

# Details

## **Vaccinations and testing - HR and Employment Law considerations – Sarah Rhodes**

- What are my responsibilities/obligations as an employer?
- Can I make COVID testing mandatory?
- Can employees refuse the vaccine and what are my rights as an employer if they do?
- How do I put safety first whilst avoiding tribunals?
- Do I need a vaccination and/or testing policy?

## **Managing self-isolation and sickness absence - key considerations for employers**

- Managing sickness absence and annual leave
- Self-isolation management – including who has to self-isolate and who is exempt from self-isolation, what processes you should follow for each individual case, conducting return to work interviews, information on SSIP, fit notes, and more.
- Testing considerations and managing employees reluctant to return to work
- Handling flexible working requests and homeworking performance
- End of furlough options and restructuring your business

## **Furlough - changes in August and your options once the scheme ends**

- The extended furlough scheme and changes in August
- Restructuring your business – changes to employee terms and conditions, short-time working and lay-offs
- Five key steps to a fair redundancy process
- Employee engagement and wellbeing.

## **Manual handling – properly managing risk and worker wellbeing – Michael Brown**

- Properly performing risk assessments
- Implementing suitable controls to reduce risk
- Supporting employee wellbeing.

## **Right to work checks: changes for employers from July**

- The key changes for employers from 1 July 2021 and how they're outlined in the government's new Code
- How to carry out right to work checks and the documents and evidence required
- The importance of business owners carrying out these checks and the consequences of failing to do so
- Other considerations such as checks for employees working from home and what to do if an EU national employee hasn't applied to the Settlement Scheme.



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## **Your Health & Safety legal obligations**

- The 5 pillars of Health & Safety necessary for your business to run safely and smoothly
- Your legal obligations as an employer with 5 or more workers
- How communication and proper training of workers is essential to save you time
- The importance of having strong Health & Safety foundations when growing your business and/or tendering for work
- A reminder of some key Employment Law updates and how they affect your business.

## **Learning to live with COVID – business planning and employer responsibilities**

- How to handle flexible working requests and homeworking performance management
- Employee engagement, wellbeing and mental health
- Business restructuring and management systems
- How to win more business through tendering and accreditations
- Building strong HR and Health & Safety foundations – including reviewing all your risk assessments, contracts, handbooks and policies and updating to reflect key changes.

## **Tendering – improve your success rate and win more business (advanced tendering)**

- Common mistakes and how to avoid them
- How to streamline your internal processes using technology and management systems, such as ISO Certifications
- Example tenders and case studies
- Key HR and Health & Safety planning and preparation to keep your business running smoothly while you focus on winning more business.

## **How to perform risk assessments - key considerations for your business**

- How to carry out risk assessments and what they should include
- Hierarchy of control measures and risk ratings
- Recording and reviewing your risk assessments
- Specific risk assessments such as COVID-19 and fire, as well as business-specific assessments such as COSHH.



# Details

## Hybrid workplace – how to performance manage remote workers

- How to performance manage remote workers
- Employee engagement, wellbeing and communication
- Updating your paperwork, including policies, agreements and managing flexible working requests
- Key risk assessments, including specific assessments relating to homeworking - Display Screen Equipment
- Staff training, including new starter inductions.

## Recruitment, retention and flexible working – 60 mins

- Recruitment tops tips and guidance on what you need to be aware of as your business grows
- Increasing employee engagement and retention of good workers
- How to manage flexible working requests
- Long-term homeworking considerations
- Supporting employee wellbeing.

## Bitesize - Managing sickness and absence in the workplace – 60 mins

- The importance of having strong HR and Health & Safety foundations in place in your business
- Establishing, implementing and communicating policies, processes and procedures
- Return to work interviews, certification and pay
- Managing short and long-term sickness
- Employee engagement and wellbeing.

## Bitesize - How to manage disciplinarys during COVID-19 – 60 mins

- The importance of having robust HR foundations in your business
- How to conduct a fair and lawful disciplinary procedure
- Tips and guidance on how to hold a disciplinary hearing
- Common mistakes and how to avoid them
- COVID-19 considerations.

