



Robens Centre Occupational Health Service

The Occupational Health Service for the London School of Economics and Political Science is provided by the Robens Centre for Occupational Health and safety (the Robens). www.rcohs.com

The Robens Centre is an independent and specialist Occupational Health provider which is owned by the University of Surrey. Our OH team operate Monday to Friday throughout the year and are available to all employees of the LSE.

Though our principal office and clinics are located on the Surrey Research Park in Guildford, appointments to see the Occupational Physician (OP) will normally be at our London clinic.

Clinic location: Harley Street Therapy Centre, Suite 2B, 2 Harley Street London W1G 9PA.

Robens contact points

Phone number: 01483 686690

Enquiries: info@rcohs.com

Website: www.rcohs.com

- Lead Administrator Tania Sayle 01483 686690 t.sayle@surrey.ac.uk and supported by Julia Archer
- Clinical Director Sarah Futcher 01483 686690 s.futcher@surrey.ac.uk
- Occupational Physician Dr Matthew Mills

The Occupational Physician can be contacted via the LSE HR team or Robens Lead Administrator

Appointments

Will be offered and booked direct with the person referred to Occupational Health and confirmed by email and or text; referring HR/line managers are advised of the appointment date.

Appointments will usually be offered for Tuesday afternoons between 14.00 and 16.00 or Wednesday mornings 10.00 and 12.00 on alternate weeks. NB appointments may be available Tuesday from 13.00 – 17.00 or Wednesdays from 08.45 if this is more convenient.

Cancellation Policy

Cancellations need to be made by phone between 08.15 and 17.00 Monday to Friday

- Cancellations with less than 48 hours' (2 working days) notice are charged to the LSE
- Cancellation fee 3 to 5 working days' notice or longer – no charge
- Cancellation fee where less than 48 hours' (2 working days) notice is given before appointment time, where appointment cannot be reallocated are charged at 44% of the appointment fee - £127.00
- Cancellation fee for non-attendance at appointment time is charged at 90% of the appointment fee £260.00

Cancellations are advised to the referring HR/line manager