

## Occupational Health Service

### **Immunisations for projects:**

1. Line Manager to perform risk assessment to determine if staff/student requires immunisation (standard university procedure for direct work with human blood).
2. Line Manager/employee to complete the Health Surveillance Enrolment form and this is sent to [Occupationalhealth@reading.ac.uk](mailto:Occupationalhealth@reading.ac.uk)
3. On receipt of this the individual is offered an appointment.
4. Individual to attend OH they will be advised of any vaccine requirements and of emergency information including needle stick actions.
5. A discussion will be held about any previous immunisations they may have and evidence required to show adequate protection.
6. If vaccines are required the individual will be advised of the two local clinics they can attend. MASTA or Superdrug and contact number are given.
7. They are not directed to their GP as they will not give vaccines for occupational reasons.
8. Once the appointment is complete OH will send an individual health record. This may show that vaccines are incomplete or complete and will identify any actions required .e.g. evidence will need to be sent to OH.
9. Depending on immunisation regime once 2 doses of Hepatitis B vaccine have been received Individual can generally commence the proposed work.
10. Further individual health record issued stating vaccine complete or in progress and that project can commence if applicable.
11. Individual begins work and as immunisation course progresses they are requested to send further information to OH.



Local Clinics offering a vaccinations service:

**Hepatitis A, Hepatitis B Vaccination and Hepatitis B antibody Blood test.**

Masta: 03301004200 MASTA Centurion Court 64 London Road Reading RG1 5AS

[www.MASTA.com](http://www.MASTA.com)

Individual will require a letter of support stating they require this for occupational reasons and they will need to take photo ID to appointment.

**Hepatitis A, Hepatitis B Vaccination only**

Superdrug 03331224355

55-59 BROAD Street RG1 2AF

