

TORBAY COUNCIL

Expression of Interest

Contract Reference

TSW5624

Contract Title

**Annual Health Surveillance programme and
statutory medical assessments 2025**

Return Date

Friday 16th August 2024

Return Time

12:00 Noon

Return To

www.supplyingthesouthwest.org.uk

Provider Name

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The Tender Documents can be made available in other formats. For further information please submit your request through the messaging facility on the Supplying the South West e-Tendering Portal

A Expression of Interest Information

A1 Purpose

The purpose of this expression of interest is to identify whether there is interest in the market to provide an Annual Health Surveillance programme and statutory medical assessments service to Southwest Integrated Services Company Ltd (SWISCo), and the level of potential suppliers in the market capable of the delivering the requirements set out within sections A3 and A4 below.

A2 Background Information

Southwest Integrated Services Company Ltd hereinafter referred to as SWISCo are a wholly owned company of Torbay Council, trading as a LATCo (Local Authority Trading Company) who deliver several statutory and non-statutory services on their behalf as well as undertaking some commercial activities.

SWISCo has a requirement to procure a professional Occupational Health Provider who will deliver a comprehensive Health Surveillance programme with a high standard of customer service to enable us to meet our responsibilities for the occupational health, safety, and wellbeing of our employees.

SWISCo are headquartered in offices at Aspen Way, Yalberton Industrial Estate, Paignton, TQ4 7QR. We have a medical room that is for the use of the occupational health provider to undertake private face to face consultations and health surveillance when required.

Whilst we anticipate that most of the face-to-face consultations will be held at Aspen Way, if a singular individual is required to undergo an in-person examination, e.g. a driver HGV medical, there is expectation that this can be accommodated on site, and sometimes at short notice, with no additional costs incurred for travel, or at the successful OH provider's location if it is within reasonable travelling distance, i.e. no further than 30 miles from the Paignton Depot

This service is mainly required for directly and indirectly employed by SWISCo workers but as we are a wholly owned company of a Local Authority, provision may also extend to Local Authority personnel, and schools in Torbay that use the Local Authority for Human Resource advice, if there is a health surveillance or medical requirement for their role.

Many of the operational tasks that we undertake, involve exposure to several hazards that require health surveillance to comply with a legal requirement, e.g. The Control of Vibration at Work Regulations 2005, or because SWISCo risk assessments, have identified this as an essential control measure e.g. musculoskeletal assessment.

Normally the health surveillance requirement is annual, but the frequency may change if the risk level alters. The successful applicant will be required to provide all SWISCo health surveillance requirements.

SWISCo employs circa 380 employees. Included within this number is a cohort of approximately 40 agency workers. Agency workers are treated no differently than permanent members of staff and this includes for health surveillance, and statutory medical purposes.

The total number of workers is subject to seasonal fluctuations due to summer increases to ensure our key Torbay holiday destination is kept clean and free from waste and litter. The key list of job roles is detailed below:

- Torbay domestic waste collections
- Torbay domestic recycling collections
- Waste management and transfer for disposal to specialist sites
- Household waste recycling centre
- Highway maintenance activities
- Grounds and parks maintenance activities
- Street cleansing
- Fly tipping clean up and remediation
- Vehicle maintenance and workshop activities for a large commercial fleet
- Winter maintenance including gritting, ice, and snow clearance.
- Bulky waste collections and disposal
- Commercial waste collections and transfer
- School Crossing Patrol officers

A3 High-level specification

We are looking to secure the provision of a comprehensive Health Surveillance and mandatory Medical Programme.

Due to the outdoor physical nature of many of SWISCo's operational employees, involving large volumes of manual handling operations, it is crucial that there is a continual and consistent health screening provision and assessment.

The Supplier must ensure that the relevant Health and Safety Legislation is always complied with. This will include the provision of relevant risk assessments and the demonstration of competency including reporting of incidents under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) associated with the provision of services under this contract,

The supplier must be able to notify SWISCo immediately, should it be subject to any formal Health and Safety action from enforcing authority. This will include any letters where notification that Fee for intervention is to be applied, the serving of any Section 21 Health and Safety at Work Act (HaSWA) Improvement Notices or Section 22 (HaSWA) Prohibition Notices or notifications of prosecution under any Health and Safety legislation.

The Supplier should also have a management system that demonstrated that they are an organisation that has systems for ensuring effective occupational health, safety and environmental (OHSE) management and performance.

This would require face-to-face examinations, undertaken by suitably qualified practitioners with the highest standards of Health and Safety and Customer Service, for specific health

surveillance examinations, such as vibration Tier 2, dermatology examinations, audiometry, respiratory function assessments.

Access to an OH Physician for more specific health surveillance examinations, such as vibration Tier 3, and 4, dermatology examinations, noise induced hearing loss assessments, respiratory function assessments, as well as statutory medicals for example HGV, School crossing patrol and Seafarer medicals.

There is an expectation that surveillance assessments would be undertaken on site on an annual basis between April and June. However, mandatory medicals such as HGV, may require a single appointment slot, so a local supplier, or a supplier who could attend a stand-alone assessment on site within a short timeframe is an essential requirement.

Annual assessment requirement and number required

- Pure Tone Audiometry 220
- Dermatology examinations 08
- HAVS tier 1-4 54*
- Respiratory 29

*HAVS includes some personnel (approx. 6 currently) who present at tier 4 and therefore require an annual assessment from an OHP.

SWISCo's risk assessment programme has identified which of these health hazards meets the legal requirements or thresholds² for undertaking health surveillance. The type of surveillance differ from role to role and the requirement for each of the relevant job roles is set out in table 1. This schedule, which includes a brief description of the tasks and the types of exposures that the personnel encounter, is not exhaustive, there may be other areas where risk assessments identify further surveillance requirements:

²**Regulation 7 – The Control of Vibration at Work Regulations 2005; Regulation 9 - The Control of Noise at Work Regulations 2005; Regulation 11 – The Control of Substances Hazardous to Health Regulations 2002; Regulation 5 – The Management of Health and Safety at Work Regulations 1992; Regulation 4(3)(f) – The Manual Handling Operations Regulations 1992;**

Job role	Task and hazard descriptions	Required Health Surveillance	Approx Number
Waste and Recycling collection operatives including commercial waste	Glass collection noise above intervention levels	Annual hearing questionnaire and pure tone audiometry + OET	110
	Constant lifting and manual handling	Annual Musculoskeletal questionnaire.	

School Crossing Patrol Officers	Ensuring the safety of schoolchildren crossing busy roads whilst entering and leaving school.	Bi-annual general health screening, (BMI, BP & Urinalysis), Whisper test, Musculoskeletal, Vision (Distance),	15
Fleet and Garage Technicians and Lead Hands	Maintaining vehicles in a workshop exposure to fumes + welders	Annual respiratory questionnaire and lung function (spirometry).	8
	Exposure to hand-arm vibration using pneumatic wrenches	Annual HAV tier 2 & tier 3 every third year	
	Constant lifting and manual handling	Annual Musculoskeletal questionnaire.	
	Exposure to solvents and oils	Annual Dermatological questionnaire and visual examination.	
	Workshop machinery and vehicle noise.	Annual hearing questionnaire and pure tone audiometry + OET	
Highways maintenance operatives	Exposure to silica and dusts through concrete saws	Annual respiratory questionnaire and lung function (spirometry)	30
	Exposure to hand-arm vibration through jackhammers and other percussive tools	Annual HAV tier 2 & tier 3 every third year	
	Construction tool noise above the intervention levels	Annual hearing questionnaire and pure tone audiometry + OET	
Plant and FLT drivers and banksmen various locations	Various	Annual general health screening, (BMI, BP & Urinalysis), Whisper test, Musculoskeletal, Vision (Distance), Site vehicle (Driver assessment)	12
Parks and open spaces operatives	Exposure to hand-arm vibration due to using mowers, strimmer's, and other grounds maintenance equipment	Annual HAV tier 2 & tier 3 every third year	30

	Constant lifting and manual handling	Annual Musculoskeletal questionnaire.	
	Exposure to noise due to using mowers, strimmer's, and other grounds maintenance equipment	Annual hearing questionnaire and pure tone audiometry + OET	
Waste and recycling operatives – Transfer station	Glass and machinery noise above intervention levels	Annual hearing questionnaire and pure tone audiometry + OET	14
	Constant lifting and manual handling	Annual Musculoskeletal questionnaire.	

Table 1 - SWISCo Health Surveillance Requirements

There may be a requirement to undertake face to face annual pure-tone audiometry examination for SWISCo waste and recycling operatives between the hours of 06:00 and 08:00, prior to commencement of work. There are approx. 100 to 120 personnel that fall within this cohort so the maximum number per day that can be accommodated per nurse is 6 (two complete crews).

Statutory and non-statutory medical assessment

The supplier will also be required to undertake statutory medicals (medical examinations prescribed for certain roles) as and when they are required/become due and may include but are not limited to

- HGV medicals
- School Crossing Patrol Medicals
- Forklift
- Seafarer medicals

Professional Drivers

SWISCo operate a large fleet of commercial vehicles and therefore have a significant cohort of professional drivers, these number approximately 110. The drivers will require statutory medicals as and when they are due, this equates to roughly, 25 per annum.

In addition, approximately 12 forklift operators who require medical assessment every 12 months.

School Crossing Patrol Personnel

There are up to 15 School Crossing Patrol (SCP) personnel and whilst these are not subject to a statutory medical, we have established that, to comply with Regulation 6 of The Education

(Health Standards) (England) Regulations 2003¹, as well as to adopt a best practice approach, these employees should be subject to a regular medical examination.

To fulfil both these objectives we require this cohort to undergo an annual medical assessment, like a full medical, to be able to assess their continuing ability to fulfil their roles, this encompasses the following examinations: -

- Height, Weight, Body Mass Index (BMI)
- Blood Pressure & Pulse (including whether regular or irregular)
- Distance Vision
- Peripheral Vision
- Audiometry
- Musculoskeletal (basic) – assess gait, neck, leg, arm, shoulder, and back movements
- Vestibular Function (Modified Romberg's)
- Urinalysis (test for glucose, ketones, blood, and protein)

We may determine through individual risk assessment, that the frequency for some may be annual and for others more, or less, frequent.

¹Regulation 6 – Health Standards : A relevant activity may only be carried out by a person if, having regard to any duty of his employer under Part II of the Disability Discrimination Act 1995(1), he has the health and physical capacity to carry out that activity

An Occupational Health Physician must provide onsite face to face examinations for statutory medical associated with HGV, School Crossing Patrol, Seafarer/Maritime medicals etc...

Seafarer medicals

There is a requirement to assess Torbay Council staff who are engaged in maritime activity on an ad-hoc basis. Whilst numbers are small, and not annual the medical is mandatory, therefore the supplier must be skilled to undertake such assessments.

Customer Service

SWISCo expects the Supplier to demonstrate an ongoing commitment to delivering a high standard of customer service throughout the life of the contract.

This includes ensuring that customers of the service, who are predominantly front-line operational employees, who do not have company email addresses or mobile phones for work purposes and are not computer literate or regular computer users, have a positive and meaningful experience.

Resources Provided by the Customer

SWISCo has a confidential medical room equipped with a desk, chair and basic medical bed. It is anticipated that the supplier would provide all other equipment when undertaking this service. The Health surveillance for **SWIS**Co is co-ordinated by Human Resources and Health

and Safety. We will work with you to book all required appointments and co-ordinate information.

HS Management Information & Records

We are looking for a 48-hour turn-around for a response following assessment. An email to confirm fitness or that a further referral appointment is required with the OHP is required, without the need to login into a system to constantly check for feedback

A4 Budget

The total budget available for the 4-year contract is £50,000.00, approximately £12,500.00 per annum.

A5 Expression of Interest procedure

Timetable

EOI Stage	Dates
Issue Expressions of Interest	05 August 2024
Deadline for Submission of Expressions of Interest	16 August 2024

Expression of Interest Submission

Please complete in full, Appendix B - Expression of Interest Response (below), and return this document, by the submission deadline set out in the timetable at A4 above, through the 'Messaging' facility for this opportunity on ProContract, at:

www.supplyingthesouthwest.org.uk

ProContract Technical Support

Any Providers who experience problems with ProContract should contact the support desk:

ProContractSuppliers@proactis.com

Or click on the Help link at the bottom of the web page.

Please Note: If your issue is time sensitive call: **0330 005 0352**

This line is available 09:00 to 17:30 Monday to Friday (excl. English bank and public holidays).

Appendix B - Expression of Interest Response

Please provide the following details	
Contact Name	
Name of Organisation	
Role in Organisation	
Phone Number	
Email Address	
Date	
If different from above please provide details of the individual registered on ProContract.	
Contact Name	
Email Address	

Please confirm you are able to meet the requirements of the specification within the budget indicated at section A4.	Choose an item.
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