

# Health Surveillance Policy

*Draft*



**EAST CAMBRIDGESHIRE DISTRICT COUNCIL**

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## HEALTH SURVEILLANCE POLICY

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## 1.0 Introduction

The principle aim of the Corporate Health Surveillance programme is to prevent occupational ill health. East Cambridgeshire District Council (ECDC) is committed to ensuring the health, safety and wellbeing of all its employees and meet its statutory duties in line with legislation.

Health surveillance is a process of engaging appropriate procedures to detect the early signs of work related ill health of employees exposed to particular health risks in the workplace. Through the Risk Assessment process it is ensured that appropriate control measures are in place and monitoring is carried out.

ECDC has adopted a tiered approach to health surveillance as follows;

- Training of manager/supervisors to deliver their responsibilities under the programme.
- Completion or review of a risk assessment by managers/supervisors.
- Completion of health questionnaires by employees.
- Collection of baseline information for employees.
- Assessment of employees by Occupational Health Advisors.
- Clinical examination of employees by an Occupational Health Physician.

Only employees identified as being at risk via a risk assessment or those whose work activities are required by legislation will be included in the health surveillance programme and will receive surveillance to monitor the specific risks they are exposed to, and the control measures that are in place.

## 2.0 Scope

This policy applies to all employees, service users, volunteers, agency staff who are all required to comply.

When considering the terms on which work, services or supplies should be provided to the Council, the relevant procuring officer should give due regard to any specific provision in the contract concerning the health surveillance when relevant of the contractor, and its staff.

## 3. The Benefits of Health Surveillance

The benefits of health surveillance are:

- Compliance with legislation.
- Provision of information so managers can detect harmful health effects at an early stage, thereby protecting employees and confirming whether they are still fit to do their jobs; based on advice from the occupational health professional.
- Enables managers to check that control measures are working well by receiving feedback on risk assessments, suggesting where further action might be needed and what it might be.
- It provides data, by means of the health records, to detect and evaluate health risks.
- It provides an opportunity to train and instruct employees further in safe and healthy working practices, for example how to use personal protective equipment (PPE) properly.
- It gives employees the chance to raise any concerns about the effect of their work on their health.

## **4. Roles and Responsibilities**

### **4.1 Chief Executive**

With reference to the Corporate Health and Safety Policy, the Chief Executive is directly responsible for the health, safety and wellbeing of all employees and others who may be affected by the Council's undertakings.

### **4.2 Directors**

Ensure Managers deliver their responsibilities under this policy and report any failings or barriers that may affect compliance to the Management Team.

Ensure that all managers comply with procurement procedures for equipment, specialist service's agency staff and medical advice for fitness to work.

### **4.3 Management Team**

The Management Team will be collectively responsible for strategic employee health, safety and wellbeing planning and for periodic review of their performance.

### **4.4 Managers**

Managers are responsible for ensuring that suitable and sufficient arrangements are in place to implement this policy within their sphere of responsibility.

Ensure that suitable and sufficient arrangements, funds and resources are in place to manage employee health surveillance within their Service/Team.

Ensure that risk assessments are undertaken and risks are minimised in those areas of work, or circumstance where a predictable risk of adverse effect on employee health and wellbeing exists.

Prior to appointment of any employee the manager will have regard to the occupational health advice on the new employee health questionnaire and liaise with Human Resources where necessary.

The manager will provide information and training to employees on hazards to health and the control measures in place.

Consult with competent persons for advice to help them assess and control risks.

Must implement all reasonable adjustments that are recommended by Occupational Health Advisor / Physician on the health surveillance reports.

Managers will ensure that employees exposed to potential infection risk are provided with information on the risks, controls, diseases and vaccines available, employees exposed to the diseases risk assessed and immunisation advised and arranged where indicated as a control measure. Employees will be expected to provide evidence of their immunisation to their managers.

### **4.5 Employees**

Accept and understand their responsibility for reducing the risks of injury and ill-health, and to cooperate and comply with any instruction given by management which is provided for reasons of employee health, safety and wellbeing.

Employees will conduct work in a manner which is safe and does not adversely affect the health, safety or wellbeing of themselves, their colleagues or members of the public.

Where identified through risk assessment as a control measure, employees will attend any health and safety training provided and adopt the working practices.

Wear the PPE provided to minimise risks when carrying out their duties, and be responsible for reporting if the PPE is damaged/not suitable for use.

Attend Occupational Health appointments when requested, as required by their terms and conditions of employment and by the Health Surveillance Policy.

If an employee knows or suspects that they have a health condition which may place them, their colleagues or any other person at an increased risk of harm at work (including driving any vehicle for work purposes as part of their duties) now or in the future, they must inform Management or the Occupational Health Advisor accordingly.

#### **4.6 Health and Safety Advisor**

Will ensure the provision of advice and guidance to those identified as having responsibilities under this policy.

To deliver any mandatory health and safety training required by this policy.

To ensure that all incidents of work related ill-health or disease reported, that are notifiable under RIDDOR, are referred to the Health and Safety Executive.

To bring to the attention of the Management Team any known serious or uncontrolled health risks.

Proposing and developing health improvement initiatives to improve health and wellbeing, with a view to reduce the adverse impact of work on employee health.

#### **4.7 Human Resources**

Manage the Corporate Health Surveillance Programme in accordance with the resources allocated to deliver a confidential, competent and professional service.

Where appropriate advise and support employees to use the Occupational Health service.

Advise managers and employees on the recommended adjustments indicated on the health surveillance report from the Occupational Health Adviser/Physician having regard to the Health Surveillance Policy.

To comply with the provisions of the Occupational Health Surveillance Policy with regard to medical records, data and emails.

To provide advice on baseline surveillance to managers where identified on the risk assessment / personal specification.

### **5. Review and Monitoring**

The requirements of this policy will be monitored by way of a risk-prioritised process of auditing. All Services within the Council must be able to demonstrate compliance with this policy.

The training and responsibilities of individuals will be monitored by the Council through its management and appraisal processes.

Where necessary the Council will take appropriate action to ensure that this policy is upheld.

This policy will be reviewed by the Corporate Health and Safety Advisor every 3 years or if:

- New legislation is published or existing legislation is updated.
- New guidance is published or existing guidance is updated.
- Research, monitoring or auditing suggests that a review may be required.
- Incident investigation suggests that a review may be required.

## **6. Reference**

- Health and Safety at Work Act 1974
- Management of Health and Safety at Work Regulations 1999
- Control of Noise at Work Regulations 2005
- Control of Vibration at Work Regulations 2005
- Control of Substances Hazardous to Health 2002 Regulations COSHH
- Personal Protective Equipment at Work Regulations 1992
- Provision of Work Equipment Regulations 1998
- Reporting of Diseases, Injuries and Dangerous Occurrences Regulations 1995
- The Equality Act 2010
- HSE Guidance – <http://www.hse.gov.uk>