



# CSP employment relations and union services - publications and resources

## A catalogue for CSP stewards and safety reps

- Access an Accessibility View version of this presentation - or export it as a pdf - by clicking the three dots in the top right hand corner.
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## Purpose



## Purpose of document

This page lists employment relations and union services (ERUS) resources available for the CSP's stewards, safety reps, and other members.

- Some ERUS material is specifically written for our accredited reps.
- Other content is written for CSP members, but with the expectation that the information will be mainly shared by their workplace representative or staff, rather than accessed through our website. This includes, for example, our handbooks containing *Advice for Members: What to do if a complaint is made against you*
- Additional resources are available from the [Workplace](#) pages of the website, which has been written for all members in mind. This document provides top-level navigation to this material.
- The document closes with links to ongoing learning, and external resources useful for your workplace role.

**Feedback** - members and staff from across the CSP help develop our trade union resources. For any questions, feedback or requests about our publications, please contact [Robin Hinks](#), CSP Trade Union Research and Policy Officer in the first instance.

#### Read alongside

- [Labour Research Department Publications Online](#). A CSP representatives' guide to the vast library of Labour Research Department booklets, research and reports, which has been made available to all CSP representatives (online presentation)
- CSP's monthly Steward and Safety Rep email updates. Please [email](#) if you do not receive these crucial for info and action updates.
- Access peer support through the [stewards and safety reps iCSP networks \(login required\)](#)

#### For reps



Information to support you in your rep role

## Representing members

- [CSP Stewards handbook](#) provides a toolkit to CSP stewards to enable them to represent their members whenever they encounter difficulties in the workplace and help them in their role (pdf)
- [CSP stewards toolkit](#) round up of the essential web and download resources needed as steward (website)
- [Top tips for stewards](#) (pdf)
- [Equality and Diversity toolkit](#) outlines the value and impact the 2010 Equality Act has within the workplace (pdf)
- [A quick guide to time off and facilities](#) guidance on your legal and contractual rights to time off to perform your trade union duties (webpage and pdf)
- [Just culture checklist](#) (pdf)
- [Bullying and Harassment cases](#) a protocol for representing members (pdf)
- [CSP representatives election policy](#) (pdf)

## Health and Safety

### About the safety rep role

- [Information manual for safety reps](#) (pdf)
- [CSP regional safety reps - rights and responsibilities](#) (pdf)
- [Annual safety reps' action plan](#) (pdf)
- [CSP regional safety reps - rights and responsibilities](#) (pdf)
- [Presentation on the safety reps' role](#) (powerpoint)
- Do you know how safety reps can help? Advice for [managers](#), [stewards](#) and other [members](#) (pdf)

### Workplace guidance - for stewards and safety reps

- [Risk assessment](#) introduces the concept of risk assessments, summarises the law in this area and gives practical guidance on the role of CSP safety reps in relation to risk assessment (pdf).
- [CSP Health and Safety Inspection Checklist](#) pro-forma audit document provides a checklist for conducting a workplace health and safety inspection (word)
- [Remote workplace inspection checklist](#) (pdf)
- [Health, safety and change worksheets](#) on the impact of change on health, safety and wellbeing in the workplace (pdf)
- [Representing members: Sickness Absence cases](#) advice for stewards (pdf)
- [Musculoskeletal disorder resource pack](#) extensive guidance for Safety Reps including

- *New graduates and MSDs:*
- *information on why new grads are at risk*
- *In-service sessions for members*
- *Power-point presentation on work-related MSDs*
- *Body mapping: guidance on how to do it*
- *Manual handling risk assessment, including a best practice checklist*
- *Advice sheet for new graduates and students on clinical placements*
- *Top tips to avoid MSDs, A4 size Poster!*
- *Industrial injuries checklist for Safety Reps*
- [Workplace stress](#) briefing paper to advise members on how to tackle the issue of stress at work (pdf)
- [Stress at work advice sheet - what safety reps can do](#) (pdf)
- [Stress at work survey template](#) (word)
- [Pinpoint the pressure campaign toolkit](#) to reduce heavy workloads (pdf)
- [Supporting members with mental health problems](#) (pdf)
- [Display screen equipment](#) guidance for Safety Reps (pdf)
- [Temperature control in the workplace](#) (pdf)
- [How to assist disabled members in the workplace](#) (pdf)

#### Organisational change, and local terms and conditions

- [Dealing with change toolkit](#) advice for CSP stewards and safety reps (pdf)
- [Redundancy](#) CSP guide to the law and NHS provisions (word)
- [Seven day services - meeting the challenge guidance and resource pack](#) on the implementation of 7 Day Services and other organisational change (pdf)
- [The Transfer of Undertakings \(Protection of Employment\) Regulations in England, Scotland and Wales](#) information for when members are transferred from one employer to another (pdf)
- [Competition in the NHS](#) a checklist for stewards in England (pdf)
- Loss of space advice sheet ([pdf](#)) and organising support ([website](#))

#### Further support

Further support and information about the CSP's representative roles can be accessed from the CSP's network pages for

- [stewards](#)
- [safety reps](#)

- [trade union representatives in the Ministry of Defense](#)

## Organising



Information for organising, rep & member recruitment, and campaigning

### CSP Print on Demand

CSP stewards, safety reps and equality reps are eligible for free printing and delivery of physical resources through our Print on Demand (PoD) service, to handout in your workplace and communities.

For further information and how to access, read our [5 minute introduction to Print on Demand \(online presentation\)](#)





**Together we are stronger**  
Connect • Learn • Share • Organise

**Join us!**

**Diversity Networks**  
[www.csp.org.uk/diversitynetworks](http://www.csp.org.uk/diversitynetworks)

**The CSP has three diversity network groups:**

- Disability
- Black, Asian and Minority Ethnic (BAME)
- Lesbian, Gay, Bisexual and Transgender + (LGBT+)

**We are open to all CSP members, including students and associates and membership is confidential, with access to details restricted to those officers who work directly with them.**

**Connect**  
We meet at least twice a year including holding joint sessions on issues of common interest, annual events like 'Come along together too' Through the Night for all our clubs, networks, members and our share and information on equality and diversity related issues and events.

**Learn**  
The networks allow us to share ideas, and build our knowledge and understanding of challenges and opportunities we face in a supportive environment. They are a forum to spread our individual and collective learning among the membership and our workplace, clients/clients and the wider world.

**Share**  
Experiences and successful case activity for the networks is open support. Members who prefer to be in touch with other members who are experiencing difficulties with work. This includes the work covering: 50, local or sexual harassment and lack of support for disabled members, 50 or more progress issues we had another rep to get the message and.

**Organise**  
Support us identify and plan activity that seeks to address discriminatory structures, processes and structures to promote equality and diversity at work and society. That includes influencing change locally and nationally. The CSP and the government, the wider health system and government. Support local working with partners, wherever necessary and possible."

Join online: [www.csp.org.uk/diversitynetworks](http://www.csp.org.uk/diversitynetworks)

**Look after the tools of your trade**

**2862**  
days lost annually  
in sickness due to  
MSI injuries

**Some**  
will be forced to  
leave the profession  
as a result - don't  
let this be you!

**The top 3 risk factors for hand injuries:**

- Repetitive force, motion and over-exertion
- Handling a large number of objects in one day
- Poor and/or no grip strength

**Contact your CSP safety rep:**

Name:  
Email:  
Tel/Beeper:

[www.csp.org.uk/bodymapping](http://www.csp.org.uk/bodymapping)

**Your workplace needs a SAFETY REP**

**CSP Safety representatives improve and protect their members' health, safety and wellbeing at work.**

**It's a key role because safety reps:**

**REPRESENT**

- Advocate for members at health and safety committee meetings
- Get consulted on managers' risk assessments and plans that affect members' health and wellbeing
- Feedback members' concerns to their employer

**INSPECT**

- Carry out site health and safety workplace inspections
- Safety to identify the pressures and hazards confronting our members
- Investigate accidents to improve procedures, training and to keep members safe

**ORGANISE**

- Share health and safety information with members and managers
- Network with your stewards, other safety reps and the CSP
- Recruit new members

**Contact your organiser/steward**

Name:  
Email:  
Tel/Beeper:

[www.csp.org.uk/safetyreps](http://www.csp.org.uk/safetyreps)

**A safety rep on your team is a great idea.**

**CHANGES**  
To work practices that affect health, safety or members' well-being

**ADVICE**  
for members

**CRAMPED**  
Uncomfortable, poorly lit or overcast workplaces

**STRESS**  
And outlook

**MSDs**  
Musculoskeletal Disorders

**IT EQUIPMENT**  
That causes discomfort or pain or vibrations that don't stop!

**VIOLENCE**  
Or threats of aggression

**TEMPERATURE CONTROL**  
Either too hot or too cold!

**Can your safety rep help?**

**Legal rights to:**

- Represent you and other CSP members at the workplace health and safety committee meetings.
- You can ensure your workplace is kept safe by:
  - Talking to your safety rep about your concerns and discuss how together you can resolve any problems that come up.
  - If you don't have a safety rep, talk to colleagues about electing one.

**Your CSP Safety rep is:**

Name:  
Email:  
Tel/Beeper:

[www.csp.org.uk/safety](http://www.csp.org.uk/safety)

**Are you a support worker?**

- Do you carry out physiotherapy duties?
- Not a member of a union?

Contact your local CSP Steward  
Name:  
Email:  
Tel/Beeper:

**Some great reasons to join:**

**You are supported**

- Represent you and other CSP members at the workplace health and safety committee meetings.
- You can ensure your workplace is kept safe by:
  - Talking to your safety rep about your concerns and discuss how together you can resolve any problems that come up.
  - If you don't have a safety rep, talk to colleagues about electing one.

**You are developed**

- Represent you and other CSP members at the workplace health and safety committee meetings.
- You can ensure your workplace is kept safe by:
  - Talking to your safety rep about your concerns and discuss how together you can resolve any problems that come up.
  - If you don't have a safety rep, talk to colleagues about electing one.

**You are protected**

- Represent you and other CSP members at the workplace health and safety committee meetings.
- You can ensure your workplace is kept safe by:
  - Talking to your safety rep about your concerns and discuss how together you can resolve any problems that come up.
  - If you don't have a safety rep, talk to colleagues about electing one.

**Fees**

£12.00 per year or £1.00 per month

[www.csp.org.uk](http://www.csp.org.uk)

Contact your local CSP Steward  
Name:  
Email:  
Tel/Beeper:

Ask to a local CSP rep and join at [www.csp.org.uk/apply-associate](http://www.csp.org.uk/apply-associate)

**New Graduate?**  
Kick start your career

Contact your Steward/Organiser  
Name:  
Email:  
Tel/Beeper:

Become a CSP steward or safety rep

[www.csp.org.uk](http://www.csp.org.uk)

QR code



# Problems at work?

*Be part of the solution*

Contact your Steward/Organiser

Name:  
Email:  
Tel/Beeper:

Become a CSP  
steward or safety rep



CHARTERED  
SOCIETY  
OF  
PHYSIOTHERAPY



# New Graduate?

*Kick start your career*

Contact your Steward/Organiser

Name:  
Email:  
Tel/Beeper:

Become a CSP  
steward or safety rep



CHARTERED  
SOCIETY  
OF  
PHYSIOTHERAPY



# New Graduate?

*Kick start your career*

Contact your Steward/Organiser

Name:  
Email:  
Tel/Beeper:

Become a CSP  
steward or safety rep



CHARTERED  
SOCIETY  
OF  
PHYSIOTHERAPY





It's time to be a work place **ACTIVIST**

Find out more. Scan QR code or visit: [tsp.org.uk/equality](http://tsp.org.uk/equality)

Contact your Steward  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel/Beeper: \_\_\_\_\_

TAKE ACTION



It's time to all use the **RIGHT PRONOUNS**

Find out more. Scan QR code or visit: [tsp.org.uk/equality](http://tsp.org.uk/equality)

Contact your Steward  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel/Beeper: \_\_\_\_\_

TAKE ACTION



It's time to make all feel **INCLUDED**

Find out more. Scan QR code or visit: [tsp.org.uk/equality](http://tsp.org.uk/equality)

Contact your Steward  
Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel/Beeper: \_\_\_\_\_

TAKE ACTION



It's time to stamp out **RACISM**

Find out more. Scan QR code or visit: [isp.org.uk/equality](http://isp.org.uk/equality)

Contact your Steward

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel/Beeper: \_\_\_\_\_

TAKE ACTION



It's time to support all to be their best at **WORK**

Find out more. Scan QR code or visit: [isp.org.uk/equality](http://isp.org.uk/equality)

Contact your Steward

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel/Beeper: \_\_\_\_\_

TAKE ACTION



It's time to Say No to work place **BULLYING**

Find out more. Scan QR code or visit: [isp.org.uk/equality](http://isp.org.uk/equality)

Contact your Steward

Name: \_\_\_\_\_  
Email: \_\_\_\_\_  
Tel/Beeper: \_\_\_\_\_

TAKE ACTION

## Rep and member recruitment

- [CSP rep recruitment hub](#) to help you recruit new or additional stewards and other CSP reps in your workplace (webpage)
- [Becoming a safety rep](#) home printable leadlet for recruitment (pdf)
- [Member recruitment](#) (webpage)

## Organising

- [Organising and campaigning on workplace issues](#) hub for our organising team (webpage)
- Information on [national and local rallies and demonstrations](#) (webpage)

## For members



Information and resources for reps and staff to provide to members

## For members facing complaints procedures, or requiring legal support

- [What to do if a complaint is made against you](#) gives clear information on what steps a CSP member should take if they find themselves the subject of a complaint as well as additional reading (Pdf)
- [HCPC investigations](#) - a guide to the Health and Care Professions Council's procedures for dealing with complaints against physiotherapists and outlines how the CSP supports members through that process (pdf)
- [Union services for members](#) a summary of the legal and workplace support that is available to members through the CSP (pdf)

## Health and Safety

- [Sickness payments](#) - guide on NHS Agenda for Change arrangements (pdf)

- [Stress at work](#) series of 5 advice sheets for members dealing with workplace stress, looking at (website and pdfs)
- 1. *Demands of the job - Advice for members when overworked and stressed due to staff shortages.*
- 2. *Dealing with change - Check list for members coping with change at work.*
- 3. *Role conflict - Advice for members facing conflict over priorities at work.*
- 4. *The work environment - Advice for members working in physically uncomfortable or unsafe environments.*
- [Top tips on avoiding repetitive strain injuries](#) (pdf)
- [Employer's responsibilities for staff with mental health problems](#) (pdf)

### General

- ['Working with your CSP steward'](#) outlining members' expectations and obligations when working with a representative on casework (website)
- [Taking a grievance against your employer - a guide for members](#) (online presentation)
- [Newly qualified physiotherapists'](#) guide to members' first employment contracts (pdf)
- [Overtime, Unsocial Hours and Emergency Duty Working](#) guidance for NHS employed physiotherapy staff who are currently working on Agenda for Change contracts (pdf)
- [On Call negotiation guidance](#) This guidance aims to help stewards who are negotiating local on call policies.
  - [On call FAQs](#) to assist reps when having conversations with members about on-call arrangements (word)
  - [Local on call negotiations](#) guidance for stewards in England (pdf)
- [Managing performance resource pack](#) (pdf)

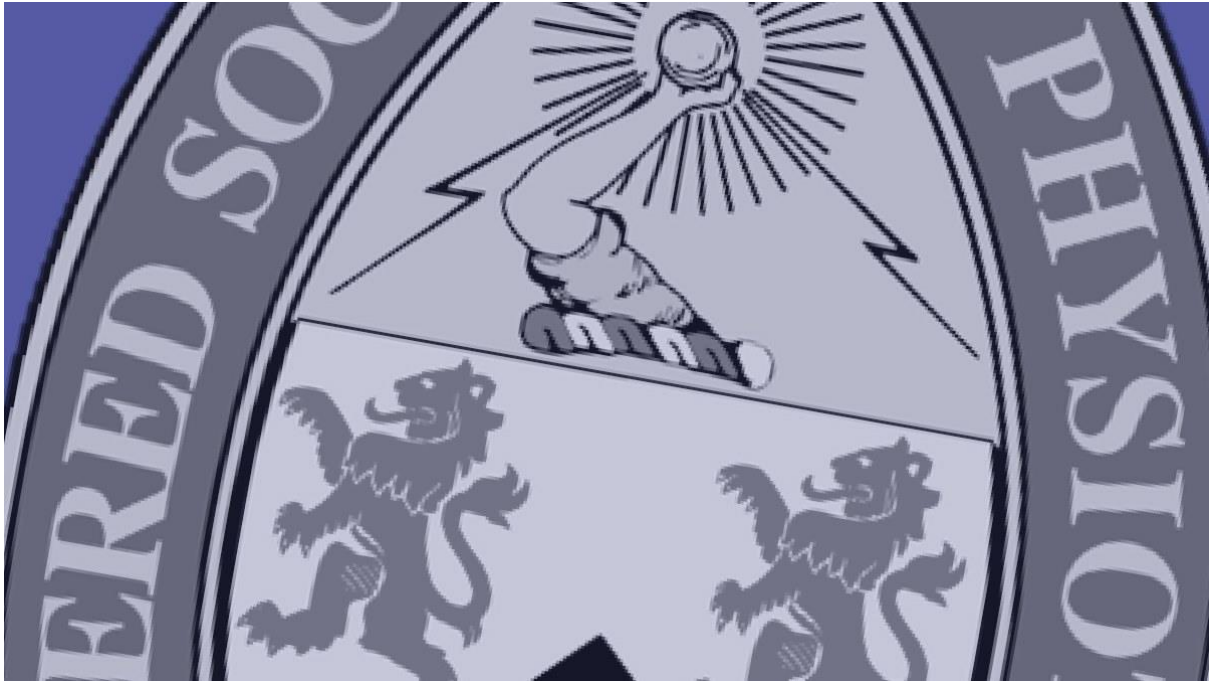
### Website resources

Members can access the CSP's full range of workplace web and download resources from the [website portal](#) of the website. Key content includes:

- [Parents, parents-to-be and carers resource](#). Essential information for members who are parents or are planning to be parents, and for stewards who are advising them.
- [Building a better balance](#). Toolkit to raise awareness about flexible working. Find out how alternative working patterns can work well for staff, employers and patients alike.
- [Reasonable adjustments](#). A comprehensive guide for CSP members and representative
- [Member information about becoming a steward or safety rep](#), and how else to get involved with the CSP
- [Read about the union structure of the CSP](#)
- [Workplace health and safety hub](#)

- [Pay hub](#), for NHS and non-NHS terms and conditions, mileage rates, pension information.
- [Discrimination and equalities in the workplace hub](#)
- [Further information on your workplace rights](#)

## Learning



The CSP's [online Learning Hub \(log in required\)](#) contains eBites and distance learning courses to support your development as a CSP representative. Learning includes:

- Getting started, first steps for [stewards](#), [safety reps](#), and [workplace contacts](#)
- [Your CSP - A guide to the CSP's democratic structures and networks](#)
- [Equalities in the Workplace](#)
- [Building the CSP Workplace Team](#)
- [Building the CSP in Your Workplace - Mapping](#)

Plus online and blended induction courses for stewards and safety reps.

## Web forms



Web forms to use to keep us updated about your work:

- [Tell us about your workplace wins here](#)

### Stewards

- [Steward's Accreditation Form](#)
- [Steward's Resignation Form](#)
- [Steward's Re-election Form](#)
- [Steward's Induction Application Form](#)

### Safety reps

- [Safety rep's accreditation form](#)
- [Safety rep's resignation form](#)
- [Safety rep's re-election form](#)
- [Safety rep's induction application form](#)

## Further resources



[NHS Agenda for Change Handbook](#). Please consult the NHS AfC handbook for

- Current NHS pay scales
- Calculating annual leave, long-service leave and public holidays for NHS staff
- Information on NHS mileage rates

[Citizens Advice](#) for advice on making small claims, and other civil matters.

[ACAS](#) employment law and advice

[CSP organisational affiliates](#) - The society is affiliated with a number of domestic and international organisations, and works in collaboration with many other bodies.

Trade Union Congress [workplace guidance, campaigns](#), and [research](#)