

## Occupational Health Terms and Conditions

### Responsibilities of Atrium Occupational Health

1. To provide a competent delivery of Occupational Health Services
2. To provide, where possible a designated Occupational Health professional to the client in the interest of continuity
3. To provide fully maintained and calibrated medical screening equipment necessary to perform the services.
4. All medical consumables, disposables and stationery necessary to perform the services will be provided by Atrium.
5. To provide appropriate Health Surveillance reports to the clients
6. To provide management referrals with other healthcare professionals such as OHNs, OHPs, and physiotherapists where appropriate and when requested/actioned by the client.
7. If the mutually agreed attendance date becomes unattainable, Atrium will endeavour to arrange a convenient alternative.

### Responsibilities of the Client

#### **On-site face to face appointments only**

1. To provide a private quiet, convenient and suitable location for the nurse/technician at each site with a desk or table, two chairs, a power socket hand washing/toilet facility.
2. To provide internet access to the nurse/technician if required for the appointment.

#### **All appointments**

To ensure that your employees who are undertaking health surveillance have completed the relevant questionnaires prior to their appointment.

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*Health & Safety Training and Consultancy . First Aid Training . Food Safety Training . Fire Safety Training*

## Atrium no longer providing a service

If Atrium no longer provides a service for your company, they will no longer have any responsibility for any medical records. A transfer of these will be handed over to another Occupational Health company, medical personnel or to your head of HR.

## General Financial Conditions

1. Atrium will issue invoices for work for payment within 30 days of the date of the appointment.  
The preferred method of payment would be by Banks Automated Clearing System (BACS) .  
Occupational Health Reports will not be released by Atrium until payment has been received in full.
2. In the event of a cancellation of work by the client company, a charge will not be made by Atrium if this is done one week or more prior to the day when work is due to be carried out. If work is cancelled less than one week prior to the day when the work is due to be carried out a 50% charge will be made. If the work is cancelled less than two working days prior to the day when the work is to be carried out the client company will be charged in full. This also applies to a no show.
3. If medical notes are required to be copied and forwarded to solicitors or your employees, the client company will be charged £50 per person plus any incurred travel costs and time.
4. Any additional administration time provided by Atrium to assist you with complying with General Data Protection Regulation (GDPR) will be charged at an agreed rate.
5. Laboratory fees will be charged as extra (If applicable) Fees on application.

No modifications of these terms and conditions shall be effective unless made by an express written agreement between Atrium and the Client