

Core brief

Daily update

(6 December 2022, 1.40pm)

Topics in this Core Brief:

- Staff Relaxation & Recuperation (R&R) Hubs
- NHSGGC Fire Safety at Christmas
- EQIA Training Dates 2023

Staff Relaxation & Recuperation (R&R) Hubs

We would like to remind you that our R&R Hubs are available for all staff to use to take some time out and recuperate away from your clinical work environment when you are able to take a break.

R&R Hubs are staff-only spaces where colleagues from all staff groups and departments can mix and we are still offering free tea and coffee, 24 hours a day.

R&R Hubs can be found on the campuses of Queen Elizabeth University Hospital, Glasgow Royal Infirmary, Royal Alexandra Hospital and Inverclyde Royal Hospital, Gartnavel General Hospital, the Beatson, and the Vale of Leven Hospital. There are also staff lounges in the Inpatient Mental Health Units at Leverndale, Stobhill and Gartnavel Royal Hospital.

NHSGGC Fire Safety at Christmas

During the Christmas period the risk of fire can be increased with the introduction into the workplace of Christmas trees, decorations, electrical equipment, parcels and packaging materials. In order to minimise the hazard the following precautions are recommended:

- Christmas trees, fibre optic trees, battery operated lights and any other electrical decorations must conform to the appropriate British EN Standards and must be fitted with correctly rated fuses and be Portable Appliance Tested (PAT). A visual check prior to use to ensure all items are in good condition must be done, if in doubt they should not be used.
- Do not overload electrical sockets and avoid the use of extension cables (if required, must be PAT tested and authorised).
- Do not leave trailing flexes and cables across floors where they can be easily damaged or cause trip hazards.
- Christmas lights must be switched off when the area is not in use.
- Lighted candles (including tea lights) are unacceptable and must never be used.
- Natural Christmas trees will not be allowed as they are flammable particularly when they dry out and should therefore not be brought into the hospital.

- Decorations (including tinsel) will only be allowed on Christmas trees and should be non-flammable or flame-retardant treated. They must not be attached or close to any sources of heat, light fittings or electrical equipment. They should not be attached to any wall surfaces.
- Helium filled balloons or 'party poppers' are not allowed as they can affect the operation of the fire detectors due to their proximity to the ceiling.
- The contents of aerosol cans containing decorative paint, artificial snowflakes, foam or glitter are expelled by flammable gases so will not be allowed.
- Wrapping paper, presents and packaging should not be allowed to accumulate and should be properly disposed of at regular intervals by the agreed procedures.
- **Do not** block escape routes and keep Christmas trees, decorations, lights etc. clear of inappropriate locations including sources of heat and other flammable materials, drapes, fire extinguishers, fire call point locations, etc.
- Be extra vigilant of false fire alarms due to aerosols, steam from showers, and the incorrect use of toasters! etc. and remember to keep doors closed!

Have a happy and safe Christmas, the Fire Safety Team.

EQIA Training Dates 2023

Equality Impact Assessments are a means of showing how NHSGGC is complying with equality laws when writing new policies, creating new services or making changes to existing services.

They are vital tools in ensuring that we work in a way that removes discrimination, promotes equality of opportunity and fosters good relations between people who have a [protected characteristic](#) and people who don't.

If you've been asked to undertake an EQIA in your service area you need to book onto a Lead Reviewers training session before starting.

The following MS training dates are now available for 2023 and will take place on MS Teams. To book, simply follow the Webropol link for your chosen date:

[Thursday, 26 January 2023 3:00pm – 5:00pm](#)

[Thursday, 27 April 2023 3:00pm – 5:00pm](#)

[Thursday, 24 August 2023 3:00pm – 5:00pm](#)

[Thursday, 14 December 2023 3:00pm – 5:00pm](#)

For further information, please contact equality@ggc.scot.nhs.uk

For further information on how NHSGGC is meeting the requirements of equality law, visit our [website](#).

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 [StaffNet](#)**