

## **Cranfield Occupational Health services (COHS)**

### **Cranfield Campus**

**Building 34**  
**Ext 3333**

### **What is Occupational Health?**

Occupational Health is concerned with the relationship between health and work. By looking at how work and the working environment affect the employee and may affect his/her ability to perform normal working duties. Occupational health promotes a positive attitude towards health - interested mainly in prevention rather than treatment of disease.

### **Mission Statement**

COHS aims to protect Cranfield University's employees against health hazards at work. We aim to work without prejudice to contribute to the establishment and maintenance of the highest degree of physical and mental well-being in the work-force. Our role is as advisor to both management and employees and advice given will be unbiased. We aim to be flexible and proactive in providing our services which will reflect the changing needs of Cranfield University's employees.

### **The Occupational Health Team**

COHS is managed by experienced nursing staff including an Occupational Health Advisor. The nurses have close links with a number of ancillary professionals who support us in providing a comprehensive occupational health service:

Occupational Health Physician  
Campus Safety Officer  
Physiotherapist  
Chiropodist.

### **Your Rights**

All employees have a right:

- to access COHS free at the point of delivery
- to access a confidential, unbiased occupational health service which respects your dignity and religious and cultural beliefs at all times
- to have any proposed health assessment or treatment clearly explained before deciding whether to consent to it
- to have any complaint against COHS investigated and to receive a response from the Senior nurse or Facilities Director

- to be offered a health assessment at least 4 yearly or more often according to health risks highlighted in departmental health risk assessments

## **Services offered by COHS**

**Employment health assessment** - for people who have recently joined Cranfield's staff. This includes assessment through a health questionnaire, blood pressure, urine test, height and weight recordings and work specific measures such as vision or lung function tests.

**Health surveillance** - employees working in areas where departmental risk assessments have highlighted a potential health hazard will be monitored regularly. Special measures such as immunisation, blood test and vision or lung function tests can be carried out.

**Health screening** - an opportunity for all staff to undergo a health assessment similar to the employment health assessment.

**Physiotherapy** - our Chartered Physiotherapist will offer an appropriate course of treatment.

**Work-related immunisations and travel advice** - available to those who work abroad on University business. Travel advice is available to all.

**Occupational Health Physician** - can include consultation and appropriate examinations for pension issues, medical retirement and work specific examinations such as for HGV drivers or Fire Fighters.

**Health and Safety Advisory service** - education and advice in health and safety issues. Workplace visits to help you assess the risks to health and safety within your area, for example, work station assessments.

**Manual Handling Training** - COHS offers a training programme for all those involved in manual handling at work.

**First Aid Training** - COHS offers Full and Refresher First Aid training with regular seminars and updates offered throughout the year.

## **Access to services**

The Medical Centre is open:

Monday - Thursday	8.45am - 5.15pm
Friday	8.45 - 5.00pm

An appointment system operates for all occupational health services and your co-operation is requested to keep to appointment times and to advise COHS of cancellations. Ring extension 3333 for appointments.

All services are available to all employees regardless of status or position within the University. Referrals can be made by an individual employee or the Departmental health link worker on behalf of a group of employees. The Occupational Health Advisor will act as gatekeeper to specific services in order to ensure appropriate referral.

### **Confidentiality and Data Protection**

COHS is professionally independent and provides a confidential advisory service. COHS' staff share a common concern for the health and welfare of the individual and we take seriously the strict code of confidentiality which is imposed on all doctors and nurses.

COHS does not have a disciplinary role and will not co-operate with any attempts to use us as such. There is no automatic right to access personal health records of employees by management or their legal advisors.

Anyone seeking advice from COHS can do so in the knowledge that no breach of confidence will occur.

**This leaflet introduces some of the services available through Cranfield Occupational Health Services. We aim to offer a flexible, needs based service so for more detailed advice and information about what COHS can offer you, please contact the Medical Centre on Extension 3333.**

### **Useful Numbers**

University Emergency Number	2222
Medical Centre - all services	3333
Campus Safety Officer	5374
Health & Safety Executive InfoLine	0541 545500