

Core brief

Daily update

(24 June 2025, 3.30pm)

Topics in this Core Brief:

- Late reported RIDDORS
- Future Care Plan update alert!
- Speak Up survey
- Mental Health and Stress Awareness - People Management Module
- Medical and Dental - Consultant Grade Discretionary Points

Late reported RIDDORS

The accurate reporting of Incidents and Near Misses allows NHSGGC to monitor safety performance while also being an essential tool to mitigate and manage risk and shape learning. In addition to this there are also legislative requirements regarding incident reporting. These include the Reporting of Injuries, Diseases and Dangerous Occurrence Regulations, known as RIDDOR.

As a reminder, RIDDOR requires employers and organisations to notify the Health and Safety Executive (HSE) of specific events and incidents resulting in death, injury, illness or disease to staff or others and there are specific criteria regarding what needs to be reported, and within NHSGGC the Safety Health and Wellbeing Service (SHaW) are responsible for reporting RIDDORs to the HSE.

The general timeline for reporting a RIDDOR is within 10 days after the occurrence, but may be longer depending on the severity of the incident. It is therefore imperative that incidents are reported as soon as possible on Datix and if managers suspect any incident could be RIDDOR reportable they must categorise it as RIDDOR YES and/or rate it as Severity 4 or 5 as these selections will timeously alert the SHaW team. Managers can also alert their Health and Safety Practitioner using the email function on Datix.

Analysis of our year-on-year RIDDOR performance improved in 2024/25 by 9%, demonstrating improvements in two key indicators:

1. The severity of injuries relating to fractures has reduced,

2. The length of absences after an accident also reduced to be less than 7 working days.

However, the HSE have recently focussed on why a recent patient fall in NHS GGC, which was RIDDOR reportable, was reported 48 days late after the required 10 days from the incident.

Further analysis of our 225 reported RIDDORs in 2024/25 has identified that 219 (97%) were reported outside the expected 10 days.

HSE Inspectors will assess each late reported RIDDOR and take into consideration the seriousness of the incident and the organisations reporting history to determine if further action is needed, one of which is prosecution for non-compliance.

To improve this performance services must inform and furnish their Health and Safety Practitioner with the required information to allow the RIDDOR to be reported in full and in time.

Additional information on incident reporting and RIDDOR is available on [Incident \(Accident\) Management](#) SharePoint and if you require additional advice on any health and safety related incidents, please contact your local Health and Safety Practitioner. Contact details and service alignment can be found here [SHaW Team Contacts](#)

Future Care Plan update alert!

Have you noticed that the Future Care Plan on Clinical Portal looks a little different now?

Some of the key changes...

- It's now called the 'Future Care Plan', not the "Anticipatory Care Plan"
- New options for the Job Role and Area drop downs
- Confirmation of Power of Attorney Documentation
- New question on Treatment Escalation Plans

If someone already has a plan in their file, please "close" this form so that the new format can be activated at the next update. You can note that there is an older version on file within the "Special Notes" section of the new document. You don't need to copy all previous information into the new form, staff should use their own discretion to transfer relevant information.



For more information on this process please [read about our update](#), or come to one of our walkthrough sessions - these will be your last opportunity to attend a live online session!

Click on the date below to register:

[Monday 30 June 2025, 1.00pm - 1.30pm](#)

[Monday 7 July 2025, 10.00am - 10.30am](#)

Last shot at training!

Grab your chance to attend our final online training sessions on the topics below:

Power of Attorney (PoA) Overview

Learn the basics of PoA and why it is important for yourself and those your support.

Click to register: [Tuesday 8 July 2025, 10.00am - 11.00am](#)

Frailty and the Rockwood Clinical Frailty Scale (CFS) Overview

We know that the population is ageing, and that the prevalence of frailty is increasing, so learn why it is important to screen for frailty and how to apply CFS.

Click to register: [Friday 18 July 2025, 10.00am - 11.30am](#)

All sessions will take place on MS Teams.

For information on training: [Future Care Planning Training Hub](#) or contact: ggc.homefirst@nhs.scot

Speak Up survey

We are committed to continuously improving our processes and creating a better work environment for everyone. To achieve this, we need your valuable feedback. We have created a short "Speak Up" survey to gather your thoughts and suggestions on how we can enhance our processes.

Please take a moment to share your feedback by [Speak Up: Your Voice Matters](#). Your responses will be kept confidential and will be used to make meaningful improvements.

Mental Health and Stress Awareness - People Management Module

Supporting staff is a key part of the manager's job and this module offers guidance and support on issues relating to promoting employee health and attendance.



This fantastic module has a particular focus on supporting staff with mental health and/ or stress issues including use of the Stress Risk Assessment tool.

By the end of the session you will:

- Understand the purpose of the NHSGGC Staff Health Strategy and of legislation relating to mental health in the workplace
- Be ready to assess the risks caused by personal stress or work related stress (Stress Risk Assessment Tool)
- Understand the importance of monitoring and review after the risk assessment is completed
- Be aware of the range of resources available to support you and your staff.

Course provider: Occupational Health

KSF Links

C1 – Communication

C3 – Health, Safety and Security

C6 – Equality and Diversity

HWB1 – Promotion of Health and Wellbeing

Who should attend:

Any manager in NHSGCC who has responsibility for managing NHSGCC staff in their teams. This includes managers employed in integrated Health and Social Care Partnerships who are not directly employed by NHSGCC. To find out more information and book a place please scan the QR code or link below: [Mental Health and Stress Awareness \(People Management Module\) - NHSGGC](#)



This information is brought to you by the Staff Health Strategy.

Medical and Dental - Consultant Grade Discretionary Points

The 2024/2025 Consultant Discretionary Points process is currently underway and Consultants eligible to apply in this round were sent invite letters via email on Friday 6 June 2025.

Consultants wishing to apply this year should note that the closing date for applications is Friday 18 July 2024 at 5.00pm.

If you wish to know more about this process please visit HR Connect using the following link: [NHSGGC Medical and Dental Policies](#)

Remember, for all your latest news stories, visit the Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](https://sharepoint.com)



Staff are reminded to make sure their [personal contact details are up to date on eESS](#).

It is important to share Core Brief with colleagues who do not
have access to a computer.
A full archive of printable PDFs are available on [website](#)