NHS Greater Glasgow and Clyde

Core brief

**Daily update
(1 February 2021, 8am)**

Topics in this Core Brief:
- Making your R&R hubs safe, relaxing and enjoyable
- eESS – Proxy Users/Data Breaches
- Guidance on RIDDOR and COVID update

Important Reminder – Stay Safe during COVID-19

When moving from the clinical area to other spaces e.g. offices, rest areas **STAFF MUST**
- Remove their PPE - gloves, aprons, FRSM
- Carry out hand hygiene
- Put on a clean Fluid Resistant Surgical Mask (FRSM)

Making your R&R hubs <u>safe</u>, relaxing and enjoyable
The R&R Hubs are spaces set aside from clinical environments, for any member of staff to use at any time when they are able to take a break. The spaces are welcoming, comfortable, clean and safe for everyone - we all need to take responsibility in whatever way we can to keep them like this.

We should all be respectful about donated items such as free drinks and food to ensure everyone visiting the Hubs gets a share.

R&R Hubs are one of the places where staff can mix with colleagues from different departments across the site. This means that observing the control measures that help keep us all safe is especially important in these spaces. This includes Guidance on Social Distancing.

REMEMBER:
F   Face coverings must be worn in the Hub until you are seated. Other items of Personal Protective Equipment (PPE) worn for protection elsewhere must be removed before leaving your area of work.
A   Avoid crowding – do not enter the Hub if numbers inside mean you cannot socially distance.
C   Clean your hands before entering and clean your seat and table and any equipment you use before and after use.
T   Two metre social distancing at all times – this includes when you are seated.

Please refer to the Social Distancing Risk Assessment on display in the Hub. Should you identify breaches of these measures, please report these to one of the R&R Hub Staff or to your Line Manager.

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 NHS Greater Glasgow and Clyde (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 Support Team by email or telephone (contact details provided below) 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:

- Mon to Fri: 10:00 am - 2:00 pm - Telephone: **0141 278 2700 Option 5**
- Email - eESS@ggc.scot.nhs.uk
- Manager and Employee Self Service Standard Operating Procedures (SOPs) - https://www.eess.nhs.scot/mss/

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

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.

Note this is an updated version of the Guidance.

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

Please keep up-to-date with the latest guidance on our dedicated web pages at: 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: staff.covid19@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

Produced by NHS Greater Glasgow and Clyde Communications