



OCCUPATIONAL HEALTH AND WELFARE POLICY

Introduction

1. The City of London Corporation recognises and accepts its responsibilities under the Health and Safety at Work Act 1974 to pursue a policy which ensures, so far as is reasonably practicable, the health, safety and welfare of all its employees (See also the [Health and Safety Policy](#)).

Definitions

2. The City Corporation provides the following services:-
 - Occupational Health Service (OHS);
 - Dental Service.

Occupational Health Service

3. The City Corporation OHS provides advice on the effects of work on health and health on work. This starts with the pre-employment health screen questionnaire to establish that they are suitable to undertake the duties of the post. Clearly there are a number of factors in any work activity which can, in certain circumstances, affect health, e.g. noise, fumes, chemicals, poor posture at a VDU. A preventative approach is emphasised through advice to employees and managers on the early recognition and assessment of risks to health.
4. During the course of their employment employees may be offered, or in certain circumstances be required to undergo, health surveillance. This approach reflects the City Corporation's policy for ensuring that employees are fit and healthy and therefore able to work effectively. It is the employee's responsibility to inform their manager or the OHS if they develop any symptoms that may be caused by work.
5. OHS is available to give confidential advice and to help with any work related ill health – telephone 020 7332 1592 or 020 7332 1617.

First Aid

6. All departments provide first aid facilities and trained first aiders to deal with accidents/ill-health emergencies at work until medical help is obtained. (See also [First Aid Provisions at Work](#)).

Dental Service

7. The Company Dental Plan is a subsidised scheme and is open to all employees (except temporary staff). The Company Dental Plan is run by the Barbican Dental Care, For enquiries call 020 7332 1595.