

Core brief

Daily update

(XX November 2024, 5.00pm)

Topics in this Core Brief:

- Report from the Health and Safety Forum

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 20 November 2024. Key highlights reported at the meeting included:

Datix Reporting

The Co-Chairs of the Health and Safety Forum wish to reinforce that all staff are encouraged to complete Datix forms as it is very important that all incidents are reported to enable full reviews and continuous improvement. All managers are asked to encourage their teams to record, review and reflect on incidents. This will be supported by H&S reps in local areas.

Fire Safety Compliance

The importance of everyone completing the Statutory and Mandatory Fire Safety training module was discussed to support driving up the level of compliance across the board beyond the current 87.5%.

It was agreed that a small working group will meet up to understand what the blockages are and look at ways to increase the awareness and importance of the fire safety awareness and training.

It is vital that all NHSGGC staff complete their Fire Safety Training via LearnPro annually. The module can be found on [LearnPro](#), Course Code: GGC001 Fire Safety Training.

Focus Self Audit completion based on service risks

The volume of Self-Audits being undertaken is growing as is the levels of compliance. We ask that all services look at the areas of most importance for local self audit by determining the risks that are greater within their area. For example, mental health wards should be increasing their Self-Audits for self-harm/suicide prevention and violence reduction, administrative areas should consider DSE (Display Screen Equipment) and clinical areas may need to focus on sharps, violence reduction, moving and handling. This item is expected to be covered further in local H&S meetings.

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](#)