

# Core brief

**Daily update**  
**(30 September 2021, 12.55pm)**

Topics in this Core Brief:

- Monthly Fire Safety Audits
- Health and Safety Training for September
- Microsoft Office 365 – M365
- Physical Distancing Risk Assessment Process

## Monthly Fire Safety Audits

Managers are reminded of their responsibility to complete monthly fire safety audits for their respective areas. These audits address a range of practical measures which require to be assessed on an ongoing basis to inform Fire Safety actions. They are also required to assist in NHSGGC meeting its statutory and mandatory obligations.



Completed audits should be returned to the fire safety mail box for your sector available in the global address list.

Full details on the monthly fire audit process is available in the fire safety policy available on StaffNet and the monthly fire audit form is also available on StaffNet:

<http://www.staffnet.ggc.scot.nhs.uk/Acute/Facilities/Fire%20Safety/Pages/FSH.aspx>



## Health and Safety Training – Protect yourself, your colleagues, patients and visitors.

Today is the last day to complete your Health and Safety Training including; Sharps, Falls and Moving and Handling.

We are actively encouraging all staff to check and ensure that they are in date for the following training throughout the month of September:

- Nine core mandatory modules (relevant to all staff)
- Sharps - GGC: 061 Management of Needlestick Injuries
- Sharps - NES: Prevention and Management of Occupational Exposure
- Falls Prevention Programme (five modules)

Note; an alert is automatically generated by LearnPro three months prior to module validity elapsing for the above noted modules. Modules are accessible at the time of the alert meaning that the majority of staff who will lapse during the remainder of 2021 will be able to access their training during September.

For further information regarding Health and Safety training modules, and how to access them please go [here](#) and to complete the training module, access your [LearnPro account](#).

## Microsoft Office 365 – M365

Over the last year we have been migrating NHSGGC staff 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.

## Physical Distancing Risk Assessment Process

**To All Managers:** Sample [risk assessments](#) and a [risk assessment support document](#) have been created to assist this work and it is encouraged that these sample assessments are used as a guide for similar departments to assist with their assessment.

Risk Assessments should be undertaken by competent assessors such as the Health and Safety Manual owners in conjunction with appropriate staff and representatives and due consideration should be given to potential additional future team members.

Local services are also able to seek support from local health and safety representatives and the Health and Safety team to assist with implementation.

Please access the above noted documents and supporting information through the [Physical Distancing in the Workplace page](#).



Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.org.uk/covid19](http://www.nhsggc.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](#).\*\*\*

**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](#)**