	CORP/POL/180, Version 6, Occupational Health Department Operational Policy
Description of amendments:	Change of EAP provider to Vivup
Approved by:	Occupational Health Department meeting
Approved Date:	13/12/2023
Issue Date:	13/12/2023
Review Date from Date of Approval:	<div>1 Year <input type="checkbox"/></div> <div>2 Years <input type="checkbox"/></div> <div>3 Years <input checked="" type="checkbox"/> 13/12/2026</div> <div>4 Years <input type="checkbox"/></div> <div>5 Years <input type="checkbox"/></div>

Version Control Sheet			
This must be completed and form part of the document appendices each time the document is updated and approved			
Date dd/mm/yy	Version	Author	Reason for changes
19/02/21	6	Sue Wild, Head of Occupational Health	Typographical errors Use of Acronyms Sections 2, 4, 5.1.4, 5.2 updated
13/12/23	7		Review date reached. Change of EAP provider to Vivup

Consultation / Acknowledgements with Stakeholders		
Name	Designation	Date Response Received
All OH Team	Full Occupational Health team Meeting	13/12/2023
Eleanor Palmer-Rigby	Associate Director	09/11/2023
Kerrie Chesters	Clinical Lead	08/12/2023

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1 Introduction / Purpose

The purpose of this policy is to ensure that employees of Blackpool Teaching Hospitals NHS Foundation Trust and contracting organisations are provided with a high quality occupational health service that ensures:-

- All staff have access to an occupational health service and are aware of the services provided.
- All staff receive the appropriate health screening and vaccinations for their job purpose.
- Sharps injuries are managed efficiently and effectively.

2 General Principles / Target Audience

This policy applies to all employees working within Blackpool Teaching Hospitals NHS Foundation Trust. This would include, but is not limited to, bank staff, staff in training and external workers for whom the Occupational Health Department (OHD) provides a service to.

3 Definitions and Abbreviations

HRBP	HR business partner
OH	Occupational health
OHT	Occupational health team
OHD	Occupational health department

4 Responsibilities (Ownership and Accountability)

Health care employees have a duty under the Health and Safety at Work Act (1974) (1) and a professional responsibility not to endanger by their acts or omissions, the health of other employees and patients. All staff are required to complete a pre-placement questionnaire and give an honest account of their health and to attend OH if necessary.

The OHD has a duty to work in conjunction with line managers, the health and safety department, the infection control team, human resources, trade union representatives and other expert advisory teams.

It is the duty of every employee to ensure that they attend OH when requested to do so by their manager or the OHT.

It is the responsibility of the line manager to allow the staff member time to attend OH.

It is the responsibility of the OHT to allow the patient to make informed choices regarding treatment.

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5 Policy

5.1 Clinical services

5.1.1 Pre-placement assessment

A pre-placement questionnaire must be completed by all new staff. The questionnaire will be reviewed by an OH nurse and the staff member will either be cleared as fit or asked to attend the department for review by a nurse or doctor. The staff member may be contacted for further information in order to assist in decision making.

If a member of staff is referred to a doctor, health clearance may take at least 3 weeks as it may be necessary to write for further information from either a GP or treating consultant, in these cases clearance may be delayed. Staff must not commence duties until they have received satisfactory health clearance.

Managers will be informed by the Recruitment Team via the TRAC system once an individual is fit for employment.

If the new starter does not attend OH for their appointment for vaccination or control of infection screening, then health clearance cannot be given until control of infection evidence is obtained by attending OH or provision of acceptable evidence.

These individuals must not be allowed into practice until they are passed as fit and it will be the role of their line manager to enforce this.

If this advice is ignored, then those who have declined to follow procedure will be held accountable.

Some staff may be deemed fit with temporary restrictions and may be subject to further attendance at OH. Failure to attend the subsequent OH appointment, will result in their temporary restriction revoked and they will be deemed unfit for work.

In that instance the following action will be taken by the OHD:-

- Inform the manager and the appropriate Divisional Director in relation to doctors and the appropriate divisional heads in relation to nurses and other clinical staff.

5.1.2 Management of sickness absence

The prime responsibility for managing sickness absence lies with the line manager. The manager may refer employees for assistance in managing sickness absence in accordance with the Attendance Management Policy (CORP/POL/011) (2). Good practice indicates that the employee must be informed of the referral and offered a copy of the referral before sending this to OH.

- HR advice sessions
- All divisions will take part in HR advice sessions and those will involve the divisional manager / line manager, divisional human resource business partner (HRBP) and the

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occupational health physician / clinician. In all cases the staff member who is to be discussed will have been made aware at their OH appointment these sessions take place and their consent sought.

- Wellness case conferences
- Wellness case conferences will allow the opportunity for a full discussion regarding the most appropriate course of action for staff who are currently off on long term absence from work due to sickness. The employee will be required to attend, along with their Trade Union Representative / work colleague, line manager, HRBP and the OH physician. The aim will be to collectively achieve a solution for all parties involved.

The clinical team, in partnership with HRBPs, deliver training to managers to ensure they are equipped to deal with individual cases.

5.1.3 Management of needle stick injuries

The OHD will work in conjunction with the infection control team, accident and emergency and the consultant microbiologist to ensure the appropriate prophylactic treatment and follow up is carried out following exposure prone incidents. This will be done in accordance with the Needle stick Injuries and Accidents Involving Exposure to Blood and Body Fluids in Staff (CORP/PROC/100) (3).

Any puncture wound from a needle known to contain blood contaminated with a Blood Born Virus should be reported as a dangerous occurrence under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR) (CORP/PROC/320) (4; 5).

5.1.4 Psychological wellbeing

The OHD provides a confidential therapeutic service:

- Employees can request their line manager to refer them for counselling, CBT or hypnotherapy
- However, employees can also self-refer to the Trust EAP service (6) – Vivup via vivup.co.uk
- Therapy may also be offered to the employee if it is identified that this may be helpful as part of a management referral relating to sickness absence or other work-related concerns.

Any member of staff who is involved in a serious incident, traumatic circumstance, or other significant event for which they may need support are encouraged to contact the counselling service to arrange an appointment.

OH has a dedicated mental health nurse advisor within their team. A confidential assessment will be made by a member of the OH team as to what therapy or support would be most suitable for individuals.

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5.1.5 Stress management and health and wellbeing

The OHD ensures the organisation takes ownership of managing work related Stress.

Cases of work-related stress are monitored by the OH clinical and therapy teams accordingly.

The department leads the Stress Health and Well-being agenda in line with the recommendations from the Boorman report which enables the Trust to be fully compliant.

The department offers advice to all levels of staff relating to stress management and coping skills.

5.1.6 Occupational safety and environmental control

In conjunction with the Risk Management Department the OHT will give general advice on the work environment, ventilation, heating, lighting, noise, ergonomics and other work-related issues. This will be done in accordance with Health and Safety legislation.

Workplace assessments will be carried out by the OH physician when deemed necessary, and a written report provided.

5.2 Clinical services

Managers should refer staff immediately for the following issues:

- Work related stress
- Acute musculoskeletal conditions
- Acute dermatological conditions

The department operates an online referral service that can be accessed via the OneHR portal. If there are difficulties completing via the online system, the form ([Appendix 2](#)) can be completed and forwarded to the Occupational Health E-mail address bfbwh.occupational.health@nhs.net . The E-mail will be acknowledged electronically, in this case there is no need to send a paper copy.

Employees can self-refer for OH advice on 01253 957950.

When the manager has referred the employee, a member of the OHT will see or contact the staff member and a written report will be sent to the referring manager with employees' consent.

If an employee has self-referred, then the manager will not receive a report unless specifically requested by the employee and OH clinician deemed necessary.

Staff who do not attend will not be offered another appointment unless re-referred by their manager. The manager will be made aware that their employee did not attend.

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5.3 Training

The OHD will participate in training activities to raise awareness of the function of the department and workplace hazards.

See 5.1.2 and 5.1.5.

5.4 Standards of Service

The service will be provided by qualified occupational health practitioners and within occupational health policy and procedures.

The service will operate to national standards set by:-

- The Department of Health
- The Faculty of Occupational medicine
- The Association of Occupational Physicians in the NHS (ANHOPS)
- The Association of Occupational Health Nurses in the NHS (ANHONS)
- The Nursing and Midwifery Council
- Occupational Health and Safety Standards
- British Association of Counselling and Psychotherapy (BACP)
- Health and Safety Management standards (HSE)
- Safe Effective Quality Occupational Health Service (SEQOHS).

5.5 Access to Service

The OH service is based at the Staff Health and Wellbeing Centre, Whinacre House adjacent to the outpatient department on the main hospital site.

The department is open 08.15 – 16:30 hours Monday to Friday.

5.6 Confidentiality

Confidentiality and data privacy is adhered to in accordance with Trust and national policy. All OH records are stored securely within the OHD in accordance with the Trust's Data Protection Policy (CORP/POL/064) (7; 8).

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5.7 Records Management

Clinical records will be retained for current staff in line with national guidance and CORP/POL/054 (9) following termination of employment.

Statutory records will be retained for the period specified in the legislation.

- Control of Substances Hazardous to Health (COSHH) - 40 years
- Work in compressed air regulations – 40 years
- Ionising Radiation Regulations – 50 years

5.8 Audit / monitoring

Statistical information will be recorded on the dedicated OH software system Cohort.

- An annual report will be completed.
- Responsibility for monitoring this lies with the head of department for OH.
- An annual audit plan will be implemented for the department.
- Results of all audits will be presented at the HR / Organisational Development (OD) committee.

6 References and Associated Documents

1. **Crown.** Health and Safety at Work etc. Act 1974. [Online] 1974. [Cited: 03 01 2024.] <http://www.legislation.gov.uk/ukpga/1974/37/contents>.
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3. **BTHFT - Procedure.** Needlestick Injuries and Accidents Involving Exposure to Blood and Body Fluids in Staff. [Online] 22 01 2021. [Cited: 03 01 2024.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-PROC-100.docx>. CORP/PROC/100.
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6. **Vivup.** [Online] [Cited: 03 01 2024.] https://www.vivup.co.uk/users/sign_in.
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11. **BTHFT - Policy.** Managing Stress and Wellbeing in the Workplace. [Online] 22 09 2020. [Cited: 03 01 2024.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-POL-217.docx>. CORP/POL/217.
12. **Faculty of Occupational Medicine.** [Online] [Cited: 03 01 2023.] <https://www.fom.ac.uk/>.
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14. **British Association of Counselling and Psychotherapy.** [Online] [Cited: 03 01 2024.] <https://www.bacp.co.uk/>.
15. **Crown.** The Control of Substances Hazardous to Health Regulations 2002, Schedule 6. [Online] 2002. [Cited: 03 01 2024.] <http://www.legislation.gov.uk/uksi/2002/2677/schedule/6/made>.
16. **BTHFT - Procedure.** Performing Control of Substances Hazardous to Health (COSHH) Assessments. [Online] 10 02 2023. [Cited: 03 01 2024.] <http://fcsp.xfyldecoast.nhs.uk/trustdocuments/Documents/CORP-PROC-429.docx>. CORP/PROC/429.
17. **Crown.** The Work in Compressed Air Regulations 1996. [Online] 1996. [Cited: 03 01 2024.] <https://www.legislation.gov.uk/uksi/1996/1656/contents/made>.
18. —. The Ionising Radiations Regulations 2017. [Online] 2017. [Cited: 03 01 2024.] <https://www.legislation.gov.uk/uksi/2017/1075/contents/made>.
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Appendix 1: Audit Timetable				
Audit	Responsibility	Frequency	Date to be completed	Complete Y/N
Documentation Audit	KC/CP/SG	Annual /Sooner if indicated	As necessary	Y
DNA Audit	SW/TW	Monthly	On-going	Y

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Appendix 2: [Occupational Health Referral Form](#)



OCCUPATIONAL HEALTH REFERRAL FORM

CONFIDENTIAL

ALL FIELDS ARE MANDATORY AND INCOMPLETE FORMS WILL BE RETURNED TO SENDER

Date of referral:		Date of any previous referral:	
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PERSONAL DETAILS

First Name:		Surname:		DOB:	
Address:				Post code:	

CONTACT DETAILS

Mobile:	
Work telephone:	
Home telephone:	
Personal email:	

** Appointment details or text reminders may be sent to your mobile or emailed to you at this email address **

EMPLOYMENT

Name of Employer:			
Job role:		Date commenced:	
Work address:		Post code:	

This referral document will form part of the employee's medical record which they may have a right to see under the Data Protection Act 2018.

Appendix 2: [Occupational Health Referral Form](#)

First Name:		Surname:		DOB:	
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1. Please indicate the reason for referral:

Absence short term (less than 28 days)	<input type="checkbox"/>
Absence Long term (28 days +)	<input type="checkbox"/>
Anxiety/depression	<input type="checkbox"/>
Stress – work related (under 28 days)	<input type="checkbox"/>
Stress – work related (28 days +)	<input type="checkbox"/>
Stress - non work related (under 28 days)	<input type="checkbox"/>
Stress - non work related (28 days+)	<input type="checkbox"/>
Therapy – counselling	<input type="checkbox"/>
Therapy - hypnotherapy	<input type="checkbox"/>
Therapy – CBT (via further assessment)	<input type="checkbox"/>
Behavioural issue	<input type="checkbox"/>
TIA assessment	<input type="checkbox"/>
Ill health retirement	<input type="checkbox"/>

2. What type of work & activities are undertaken by the employee?

Prolonged Standing	<input type="checkbox"/>
Frequent Walking	<input type="checkbox"/>
Prolonged Sitting	<input type="checkbox"/>
Vocational Driving	<input type="checkbox"/>
Working with Chemicals	<input type="checkbox"/>
Working with Biological Agents	<input type="checkbox"/>
Working with dust or fumes	<input type="checkbox"/>
Work Pressure/demanding job	<input type="checkbox"/>
Display Screen Equipment/Computer work	<input type="checkbox"/>
Exposure Prone Procedures (EPP)	<input type="checkbox"/>
Moving & Handling	<input type="checkbox"/>
Shift/weekend work/long shift	<input type="checkbox"/>
Night Duties	<input type="checkbox"/>
On Call	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Other:-	<input type="checkbox"/>

Appendix 2: [Occupational Health Referral Form](#)

First Name:		Surname:		DOB:	
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3. Please provide a background history for this referral:-

(The box will expand)

ADVICE OR GUIDANCE REQUIRED

4. Please let us know if you feel that there is anything specifically that you would like us to provide information on in our report:-

Likely return to work / course date	<input type="checkbox"/>
Limitations advised	<input type="checkbox"/>
Adjustments advised	<input type="checkbox"/>
Whether recurrence likely	<input type="checkbox"/>
Is it likely that the Equality Act 2010 may apply	<input type="checkbox"/>
Is Ill health retirement appropriate (for staff only)	<input type="checkbox"/>
Other:-	<input type="checkbox"/>

Background Information

5. Are there any ongoing or recent grievance procedures, disciplinary issues, suspension or any other circumstances which could be affecting the current situation? (please tick)

NO	<input type="checkbox"/>	YES	<input checked="" type="checkbox"/>	If yes, please provide details:-
(The box will expand)				

Appendix 2: Occupational Health Referral Form

First Name:		Surname:		DOB:	
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Details of Sickness Absence

6. Please include dates, number of working/course days lost, and diagnosis or reason for absence (even for 1 day absences), for a minimum of 1 year, or the period over which the absence has been a concern if longer:-

Date from:	Date to:	No of days/hours:	Reason:

7. What stage of the sickness policy is your employee currently being reviewed?

Stage 1 – Informal Review Meeting	<input type="checkbox"/>
Stage 2 – Attendance Review Meeting	<input type="checkbox"/>
Stage 3 – Attendance Review Meeting	<input type="checkbox"/>
Stage 4 – Attendance Capability Hearing	<input type="checkbox"/>

Manager's declaration	YES	NO
I confirm that I have discussed the referral with the employee and explained the reasons for referral to Occupational Health	<input type="checkbox"/>	<input type="checkbox"/>
I confirm that the employee has been given a copy of this referral form	<input type="checkbox"/>	<input type="checkbox"/>

Signed:		Name:	
Date:		Job title:	
Contact No:		Email:	
Address to where report is to be sent:			

Please note the report will only be sent to either the email or written address that is documented on this form.

According to [FOHN-Consent-and-Confidentiality-in-occupational-health.pdf](#) documented consent for the consultation and report provides the best evidence that a worker has given informed consent

This completed form should be emailed back to: bfwh.occupational.health@nhs.net

Appendix 3: Equality Impact Assessment Form					
Department	Occupational Health	Service or Policy	CORP/POL/180	Date Completed:	February 2021
GROUPS TO BE CONSIDERED Deprived communities, homeless, substance misusers, people who have a disability, learning disability, older people, children and families, young people, Lesbian Gay Bi-sexual or Transgender, minority ethnic communities, Gypsy/Roma/Travellers, women/men, parents, carers, staff, wider community, offenders.					
EQUALITY PROTECTED CHARACTERISTICS TO BE CONSIDERED Age, gender, disability, race, sexual orientation, gender identity (or reassignment), religion and belief, carers, Human Rights and social economic/deprivation.					
QUESTION	RESPONSE		IMPACT		
	Issue	Action	Positive	Negative	
What is the service, leaflet or policy development? What are its aims, who are the target audience?	To ensure that employees of Blackpool Teaching Hospitals NHS Foundation Trust and contracting organisations are provided with a high quality occupational health service				
Does the service, leaflet or policy/development impact on community safety • Crime • Community cohesion	No				
Is there any evidence that groups who should benefit do not? i.e. equal opportunity monitoring of service users and/or staff. If none/insufficient local or national data available consider what information you need.	No any staff who should benefit are included within this policy.				
Does the service, leaflet or development/ policy have a negative impact on any geographical or sub group of the population?	No				
How does the service, leaflet or policy/development promote equality and diversity?	All staff are included within this policy				
Does the service, leaflet or policy/development explicitly include a commitment to equality and diversity and meeting needs? How does it demonstrate its impact?	All staff are included within this policy				
Does the Organisation or service workforce reflect the local population? Do we employ people from disadvantaged groups	Yes		Yes		
Will the service, leaflet or policy/development i. Improve economic social conditions in deprived areas ii. Use brown field sites iii. Improve public spaces including creation of green spaces?	No				
Does the service, leaflet or policy/development promote equity of lifelong learning?	No				
Does the service, leaflet or policy/development encourage healthy lifestyles and reduce risks to health?	Yes by the management of staff within the workplace				
Does the service, leaflet or policy/development impact on transport? What are the implications of this?	No				
Does the service, leaflet or policy/development impact on housing, housing needs, homelessness, or a person's ability to remain at home?	No				
Are there any groups for whom this policy/ service/leaflet would have an impact? Is it an adverse/negative impact? Does it or could it (or is the perception that it could exclude disadvantaged or marginalised groups?	No				

Appendix 3: Equality Impact Assessment Form				
Does the policy/development promote access to services and facilities for any group in particular?	Yes staff are directed to OH services within this policy			
Does the service, leaflet or policy/development impact on the environment	No			
1. During development				
2. At implementation?				
ACTION:				
Please identify if you are now required to carry out a Full Equality Analysis		Yes	No	(Please delete as appropriate)
Name of Author:	Sue Wild	Date Signed:		19 09 2023
Signature of Author:				
Name of Lead Person:	Kerrie Chesters (Nurse Manager) + Clare Partington (OH Sister)	Date Signed:		19 09 2023
Signature of Lead Person:				
Name of Manager:		Date Signed:		
Signature of Manager				