



Staff Health Monitoring Policy

Policy Ref: TMP60v1

This policy will not discriminate either directly or indirectly against any individual on grounds of sex, race, ethnicity or national origin, gender, sexual orientation, marital status, religion or belief, age, disability, socioeconomic status, offending background or any other personal characteristic.

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Signed

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Signed

Date July 2020

Record of Changes

Version	Issue Date	Changes	Initials
v1	July 2020	Initial issue	JM

Date of Next Review: July 2021

Definition

Throughout this policy document **TMP Studios CIC** is referred to as 'TMP College'.

Health Monitoring in the Workplace

TMP College will:

- Consult employees so that they are fully aware of the monitoring procedures, understand they are in place to help protect their health and that they know their part in them;
- Encourage employees to report symptoms they may be suffering as early as possible to stop any further aggravation. Having a system in place to do this on a regular basis, such as a brief simple questionnaire, can improve the likelihood of getting this information in the most useful format;
- Ask employees whether their work caused the problem and whether they can identify what specific task caused the pain.
- Consider the method and frequency of monitoring when planning and implementing control measures;

A body map can help a person to pinpoint where they are feeling the symptoms and they can be asked to describe the sensations they are feeling. These can be used to identify clusters of problems that may need further investigation, and to encourage workers to think about solutions to the problems they report. An example of a body map is provided in Appendix 1.

Reviewing Health Monitoring

Reviewing the results of health monitoring provides an opportunity to look at the overall performance of the risk management control systems and may identify susceptible individuals.

TMP College will use administrative resources such as reviewing entries in the Accident and Incident book, sickness absence records/fit notes, staff turnover, to gain information on whether or not the workforce may be suffering. This data will be interpreted in order to look for patterns in the results of surveys, in comments from employees, in the symptoms reported and in existing risk factors.

An effective review:

- is an opportunity to learn from experience gained in managing risk factors, signs and symptoms;
- helps determine whether interventions are effective;
- establishes whether risks have been controlled where reasonably practicable;
- provides an opportunity to assess whether new control measures need to, or should, be introduced.

If, as a result of health monitoring, it looks like the controls may be failing TMP College will review the relevant risk assessments accordingly. Professional help and advice may be sought in this respect, if needed.

Medical Support/referral

TMP College does not have an occupational health specialist. Therefore, if workers are reporting symptoms the senior management will consider a referral to an occupational health provider or suggest they see their GP to get treatment.

Appendix 1: Example Body Map

