|  |  |
| --- | --- |
| **Client Details** | Date of Enquiry: |
| Client Name |  | Contact Name |  |
| Client Tel |  | Contact Tel |  |
| Client Email |  | Contact Email |  |
|  |
| NEHQ |  | Fit for Work |  | Mgt Referral |  | RTW |  | Absence Mgt |  |
| Health Surveillance |  | Audiometry |  | Spirometry |  | Skin Assess |  | HAVS |  |
|  |
| Contract |  | Annual |  | Sub-Contract |  | Ad Hoc |  | Other |  |
|  |
| Automotive |  | Construction |  | Public Sector |  | Services |  | Food |  |
| Office Based |  | Logistics |  | Manufacturing |  | Retail |  | Other |  |
| No. Employees | <50 | 51-100 |  | 101-500 |  | 501-999 |  | 1000+ |  |
|  |
| Current OH Service? | Y N | **Main causes of absence:** | Colds & General Ailments |  |
| Current absence issues?  | Y N | MSK |  | At work – No Restrictions |  |
| Current Absence % |  | Stress or Anxiety |  | At work – With Restrictions |  |
| Company Sick Pay Scheme | Y N | Long Term Absence |  | Work related illness |  |
| HR in situ? | Y N | Short-Term Absence |  | Physio or Counselling |  |
|  |
| **Risk Hazards** |  | **Health Screening** |  |
| Medical or online screening? | Y N | New Employee Health Screening |  |
| Is workplace noisier than 85dba? | Y N  | Audiometry (Hearing) Screening |  |
| Is the workplace dusty? | Y N | Spirometry (Lung Function) Screening |  |
| Are vibration tools used? | Y N | HAVS / Vibration Assessments |  |
| COSHH Regulated Substances used? | Y N | Skin & Respiratory Surveillance Assessments |  |
| Office workers under regs? | Y N | DSE Assessments |  |
| Food production or preparation? | Y N | Food hygiene screening |  |
| Employees night workers? | Y N | Night worker Assessments |  |
| LGV or non LGV Drivers? | Y N | Driver Medicals (FLT, LGV) |  |
| Is work safety critical? | Y N | Working at Height and/or in Confined Spaces |  |
| **Additional Client Requirements**  |
|  |
| **How did you hear about Kernow Occupational Health?** |
| Word of Mouth |  | Previous Client |  | Recommendation |  | Leaflet |  |
| Internet Search |  | Facebook |  | Advertisement |  | Other |  |
|  |
| **General Administration – To be completed by KOH** |
| Quote Created Y N | Date |
| Client/Site Visit Required Y N | Date |
| Proposal Sent to Client Y N | Date |
| Proceed with Services Y N | Date |
| Terms of Business Sent Y N | Date |
| Follow-Up Action Required Y N | Date |