

Claret Civil Engineering Ltd Occupational Health Policy

September 2025

Contents

Section 1	Policy Statement	Page 3
Section 2	Definitions	Page 3
Section 3	Scope of this policy	Page 3
Section 4	Responsibilities	Page 4
Section 5	Fitness to work	Page 4
Section 6	Areas of concern	Page 4
Section 7	Health Screening and Monitoring	Page 5
Section 8	Medical Referrals	Page 5
Section 9	Absence management	Page 5
Section 10	Mental Health First Aiders	Page 5
Section 11	Employee Assistance Programme	Page 6
Section 12	Related Documents	Page 6
Section 13	Document control	Page 6
Section 14	Appendix 1 - Wellness Action Plan	Page 7

1. POLICY STATEMENT

Claret Civil Engineering Ltd (Claret CE)

- 1.1. It is Claret CE's policy to provide a healthy working environment for all our employees. This ensures that we will take steps to monitor and prevent the occurrence of any work-related disease or health risks. We shall also take steps to provide a working environment that is not only healthy but also comfortable and safe.
- 1.2. Claret CE recognises that it has a responsibility towards the safeguarding and promoting the health, safety and welfare of its employees and others that work for Claret CE as subcontractors under the Health and Safety at Work Act 1974.
- 1.3. Our occupational health service is an independent, confidential, advisory service which is available to all staff to support and provide advice with the aim of improving the health, safety, and welfare of all individuals within the company.

2. DEFINITIONS

- 2.1. **Occupational Health** – the branch of medicine dealing with the prevention and treatment of job-related injuries and illnesses.
- 2.2. **Fit to Work** - is a medical assessment done when an employer wishes to be sure an employee can safely do a specific job or task.
- 2.3. **COSHH - Control of Substances Hazardous to Health 2002** - the law that requires employers to control substances that are hazardous to health.
- 2.4. **Construction (Design and Management) Regulations 2015** - Whatever your role in construction, the CDM Regulation aims to improve health and safety in the industry by helping people to plan the work, so the risks involved are managed from start to finish and to have the right people for the right job at the right time.
- 2.5. **Access to Medical Reports Act 1988** - states that patients should be offered a copy of their medical report and the opportunity to review it prior to submission to an organisation that has requested it e.g. their employer or insurance company.

3. SCOPE OF THIS POLICY

This policy applies to all Claret CE employees. Where relevant, we have a duty under specific legislation such as COSHH and the Construction (Design and Management) Regulations 2015. Any health risk assessed will be managed, and any control measures will be put in place to reduce any health risks to our employees. Should a significant risk be identified, the employee affected will be notified and measures will be taken to safeguard their health. Whether this involves further training, in-depth health screening or medical advice, this will be implemented.

4. RESPONSIBILITIES

All relevant individuals have a responsibility under this Policy as follows:

4.1. Directors shall:

Ensure that adequate resources are available to support and promote the Occupational Health and the Health & Wellbeing of its employees to meet as a minimum the statutory requirements.

Ensure compliance within the occupational health aspects of Health and Safety legislation.

Ensure confidentiality is always upheld.

4.2. Line Managers/Supervisors shall:

Ensure they are aware of the range of Occupational Health services available to them and their team.

Ensure that employees have had the appropriate health screening for their role.

Manage and support employees who experience health issues with advice from the Occupational Health service provider.

Encourage individuals to attend their health screening appointments.

Always maintain confidentiality.

4.3. Claret CE employees shall:

Ensure they are aware of this policy and the range of Occupational Health services available to them.

Comply with any risk assessment requirements related to their role.

Be available to attend their health screening appointments as requested and comply with the advice given by the Occupational Health advisor.

Report any issues to their manager relating to their Occupational Health which may affect their ability to perform their role.

Be advocates of good health and wellbeing to their colleagues and themselves.

4.4. Occupational Health provider shall:

Advise as to whether Claret CE employees are sufficiently fit and healthy to be able to carry out the role they are employed to do.

Provide advice to managers and employees about health-related issues.

Be efficient and responsive to both the needs of the management and the employees.

5. FITNESS TO WORK

5.1 Claret CE recognise the importance of having a workforce that can carry out the work relevant to their job description.

5.2 Fitness to work is important for employee's own health and safety as well as their colleagues.

5.3 Claret CE retain the right to monitor the health of any employee in a safety critical role.

5.4 The company's health surveillance process ensures that the individual meets with the requirements of the role and at the initial stage of new employment it identifies any areas of concern of where future health assessments and screening are to be carried out.

6. OCCUPATIONAL HEALTH RISKS

6.1 The occupational health risks from our industry, include:

- Hand Arm Vibration Syndrome (HAVS) and Vibration White Finger.
- Noise induced hearing loss and deafness.

- Occupational dermatitis.
- Occupational asthma and respiratory problems.
- Musculoskeletal disorders.
- Diseases such as Leptospirosis (Weil's Disease).
- Work related stress.
- Drugs and Alcohol.
- Smoking.

7. HEALTH SCREENING AND MONITORING

- 7.1** The monitoring of our health screening is an integral part of our Occupational Health Policy.
- 7.2** We work closely with our Occupational Health provider to ensure that the appointments are booked in when required and any issues arising are highlighted.
- 7.3** Claret CE ensure that there is a named Occupational Health Co-ordinator who is dedicated to liaise with the Occupational Health provider, our employees and our management teams.
- 7.4** Any issues arising from the appointments that need to be flagged to a manager, are highlighted by our provider to the co-ordinator, who then informs the SHEQ Director who informs the appropriate manager of any information they need to know for safety critical reasons and provides advice of how to manage the situation in confidence.
- 7.5** The frequency of the health screening appointments will be determined by the job role of the individual, someone in a safety critical role will need to be seen more often than someone who works in an office-based role.
- 7.6** Any issues highlighted are always kept confidential.

8. MEDICAL REFERRALS

- 8.1** Should a problem arise that requires further clarification from a medical professional, we will seek to refer the person to their own GP or another medical professional through our provider.
- 8.2** Medical referrals may also be requested following a long period of absence as per our Absence Policy.

9. ABSENCE MANAGEMENT

- 9.1** Following a long period of absence, Claret CE retain the right after consultation and agreement with an individual employee to make a referral to an independent medical advisor. Where this becomes necessary, the right of the employee to access any medical reports is protected under the Access to Medical Reports Act 1988.
- 9.2** As per the Absence Policy, following any period of absence, a return to work is carried out by the individual's Line Manager.

10. MENTAL HEALTH FIRST AIDERS

- 10.1.** Mental Health First Aiders have Level 2 training to spot the early signs of mental ill-health in others, as well as having an understanding of mental health conditions. They are taught to signpost someone to appropriate support, both internal and external.

- 10.2.** All Mental Health First Aiders are trained to provide non-judgemental support and reassurance.
- 10.3.** An up-to-date list of Mental Health First Aiders is displayed within Claret CE offices and in site folders.
- 10.4.** Claret CE supports individuals who wish to complete the Mental Health First Aid training course. It is available to all employees. Training is requested via the Training Co-ordinator.
- 10.5.** As part of Claret CE's appraisal process, a Wellness Action Plan is completed (appendix 1) by the employee.

11. EMPLOYEE ASSISTANCE PROGRAMME

- 11.1.** Claret CE provides an Employee Assistance Programme (EAP) via a 3rd party, offering employees a contact to help them manage personal problems that might adversely impact their work performance, health and wellbeing.
- 11.2.** The EAP includes:
 - Free 24/7 counselling, legal & information line.
 - Critical incident advice & telephone support.
 - Online health portal.
 - Management support line & counselling.
 - Manager support guides.
- 11.3.** Contact details for Health Assured EAP are located throughout Claret CE offices and they can be contacted confidentially on **0800 028 0199** (24 hours).

12. RELATED DOCUMENTS

Access to Medical Reports Act 1988
 Health and Safety at Work Act 1974
 COSHH - Control of Substances Hazardous to Health 2002
 Construction (Design and Management) Regulations 2015
 Absence Policy
 Drug and Alcohol Policy
 Hand Arm Vibration Policy (including CTS and WBV)
 Health and Safety Policy
 Menopause Policy
 Mental Health Policy

13. DOCUMENT CONTROL

REVISION AND AMENDMENT REGISTER				
Date	Page number	Revision details	Issue number	Amendments made by
13/09/24		Wording change in section 6		Lesley Skingle
29/9/25		Date amended. No other changes		Sherri Jamieson

Appendix 1 – Wellness Action Plan

Name:		Date:	
Line Managers Name:		Review Date:	

This Wellness Action Plan should be written and owned by you the Employee, expressing your own personal choices, reflecting your voice, your personal experience and your needs. The role of your line manager is to discuss the plan with you and provide support, including guidance on what is possible for any reasonable adjustments. It should be a joint process led by you with your line manager. Further information can be found in the Guide for employees: Wellness Action Plans (WAPs) created by Mind.org.uk.

What will help you stay healthy at work?	
(For example, taking an adequate lunch break away from your desk, getting some exercise before or after work or in your lunchbreak, light and space in the office, opportunities to get to know colleagues)	
What can your manager do to proactively support you to stay mentally healthy at work?	
(For example, regular feedback and catch-ups, flexible working patterns, explaining wider organisational developments)	
Are there any situations at work that can trigger poor mental health for you?	
(For example, conflict at work, organisational change, tight deadlines, something not going to plan)	
How might experiencing poor mental health impact on your work?	
(For example, you may find it difficult to make decisions, struggle to prioritise work tasks, difficulty with concentration, drowsiness, confusion, headaches)	
Are there any early warning signs that we might notice when you are starting to experience poor mental health?	

(For example, changes in normal working patterns, withdrawing from colleagues)	
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What support could be put in place to minimise triggers or help you to manage the impact?

(For example, extra catch-up time with your manager, guidance on prioritising workload, flexible working patterns, consider reasonable adjustments)	
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Are there elements of your individual working style or temperament that it is worth your manager being aware of?

(For example, a preference for more face to face or more email contact, a need for quiet reflection time prior to meetings or creative tasks, negotiation on deadlines before they are set, having access to a mentor for questions you might not want to bother your manager about, having a written plan of work in place which can be reviewed and amended regularly, clear deadlines if you have a tendency to over-work a task, tendency to have particularly high or low energy in the morning or in the afternoon)	
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If we notice early warning signs that you are experiencing poor mental health – what should we do?

(For example, talk to you discreetly about it, contact someone that you have asked to be contacted)	
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What steps can you take if you start to experience poor mental health at work? Is there anything we need to do to facilitate them?

(For example, you might like to take a break from your desk and go for a short walk, or ask your line manager for support)	
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Is there anything else that you would like to share?

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Employee Signature:		Date:	
Line Manager Signature:		Date:	

Information shared within this form will be treated with the strictest of confidence.