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Taking the risk out of your business
with our HR packages.

Wurkplace LIVE:

HR Advice for Employees & Employers

Host:

Mark Whitfield

Panellists:

Karen Owen

Manuela Surgeon

AREAS COVERED IN THIS SESSION

1. Covid Testing in the Workplace.
2. Raising Grievances – Return to work / sick leave / absence
3. Having the skills and confidence to follow through on a termination
4. Expectations of treatment in mental health with Manuela Surgeon
5. Q&A with Mark
6. Wrap up.



Covid Testing in the Wurkplace

with Karen Owen

Covid Testing in the Wurkplace

Expansion of COVID-19 workplace tests will:

- Identify positive covid cases
- Reduce the spread of the virus
- Protect those who cannot work from home

Voluntary decision for employers to run testing for staff

Lateral flow testing – this is a fast and simple way to test people who do not have symptoms but may spread the virus

Covid Testing in the Wurkplace

- Employer-led set-up
- Third party provider
- Community testing
- Staff worried about testing positive and being absent from work
- Employers cannot force an employee to take/submit a COVID-19 test, so what can they do?
- Staff may have concerns they may be working with someone who has COVID-19

Covid Testing in the Wurkplace

Can an employee
claim **unfair
dismissal** for
refusing to take a
COVID-19 test?

- Possible unfair dismissal claim and/or unlawful discrimination
- Dealt with on a case by case basis but employer would have to show a reasonable need for testing
- Employer would have to demonstrate that the reasons for testing are not due to the person(s) having a protected characteristic, such as a disability

GDPR



Collecting such Covid-19 data is sensitive and employers should be mindful of how they store and dispose of such data.



Raising Grievances

Raising Grievances

- Employees should ideally try to resolve issues informally (where able)
- If not able to deal with matter informally then a formal grievance should be raised by employee formally in writing
- Company should have in place a grievance procedure and should ensure this is followed
- Mediation is a positive way to deal with any grievances
- Employers should ensure formal grievance meetings are arranged without unnecessary delay
- Employees should be given the right to be accompanied at grievance meetings
- Employees should be given the opportunity to suggest how the grievance(s) could be resolved
- Employees should be aware that they have the right of appeal
- Employers should always keep records of any meetings and outcomes

Sickness and Absences

- Employers should have an absence notification procedure that is communicated to staff
- Employees should follow the procedure and should notify their employer of any absence
- Employees can self certify without a fit note for the first seven consecutive days of any sickness absence
- Employees must furnish their employer with a fit note from the 8th consecutive day of absence
- Employers should have a company sickness policy
- Employee may be eligible for SSP or even company sickness pay if this is offered by the employer

Returning to Work

- After any sickness absence employees should have a return to work meeting and a record kept of this
- Long term sickness return to work meetings are important as the employer may need to assess what tasks the employee is able to undertake (e.g. complete an individual risk assessment on them and perhaps instruct occupational health for advice); notify the employee of any changes that have taken place within the business; obtain the thoughts and feelings of the employee returning to work.
- Staff returning to work from furlough leave
- Recommend undertaking a return to work for all staff returning from furlough leave and furnishing them with all the relevant COVID19 information such as risk assessments and company procedures.



Disciplinaries & Terminations

Following through on a termination

- Can be awkward
- Can be contentious
- Ensure company has a disciplinary procedure
- Ensure you follow company disciplinary procedure
- Plan who is to undertake investigations, who will be the disciplining officer and the appeal officer

Following through on a termination

Employee has a right to be accompanied to a disciplinary hearing and appeal.

- Ensure you follow ACAS code of practice
- Ensure employers avoid any decision and situation that may be seen as unfair or discriminatory
- If an employee is dismissed for gross misconduct they will not be entitled to notice pay
- Unless they can demonstrate discrimination employees cannot claim unfair dismissal or constructive dismissal if they have less than 2 years service

Following through on a termination

References

- Not obligatory unless under certain circumstances
- An employer can restrict what is included in a reference
- Reference must be fair and not misleading
- If an employee agrees to a settlement agreement to terminate their employment they must be provided with an agreed reference

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Thanks, Karen

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PSYCHOTHERAPY

Psychoanalytic Psychotherapist
Manuela Surgeon



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Expectations of mental health treatment

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Overview



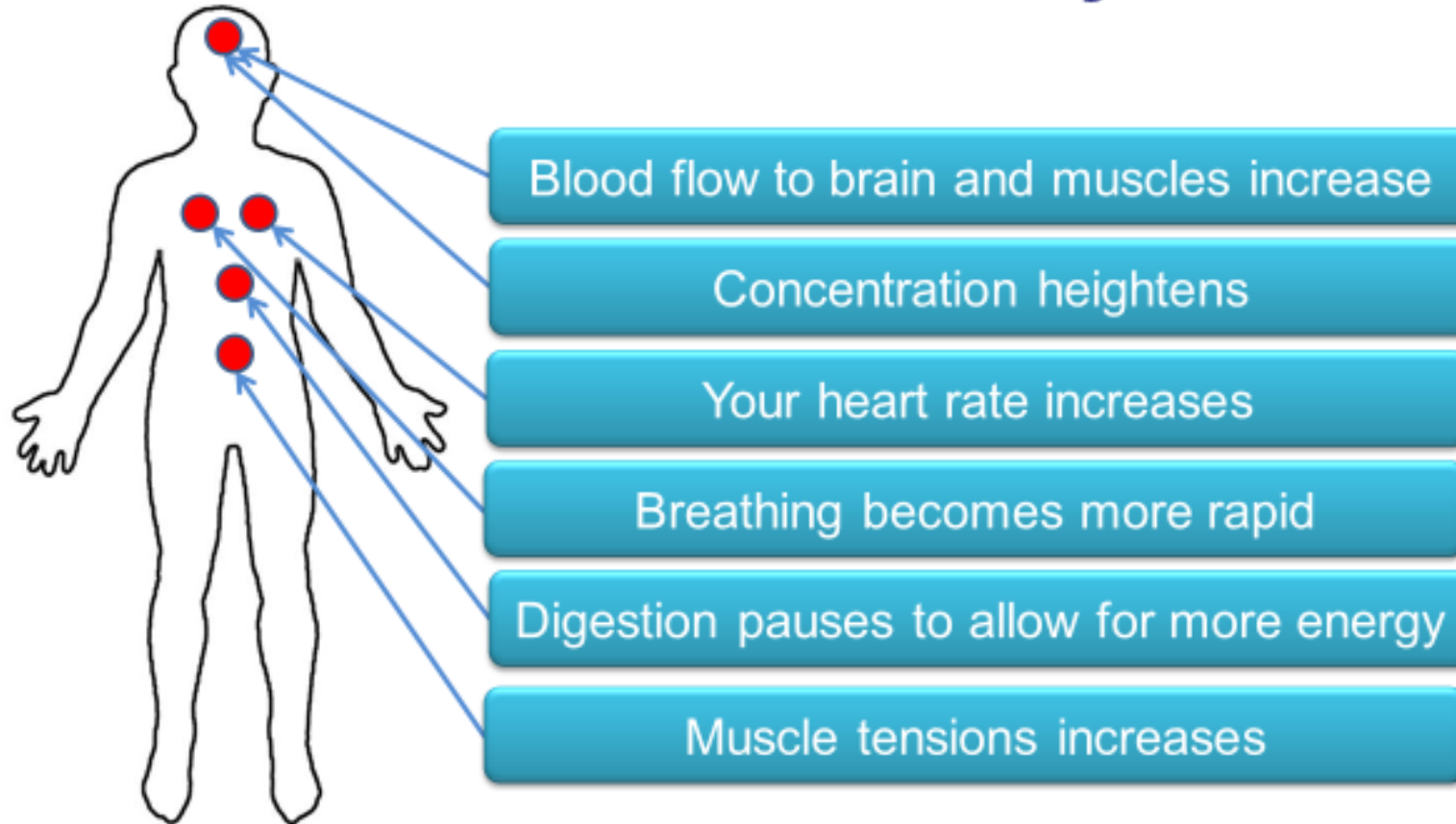
Signs and symptoms of stress and some mental health issues

Expectations of mental health treatment

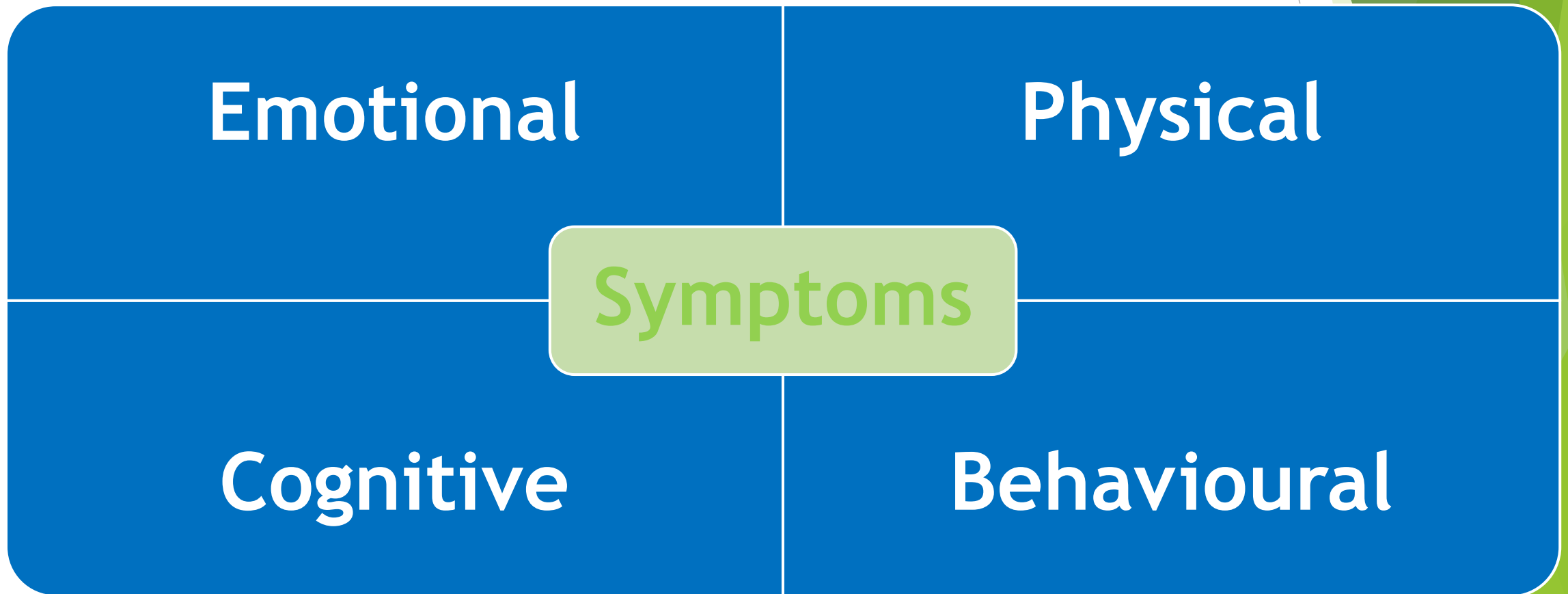


Modern Day Stresses

Stress & the Body



Stress

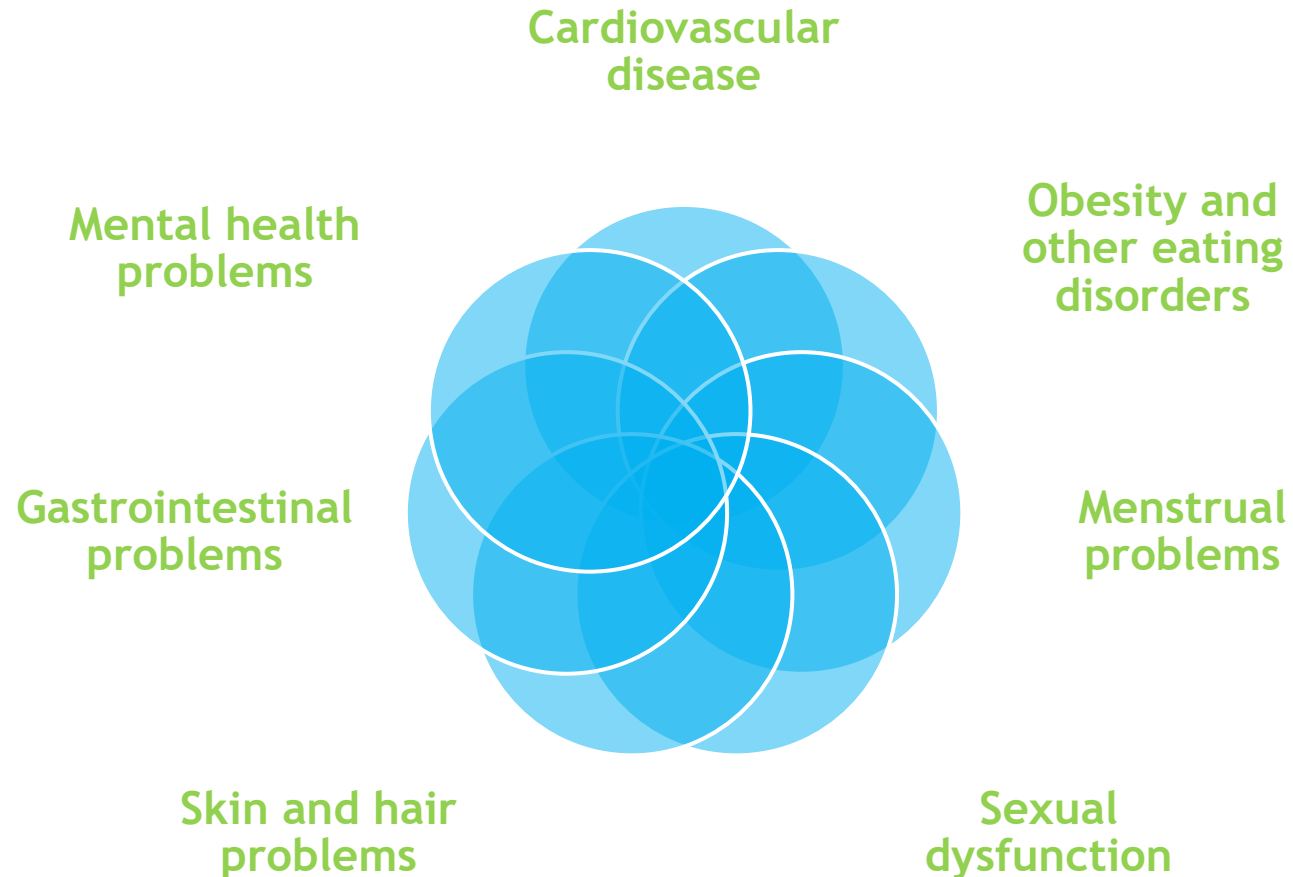


What are the Consequences of Long-Term Stress?

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Anxiety

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Fixation
upon the
outcome
of events

Rapid
heartbeat
and rapid
breathing

Nausea
and
stomach
upset

Tight or
painful
chest

Unreality or
bright vision
makes our
environment
look less
real

Choking
sensations

Restlessness
and difficulty
in
concentrating

Sweating

Feeling
dizzy or
lightheaded

Numbness
and
tingling
sensations

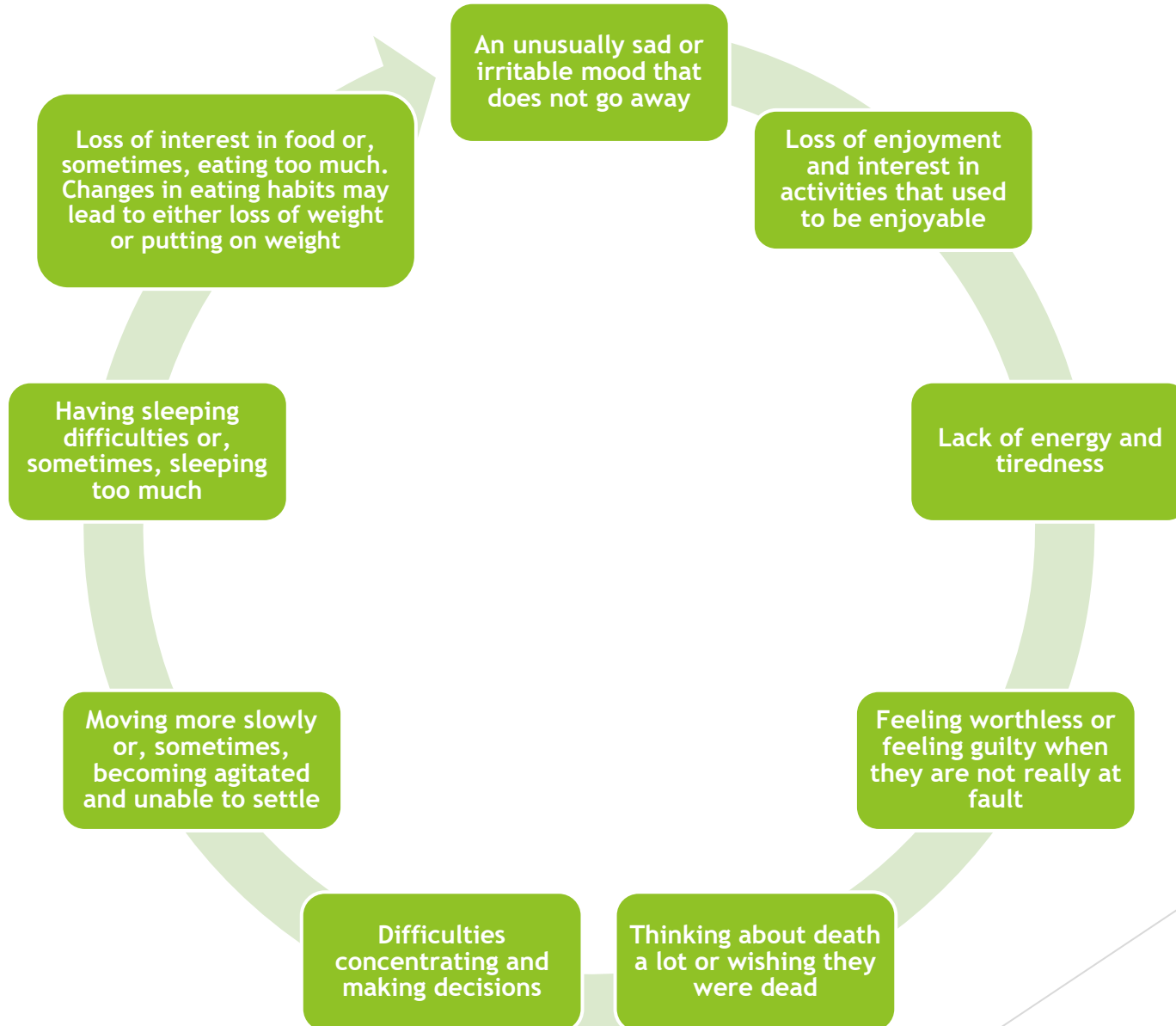
Heavy
legs

Hot and
cold
flashes

Depression

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Case Study

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Thank you

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PSYCHOTHERAPY

Coming up

Summer Workshops

½ day or full day

Resilience

Stress management

Wellbeing

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Thanks, Manuela



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Taking the risk out of your business
with our HR packages.

Any Questions?

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Wrap Up

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