

Core brief

Daily update

(13 August 2024, 2.15pm)

Topics in this Core Brief:

- Data Security Spotlight – Supplier Email Compromise
- Report from the Health and Safety Forum

Data Security Spotlight – Supplier Email Compromise

Supplier Email Compromises have become much more common in recent times, this in turn can lead to malicious emails coming into NHSGGC from these organisations. Should you be informed of any ongoing Cyber Incidents occurring with your suppliers, including any correspondences where they may advise they have resolved the issue, please raise an urgent incident through ServiceNow.

Report from the Health and Safety Forum

The Forum meets on a quarterly basis with representation from all local Health and Safety Forums. It aims to update on areas of performance, risk and good practice, which we all have a responsibility to share and improve on.

The Forum is co-chaired by Anne MacPherson, Director of Human Resources and Organisational Development and Siobhan Harkin, Area Partnership Forum representative.



The Forum also presents the opportunity for each of the local Health and Safety Committees across NHSGGC and Staffside Safety Representatives to speak for their areas while providing updates on their key issues, share learning and work collaboratively to make our workplaces safer.

The latest meeting of the Forum took place on Wednesday 7 August 2024. Key highlights reported at the meeting included:

Safety Health and Wellbeing (SHaW) Task Calendar

August 2024 sees the first anniversary of when we launched the SHaW task calendar aiming to give managers and services a structured approach to undertaking health and safety related tasks.

Between August 2023 and July 24, 53% of departments aligned through eESS have undertaken a task or tasks on the Task Calendar and we continue to simplify the content of the tasks and also the reporting.

To bring consistency of the reporting of the Task Calendar into line with how our training, accidents, SHaW audits and Self Audits are reported, from September we will be reporting the Task Calendar based on the financial year.

This adjustment in reporting of the current financial reporting year (April 24 - March 25), position only 37% of departments in NHSGGC are using the Task Calendar.

Wherever possible we aim to make using the Task Calendar an easy process and we appreciate that due to how services are structured across NHSGGC there may be multiple task calendars within areas. Therefore, where possible we will continue to work with Directorates and HSCPs to merge Task Calendars and reduce duplication.

Please contact your local Health and Safety Team for more information on this, as this will simplify the use and reporting for each of your departments and drive up the compliance to where it needs to be.

Self-Audits

The use of self-audits is increasing, and the compliance scores are improving, which is great news, however we must continue to keep focusing on our local high risk areas and undertake the appropriate self-audit.

The [Self-Audits - Risk Specific \(sharepoint.com\)](#) link provides access to the Safety Health and Wellbeing SharePoint Self Audit page. There is also a self-help guidance document available to support you through how to use the self-audits.

Four new self-audit topics will be uploaded during August - PPE, Young Persons, Skin Health and First Aid.

Training and Education

In addition to the Health and Safety related modules in our Statutory/Mandatory suite of LearnPro modules, we want to remind everyone that all other role specific safety related training is also mandatory and must be undertaken and refreshed as required.

This may include:

- Face to face Violence Reduction Training bookable via eESS. For further guidance please refer to [Violence Reduction Service \(Health & Safety\) \(sharepoint.com\)](#)
- Or for staff working within Mental Health, Forensic services, CAMHS and Learning Disability please refer to [GGC-Safe Care Team Mental Health - Home \(sharepoint.com\)](#)
- The Corporate Management Team have committed that all areas will increase the compliance in the following training:
 - Sharps - LearnPro module NES: Prevention and Management of Occupational Exposure
 - Falls - the suite of falls prevention modules
 - Moving and Handling Competency Assessments.

All staff within the scope of any of these training modules must complete the e-learning modules identified and the Moving and Handling assessments as a requirement for your role. If you are not sure whether this applies to you, please check your LearnPro account or speak to your line manager.

Local managers can also check compliance using the Corporate Workforce Dashboard, Named Lists tab. Access to the Named Lists tab for managers who do not have it, is obtainable through Workforce.Information@ggc.scot.nhs.uk.

Performance Reviews

The next phase of Health and Safety Performance Review meetings in Acute are approaching. The dates for the next round of reviews for HSCPs are being finalised. Now is an ideal opportunity to remind everyone to work towards updating their Health and Safety Performance Review Activity Plans.

The Health and Safety Practitioners are aligned to the Sectors and Directorates, please reach out to them if you need any support. A list of Health and Safety contacts and their alignment can be found on the SHaW SharePoint:

[Safety-Health-and-Wellbeing--SHaW--Site-Services-Team-Alignment on a page version. 13.12.2023.pptx \(sharepoint.com\)](#)

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



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](#)