

# Advice Sheet 13: For Stewards and Safety Reps

## COVID-19 - I Have Just Been Elected, What Should I Do?

### Your Role

Thanks for the work you are doing to support CSP members during this difficult time. As a steward or safety rep you are a vital link between the CSP and our 59,000 members and the representation work, negotiations and communications that you do at this time is key to keeping our members safe and healthy. We are aware that it is a challenging time and you may feel overwhelmed with juggling clinical work and your CSP role in this ever changing environment. There is lots of information and guidance on the [CSP website](#).

Your role at this time will be to support members in the following ways:

- Represent members that need support re COVID19 related problems;
- Negotiate with managers and the employer on COVID19 related issues;
- Communicate with members' information about COVID19.
- Continue to deal with other non COVID19 issues

### Support & Online Training

#### eBite Getting Started

The CSP has launched two 'Getting Started' eBites, one for safety reps and the other for stewards. They are designed for use by newly elected CSP reps and provide a step-by-step guide on what to do after being elected. This includes the role; your rights and where to get support. This is an essential training tool for all new reps and will help you to get started in your role. The training will take about 45 minutes.

Here is the link: [click here](#). You will need to be logged in. Once logged in click on the Getting Started-First Steps for Stewards or Safety reps link. You are now on the eBite hosting page. Click on the parcel icon to launch the eBite.

#### CSP distance learning induction course

We are currently developing distance learning courses for newly elected safety reps and stewards. These courses will cover the roles of the CSP rep in more detail than the 'Getting Started' eBite and will include some face to face contact with each other and CSP staff (probably via Zoom). It will NOT be a replacement for the 'in person' residential induction courses. These courses will be restarted once we are safe to do so and government advice allows. Continue to book a place on these courses as you would normally.

If you have a copy of the **Stewards or Safety Reps Handbook**, please have a read through this booklet this will give you help and guidelines to carry out your role

Don't forget that the CSP will help you in your role. We appreciate that many stewards and safety reps will feel overwhelmed at this time. There are many people ready to help and

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advise you and there is lots of information available. The main information about COVID19 is on the [CSP website](#). There is also specific guidance for CSP reps: [CSP reps advice](#)

If the information that you need isn't on the website then contact your Senior Negotiating Officer for support. The main role of the SNO is to support stewards and safety reps in your work. If your SNO isn't available then you can contact a member of the Employment Relations and Union Services (ERUS) directorate. Reps can access this service via the Enquiries Team: either call 020 7306 6666 or email [enquiries@csp.org.uk](mailto:enquiries@csp.org.uk).

The TUC have also set up a union reps Facebook group which you could consider joining: [TUC reps Facebook page](#)

### Information for members

The CSP is regularly updating guidance for members and reps during this fast changing environment to help keep members and patients safe. This includes information on workplace and employment issues, clinical guidance, government and regulatory advice, private practice and the independent sector, remote solutions to physiotherapy delivery, mental health and wellbeing and working temporarily in the NHS. There is also a Coronavirus discussion forum, FAQs, resources and information about the work the CSP is doing at a national and government level to ensure our members are safe in the workplace.

The CSP has just launched a new series of weekly podcasts, aimed at keeping CSP members up to date with Covid-19 support and guidance: [CSP Newscast](#)

### Other Useful Links

CSP Equality and Diversity advice and support: [click here](#)

Looking after yourself: [taking-care-yourself](#); [Mind information-support](#)

## The CSP Workplace Team: Sharing the Work

The CSP workplace team is made up of stewards; safety reps and workplace contacts. Make sure you talk to the other reps in your workplace as they will be your main resource and support.

### Keeping in touch with members

Establish a way of regularly communicating with your members during COVID19, to keep them informed about the issues and also to get their opinions on any proposed policies, protocols or workplace changes. There may be new methods of communicating with members already established, including members that may be working from home or in new areas of the workplace. Consider setting up WhatsApp and Facebook groups if there isn't any methods already established. Remember these groups should be for CSP members only.

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It may be necessary to hold virtual members meetings instead of meetings in the workplace e.g. ZOOM meetings. Consider how members, who are working from home, can have an input. It may also be necessary to consider digital ways of collecting members feedback e.g. Survey Monkey.

### Working with your Managers

CSP stewards and safety reps should still be involved in consultation around any new COVID19 policies, procedures and proposed workplace changes. It may be necessary to set up new ways of communicating with management during the pandemic, to represent the collective views of your membership e.g. virtual meetings. If managers are not consulting and imposing change then you should contact your SNO who can advise you on what to do

### Working with other unions in your workplace

At this time it is important to work with other unions. There may be proposed workplace changes which affect large sections of the workforce or the whole workforce. It may be the case until systems are put into place and new procedures agreed, that Staff Side will need to have more regular discussions, ideally digitally. You should find out who the other unions are, specifically the staff side chair or secretary and introduce yourself

### Workplace Wins

We are hearing of some great wins that stewards and safety reps have achieved during the pandemic. The CSP wants to gather examples of trade union work, specifically on issues relating to COVID-19. We want to know about the impact the fantastic CSP reps are having in the workplace, with a view to sharing these in a workplace wins format in the future. Please send any wins to [jointheteam@csp.org.uk](mailto:jointheteam@csp.org.uk).