

# Core brief

## Daily update

(30 December 2021, 1.30pm)

Topics in this Core Brief:

- Guidance on RIDDOR and COVID-19
- Microsoft Office 365 (M365)
- eESS reminder

### Guidance on RIDDOR and COVID-19 - update

In line with the organisation's Incident Management & Recording Policy, NHSGGC is committed to the delivery of effective, safe, and person centred care ensuring there will be no avoidable injury or harm to people or adverse impact on the organisation resulting from the delivery of healthcare or other work related activity.

The policy includes the requirement to report certain serious workplace accidents, occupational diseases and specified dangerous occurrences (near misses) in line with the Reporting of Injuries, Diseases, and Dangerous Occurrences Regulations 2013 (RIDDOR) to the Health and Safety Executive. COVID-19 (Coronavirus) has led to an update from the Health and Safety Executive (HSE) on these regulations.

A guidance document to support Managers has been developed and is available here – [Guidance on RIDDOR and COVID-19](#).

Please contact the Health and Safety department for any further information.

### Microsoft Office 365 (M365)

Over the last year NHSGGC staff have been migrating over to Microsoft Office 365 (M365), which includes Teams, and this will continue over the coming months. As part of this, those staff members who have already moved across to M365 will have access to greater functionality and apps.

To keep up to date with all the changes to your M365 apps please go to this web address <https://www.quest.scot.nhs.uk/hc/en-gb/sections/4407688363665-M365> and click the follow button. When there is new guidance, new functions (such as Breakout rooms for Teams) and more on your favourite app we will flag it here, and you will receive an email alert.

## **eESS (Electronic Employee Support System)**

### REMINDER FOR MANAGERS - eESS - Proxy Users/Data Breaches

In order to ensure that all staff are assigned to the correct management structure on eESS and in line with local arrangements there may be requirements to setup **Proxy Users** across NHSGGC for Manager Self Service.

A proxy user is someone who will transact self-service functions on behalf of:

- a line manager; or
- peer employees
- via self-service-based access.

Therefore, it is imperative that Managers notify the **eESS Technical Team** by email when they change their role; are leaving the organisation or if a proxy user transacting on their behalf changes role. This is to ensure there is no risk of data breach.

Similarly, if you wish to set up a new Proxy User please contact:

[eESS@ggc.scot.nhs.uk](mailto:eESS@ggc.scot.nhs.uk) (Please ensure the word "Proxy" is in the subject heading to allow this to be passed directly to the **eESS Technical Team**)

Manager and Employee Self Service Standard Operating Procedures (SOPs) can be found at - <https://www.eess.nhs.scot/mss/>

**Staff are reminded to make sure their personal contact details are up to date on eESS.**

Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsoggc.org.uk/covid19](http://www.nhsoggc.org.uk/covid19). If you have any questions about the current situation please check the FAQs first. If you have any further questions, please email: [HR.Support@ggc.scot.nhs.uk](mailto:HR.Support@ggc.scot.nhs.uk).

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

**Are your contact details up-to-date? [Click here](#) to check**