

Occupational Health Procedure

Roselyn House School

2026 – 2027



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1. Purpose

This procedure sets out the school's approach to promoting, maintaining and supporting the physical and mental health, safety and wellbeing of all employees.

The school recognises that healthy employees are essential to providing high-quality education, safeguarding and support for pupils with special educational needs and disabilities (SEND). This procedure aims to:

- Promote workplace health and wellbeing.
- Prevent work-related illness and injury.
- Support employees experiencing health concerns.
- Facilitate safe and timely returns to work.
- Meet legal obligations as an employer.
- Support a culture of inclusion, safeguarding and staff wellbeing.

This procedure forms part of the school's wider Health and Safety Management System.

2. Legal and Regulatory Framework

This procedure has been developed with reference to:

- Health and Safety at Work etc. Act 1974.
- Management of Health and Safety at Work Regulations 1999.
- Equality Act 2010.
- Employment Rights Act 1996.
- Data Protection Act 2018 and UK GDPR.
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013.
- Independent School Standards Regulations.
- DfE Health and Safety: Responsibilities and Duties for Schools.
- Relevant safeguarding legislation and statutory guidance. The proprietor of an independent school is accountable for the health and safety of staff and pupils and must ensure effective management of health and safety risks.

The procedure also supports evidence that leaders prioritise staff wellbeing, safeguarding and effective workforce management expected through inspection and governance processes.

3. Scope

This procedure applies to:

- Permanent employees
- Fixed-term employees
- Part-time employees
- Agency workers
- Volunteers
- Contractors where relevant

4. Principles

The school is committed to:

- Providing a safe and healthy working environment.
- Taking reasonably practicable steps to protect health, safety and welfare.
- Identifying and reducing workplace risks.
- Supporting employees with physical or mental health conditions.
- Preventing discrimination.
- Making reasonable adjustments where required.
- Maintaining confidentiality.
- Promoting positive mental health and wellbeing.

5. Responsibilities

5.1 Proprietors

The Proprietors will:

- Ensure adequate occupational health arrangements are in place.
- Monitor staff wellbeing indicators.
- Ensure resources are available for implementation.
- Review reports and trends relating to absence and health concerns.

5.2 Senior Business Manager

The Senior Business Manager will:

- Implement this procedure.
- Ensure managers receive appropriate training.
- Refer employees to Occupational Health where appropriate.
- Monitor staff absence and wellbeing.
- Ensure reasonable adjustments are implemented where required.

5.3 Line Managers

Line managers will:

- Maintain regular wellbeing discussions with staff.

- Address concerns promptly.
- Complete risk assessments where health concerns are identified.
- Monitor sickness absence.
- Conduct return-to-work meetings.
- Implement occupational health recommendations.

5.4 Employees

Employees are expected to:

- Take reasonable care of their own health and safety and that of others.
- Report health concerns affecting work.
- Attend occupational health appointments when required.
- Cooperate with reasonable workplace adjustments.
- Follow health and safety procedures.

6. Occupational Health Support

The school will provide access to a competent Occupational Health (OH) provider.

Occupational Health services may include:

- Fitness for work assessments.
- Management referrals.
- Pre-employment health screening.
- Return-to-work assessments.
- Advice regarding disability and reasonable adjustments.
- Mental health support.
- Stress risk assessments.
- Occupational disease advice.
- Vaccination advice where relevant.

7. Pre-Employment Health Assessment

All successful candidates may be required to complete a confidential health declaration before employment commences.

Assessments will:

- Determine fitness for the role.
- Identify any support requirements.
- Identify necessary reasonable adjustments.
- Be conducted in a manner consistent with the Equality Act 2010.

No applicant will be treated less favourably because of a disability unless this is legally justified.

8. Management Referral Process

A referral to Occupational Health may be made where:

- Sickness absence becomes significant.
- There are concerns regarding fitness for work.
- An employee experiences recurring absences.
- A disability or long-term health condition is identified.
- Workplace adjustments may be necessary.
- Stress or mental health concerns arise.
- Health concerns impact safeguarding, conduct or capability.

Employees will normally be informed of the reasons for referral before submission.

The referral will include:

- Details of the role.
- Relevant health concerns.
- Absence history.
- Specific management questions.

9. Mental Health and Wellbeing

The school recognises the importance of protecting psychological wellbeing.

The school will:

- Promote a positive and supportive culture.
- Encourage early disclosure of concerns.
- Undertake stress risk assessments where required.
- Support employees experiencing anxiety, depression, trauma, burnout or other mental health conditions.
- Signpost employees to appropriate support services.

Managers should treat mental health concerns with the same seriousness as physical health concerns.

10. Workplace Stress

Where work-related stress is identified:

1. The concern should be discussed with the employee.
2. A stress risk assessment must be completed.
3. Control measures should be agreed.
4. Progress must be reviewed regularly.

Possible controls may include:

- Temporary adjustment of duties.
- Increased supervision or support.
- Flexible working arrangements.
- Additional training.
- Phased return arrangements.

11. Reasonable Adjustments

The school will comply with its duties under the Equality Act 2010.

Examples of reasonable adjustments include:

- Flexible working arrangements.

- Modified duties.
- Altered working hours.
- Additional equipment.
- Workspace adaptations.
- Temporary redeployment.
- Additional supervision or mentoring.

Adjustments will be reviewed regularly.

12. Sickness Absence Management

The school will manage sickness absence fairly, consistently and supportively.

Employees must:

- Follow reporting procedures.
- Maintain appropriate contact during periods of absence.
- Provide medical certification as required.

Managers will:

- Monitor absence levels.
- Conduct return-to-work meetings.
- Consider occupational health referrals.
- Review support needs.

13. Return-to-Work Arrangements

A return-to-work discussion will be conducted after each period of sickness absence.

The purpose is to:

- Confirm fitness to return.
- Identify ongoing support requirements.
- Discuss any workplace adjustments.
- Review any risks.

Where recommended by Occupational Health, a phased return may be implemented.

14. Health Surveillance

Where risk assessments identify exposure to specific hazards, health surveillance arrangements may be implemented.

This may include:

- Skin monitoring.
- Hearing assessments.
- Respiratory assessments.
- Display screen equipment assessments.

Records will be maintained in accordance with legal requirements.

15. Special Educational Needs and Physical Intervention Roles

Due to the nature of work within a special school, employees involved in:

- Physical intervention,
- Personal care,
- Moving and handling,
- Behaviour support,

may require additional occupational health assessment following injury, illness or significant health concerns.

Risk assessments will consider:

- Physical capability.
- Medical restrictions.
- Safeguarding implications.
- Pupil safety requirements.

16. Confidentiality and Data Protection

Occupational health information is confidential.

Medical information will:

- Be processed in accordance with UK GDPR and the Data Protection Act 2018.
- Be shared only with individuals who have a legitimate need to know.

- Be stored securely.
- Be retained in accordance with the school's retention schedule.

Managers will only receive information necessary for employment decisions and workplace support.

17. Monitoring and Review

The school will monitor:

- Sickness absence trends.
- Occupational health referrals.
- Workplace injuries.
- Stress-related absence.
- Reasonable adjustment arrangements.
- Staff wellbeing indicators.

This procedure will be reviewed:

- Annually.
- Following significant incidents.
- Following legislative changes.
- Following relevant Ofsted recommendations or inspection outcomes.

Appendix A – Referral Triggers

Occupational Health referral should normally be considered where:

- Absence exceeds 10 working days continuously.
- Three or more separate absences occur within six months.
- A health condition may meet the definition of disability.
- There is a work-related injury.
- Stress-related concerns are identified.
- Capability concerns appear linked to health.
- A return following long-term absence is planned.

Appendix B – Related Policies

- Health and Safety Policy
- Staff Wellbeing Policy
- Sickness Absence Policy
- Equality and Diversity Policy
- Safeguarding Policy
- Manual Handling Policy
- Behaviour Support and Physical Intervention Policy
- Staff Code of Conduct
- Data Protection Policy