Working Well
Your Occupational Health Service For New Employees
Welcome to Working Well

What is occupational health?

Occupational health is a specialist branch of medicine focusing on the health of staff in the workplace.

Why do we need occupational health?

Your employer understands that attracting and retaining staff with the right values, commitment and expertise is key to having a highly developed and engaged workforce. A good quality occupational health service can help your employer become more productive, reduce sickness absence and save money, and that is why your employer has chosen Working Well to be your occupational health provider.

What is Working Well?

Working Well is an NHS service and is provided by 2gether NHS Foundation Trust, which is a specialist mental health trust providing support to people across Gloucestershire and Herefordshire. This means that we are subject to all the same governance and guidance as any other NHS Service. Although we are part of the NHS, we are not a free service and your employer pays us for our services.

The team at Working Well are made up of Consultants, Doctors and Nurses who have been specially trained in Occupational Health as well as Counsellors, Technicians, Administrators and Managers.

What does Working Well do?

As well as your initial health screening, Working Well will work in partnership with your manager, human resources and health and safety manager in order to ensure that you get the right support and advice, if and when it is needed. Our focus is always your return to work or to help you remain at work, providing it is safe to do so.

Working Well’s Occupational Health Professionals aim to find out what impact work has on your health, and make sure that you are fit to undertake the role you are employed to do, both physically and emotionally.

We may provide advice to you and your Manager regarding adjustments to enable you to undertake your role safely and effectively. Sometimes, however, it might not be possible for your employer to accommodate these adjustments.

Why do we collect and how do we use your information?

When you consult us we will create a health record that contains facts about your health and may include records of appointments, test results, vaccinations given and correspondence that we may receive from your doctor or employer. These records will be held confidentially in line with the requirements of the General Data Protection Regulations (GDPR), the NHS Codes of Practice, the General Medical Council and Nursing & Midwifery Council. Our full Privacy Notice, which can be found on our website at www.workingwell2gether.nhs.uk, provides further details for anyone referred to Working Well either by their employer or through self-referral.
Working Well Services

New employee screening

This happens before your employment is confirmed. We will assess any existing health condition to make sure:

- You are fit to undertake your new role
- Your new role and environment will not make your health worse
- Your health condition will not have a negative impact on the health, safety or welfare of the people you will be working with

Immunisation Screening

If you work in healthcare, we will check to make sure you have all the correct immunisations and vaccinations to do your new role. If you need vaccinations, we will do these for you. Typically these are:

- Measles Mumps Rubella
- Varicella (Chickenpox)
- Tuberculosis
- Hepatitis B

Contamination Incidents

If you receive a sharps injury or are contaminated with the body fluids of another person, Working Well will provide you with advice and guidance on what you need to do.

The Flu Jab

If you work in healthcare, you will be expected to have your flu jab unless you have a medical reason for not having it. Working Well will provide this for you between October and December each year at a special clinic or by a specially trained peer vaccinator.

Case Management

Working Well will provide you and your Manager with advice and guidance regarding how your health might be impacting your attendance or ability to do your role, or how your role/environment might be impacting your health. Our support will always be focused on helping you to stay or return to work.

- **Management referral** – if your health is impacting your attendance or performance at work or there is concern that your role is having a negative impact on your health, your Manager should discuss this with you and then ask for our specialist advice.

- **Self-referral** – we can provide you with advice and guidance regarding your health at work and we can also signpost you for appropriate further support.

We can also help with the ill health retirement process.
**Ergonomic and Work Assessments**

Working Well can provide an on-site assessment of your working environment in order to identify any health risks and offer recommendations for healthier work practices.

**Musculoskeletal Advice**

Working Well can provide you with specialist physiotherapist musculoskeletal advice in order to help you to stay or return to work as well as any work related adjustments. Your employer may also provide help and support online, by telephone or with a fast track referral service – check your intranet for more details.

**Health Surveillance**

Working Well can check to make sure any hazards you may be exposed to in your role are not having an impact on your health. These assessments are:

- Audiometry (hearing)
- Spirometry (lung function)
- Skin
- Hand Arm Vibration
- Night workers
- Driver medicals
- Food handling

**Health and Wellbeing**

Your employer sometimes arranges for Working Well to complete Health and Wellbeing special events, where we can complete health checks, such as blood pressure and cholesterol checks, provide advice about pregnancy, diet, substance abuse, smoking cessation, exercise, lifestyle and general health concerns. These events will be promoted via posters and your intranet.

**Counselling**

Most people at some point in their lives have periods of stress or ongoing problems that they struggle to deal with on their own. Coping in isolation with these difficulties may affect your home life and/or your performance in the workplace.

Counselling can be an informal, yet highly effective way of sorting out problems before they become unmanageable. If you work for the NHS, counselling is provided for you either through Working Well or your own staff support service. Please check your intranet for details.

If you are not sure if your employer provides this and you are interested in Counselling, please ring us at Working Well and we may be able to tell you what arrangements your employer has made for you to receive counselling.
Health and Wellbeing

Stress

If you think you may be suffering with work related stress you should ensure you complete a Stress Risk Assessment with your Manager. The Stress Risk Assessment pack is in 3 parts:
   a) your self-assessment;
   b) a guide for the Manager and;
   c) the assessment.

Once this has been completed, and if no improvement is seen, you should ensure your Manager refers you to Working Well. The Stress Risk Assessment documents can be found on our website.

What you can also do to help manage stress:

• develop personal resilience
• have a balanced diet
• take regular exercise
• learn how to relax
• learn techniques for managing stress

If you think you are stressed or anxious, there is lots of support and information available and of course you can also talk to one of our Nurses or you can contact your GP. But before you do that, try the following websites:

www.hse.gov.uk/stress

More information about increasing your personal resilience can also be found at:
www.mind.org.uk/information-support/tips-for-everyday-living/stress/developing-resilience/#act

Staying active

Physical activity can help you control your weight, reduce blood pressure and cholesterol and improve your mental health – helping you to look and feel great. This could include:

• going for walk at lunchtime - many workplaces have walking schemes in place
• climbing the stairs instead of using the lift
• offering to do the ‘coffee run’ to the canteen
• cycling to work, or walking part of the way

More information about staying active can be found at:
www.nhs.uk/Livewell/fitness/Pages/Activelifestyle.aspx
Managing your weight

Research shows that reaching and keeping to a healthy weight cuts your risk of heart disease because it helps prevent and manage conditions like high blood pressure, high cholesterol and type 2 diabetes, which put you at greater risk of coronary heart disease.

Even if you don’t have any of these conditions, it’s important to keep to a healthy weight so you don’t develop them in future.

More information about managing your weight can be found at: www.nhs.uk/livewell/weight-loss-guide/Pages/weight-loss-guide.aspx

Alcohol

Drinking more than the recommended amount of alcohol can have a harmful effect on your heart and general health.

It can cause abnormal heart rhythms, high blood pressure, damage to your heart muscle and other diseases such as stroke, liver problems and some cancers.

Alcohol is also high in calories so it can lead to weight gain. It also lowers your inhibitions which might mean you find it harder to stick to your healthy eating plans when you have been drinking.

If you are trying to lose weight, cut down on alcohol.

More information about alcohol guidelines can be found at: www.nhs.uk/change4life/Pages/alcohol-lower-risk-guidelines-units.aspx

Smoking

If you’re a smoker, stopping smoking is the single most important step you can do for your health.

Did you know that you’re up to four times more likely to quit successfully with the help of your local stop smoking service?

Services staffed by trained stop smoking advisers are available all over the country. You can join a local group which meets once a week or have one-to-one support if you prefer. You usually go for a few weeks and work towards a quit date.

Find your nearest NHS Stop Smoking Service from the NHS Smoke free website, or call the Smoke free National Helpline to speak to a trained adviser on 0300 123 1044.
How to contact Working Well

We are open from 8.30am to 4.30pm, Monday to Friday.

You can either email us at workingwell@nhs.net

Send us a message via our website at www.workingwell2gether.nhs.uk

Telephone us on 01452 894480

You can also visit us at one of our clinics in Gloucestershire and Herefordshire. Our headquarters are at The Orchard Centre, Gloucester Royal Hospital, GL1 3NN.

Drop-in Clinics

If you need an immunisation, then you can pop along to our drop-in clinics which are run every Tuesday and Thursday from 8.30am - 4pm.