

## H2. OCCUPATIONAL HEALTH STANDARDS – MONITORING TEMPLATE

### About the monitoring template

As part of the agreed monitoring process for the Public Health Responsibility Deal, partners will be required to submit an annual update to the Department of Health so that we can place this information on the website. In this annual update, partners will set out the progress they have made against each of the pledges they have signed up to. They will also have an opportunity to set out the next stage of their plans.

The Responsibility Deal networks have developed a standardised monitoring template for each of the collective pledges. Guidance notes, intended to assist partners in completing the templates, are included within the template.

This is the monitoring template for pledge **H2. Occupational Health Standards**, which supports the Responsibility Deal's core commitment on health at work.

Further information on this pledge can be found at:

[http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH\\_125222](http://www.dh.gov.uk/en/Publichealth/Publichealthresponsibilitydeal/BecomingaResponsibilityDealpartner/DH_125222)

This template has been made available in document format. The Department of Health is in the process of developing a web-based platform, which would enable partners to complete their annual updates online. We expect this system to be available by the end of February 2012.

All the information that partners will be asked to provide in the monitoring templates will be made publicly available on the Responsibility Deal website -

<http://responsibilitydeal.dh.gov.uk/>. Consequently, partners should not include any information in their templates which cannot be disclosed.

The Department of Health will not provide any detailed analysis or commentary on the information provided by partners when they are published online.

### Health at Work Core Commitment

We will actively support our workforce to lead healthier lives.

### H2. Occupational Health Standards Pledge

We will use only occupational health services which meet the new occupational health standards and which aim to be accredited by 2012/13.

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### Section A – Summary of pledge delivery plans

#### About Section A

In this section, partners are asked to set out their plans to meet the pledge. Partners will be asked to complete and return this section to the Department of Health within six weeks of signing up to the pledge.

#### **Please indicate how you intend to meet this pledge.**

*For example, describe the steps/activity you intend to undertake to deliver this pledge; when and where this will be taking place; and details of the implementation timetable detailing the key milestones and a projected end date for formal accreditation.*

*Where an existing occupational health service (OHS) is run in house, in full or in part by an employers own staff, please indicate when will you formally apply for accreditation for your OHS.*

*Where an OHS is provided by an external contractor, please indicate how will you ensure that they apply for accreditation as soon as is practicable. In the event that the contractor is unwilling or unable to apply for accreditation under the SEQOHS Standards<sup>1</sup>, what action do you propose to take? How will you ensure that any future OHS contract is provided by a supplier who is either accredited or is in the active process of going through the accreditation procedures with the aim of achieving formal accreditation by 2012/13?*

*You may cross-refer to other documents or reports. Please provide web-links where appropriate.*

*There is a 500-word limit when completing this section. All of the information provided here will be published on the Responsibility Deal website.*

<sup>1</sup> The SEQOHS Accreditation Scheme is a stand-alone scheme managed by the Royal College of Physicians of London which has been selected to lead and manage the process on behalf of the Faculty of Occupational Medicine. <http://www.seqohs.org/>

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### Section B – Progress Update: Quantitative

#### About Section B

This section includes a series of quantitative measures that are intended to map partners' progress on delivering against the pledge. Partners will provide information against each of the measures as indicated.

Partners will be asked to return this section to the Department of Health by the **end of April each year**. Partners will be asked to provide their most up-to-date information and to make clear the period to which their information applies.

All of the information provided here will be published on the Responsibility Deal website.

1. How many employees and / or contractors are covered by the Occupational Health Service (OHS)?

Employees  Contractors

2. Please tick (✓) to indicate whether your OHS is provided:

In house  Contracted out to an external provider   
Or a mixture of both?

3. a. Will your Occupational Health Service be accredited to the new standards for occupational health services (SEQOHS) by March 2013?

Yes  No

b. If not, are you or your external provider / contractor in the process of applying for accreditation?

Yes  No

c. If so, by what date do you envisage accreditation will be achieved?

(a) In house accreditation by:

(b) External provider/contractor accreditation by:

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### **Commentary**

If you wish, you may provide a short commentary on the data provided in this section. There is a 200-word limit when completing this section.

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### Section C – Progress Update: Qualitative

#### About Section C

Completion of this section of the template will be **optional**. Partners wishing to complete this section will be asked to return it by the **end of April** each year.

*All of the information provided here will be published on the Responsibility Deal website.*

**Please set out the progress you have made this year on delivering this pledge.**

*This section provides you with an opportunity to describe the progress you have made on delivering against this pledge and the changes you have implemented in order to deliver this commitment. You may wish to indicate if your delivery plans (as set out in your Section A) had to be modified and whether there were any unintended consequences that arose from your delivery of the pledge.*

*For example, set out whether you have submitted a formal application to SEQOHS to become accredited. You may wish to describe the action that has been taken to achieve accreditation by 2012/13 including detailing (i) current levels of performance against the required Standards; (ii) current available evidence which satisfies the SEQOHS guidance; and (iii) what further actions and/or evidence is needed.*

*Where OHS is contracted out, you may wish to describe what you have done to ensure that your contracted OHS is fully engaged in a similar process to that set out above. You may also wish to describe the benefits the OH service in question has delivered e.g. in terms of sickness absence rate reduction, staff satisfaction, productivity improvements, cost savings.*

*You may wish to direct interested observers to company documents or reports where you have already given details of progress on your Responsibility Deal pledges. If appropriate, please provide a web-link.*

*There is a 500-word limit when completing this section.*

**Please set out how you intend to make further progress on delivering this pledge.**

*For example, implementing a project plan or programme to ensure formal accreditation of the OHS. Detail any plans to develop the OHS into a more preventative role focussing on health and wellbeing etc.*