

# Core brief

Monday 27 February 2017

## Introduction

This issue of Core Brief provides information on the HSE visit this week and details 2017 election guidance.

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### Health and Safety Executive (HSE) visit

Further to the Core Brief issued on 15 February, the Health and Safety Executive will be visiting NHSGGC on Tuesday 28 February, for 3 days, to undertake a programme of inspections. The key themes of the inspections are related to sharps safety (needlesticks), patient falls and skin health. It should be noted however that if the HSE identify any other aspect of concern regarding health and safety, they will follow this up, although their focus is on the key themes.

The HSE has indicated that they will be visiting the QEUH site, GRI and PRM, RAH, Glasgow Dental Hospital, Gartnavel Hospital (Beatson), Central Decontamination Unit and Central Laundry. They have also indicated that they will be visiting some of our Health Centres. The HSE has indicated that they will not stipulate exactly which wards and departments they will visit during the inspections, and will not confirm which Health Centres will be visited.

The HSE has asked the Board to clarify a number of key issues regarding their inspection protocol. The HSE when arriving on site will request to speaking to the relevant manager such as the Senior Charge Nurse or departmental manager. They may wish to speak to the manager directly or asked to be shown around the department or ward. The HSE will be accompanied by staffside health and safety representatives and/or health and safety team members where possible. The Health and Safety Service will be available on all sites being visited to offer support to the HSE team. The HSE has made it clear that they will not interfere in any way with patient care. If they arrive at a clinical area and it is not convenient for the visit to take place due to clinical commitments, they have indicated that they will agree to return later that day or the following day where possible. If the manager feels that the visit at that time cannot be undertaken they must express this to the HSE and follow up arrangements will be made.

The HSE has also asked us to confirm that they may ask to take copies of patient notes, relevant to patient falls documentation for example, they will not require to copy other aspects of patients notes. They may also take copies of risk assessment documentation relating to any aspect of health and safety. They may also take photographs of equipment or the environment. They will not take photographs which compromise our patient confidentiality and are aware of our policies in this regard. If they take a photograph or take copies of notes they may ask staff to sign that they have done so - this is to confirm the facts eg the date and time of the photograph and the exact location the photograph was taken. In exceptional circumstances they may ask staff to give a voluntary statement

of fact regarding an issue or incident. If this happens staffside colleagues are available to advise staff if necessary. Please note that the HSE powers of inspectors allows them to take copies and photographs etc and this is appropriate.

As previously highlighted, staff should answer any questions asked by the HSE to the best of their ability and if they are unsure or do not know the information requested should indicate this to the inspector. If staff, when faced with particular circumstances would ordinarily seek advice or guidance from their line manager then this should be confirmed with the HSE team. The HSE are merely trying to establish if our Policies and Procedures are working in practice, on the 'shop floor'.

The HSE will be providing a feedback session for the Board on Friday 3 March, and a communication will be distributed as soon as possible after this meeting. The HSE will then follow up, over the coming weeks, with a formal report which will be shared with sector/directorate teams.

More information on HSE visits is available in an HSE document entitled '[What to expect when a health and safety inspector calls](#)'

### **Election Guidance (Purdah)**

The Scottish Government has issued guidance for all NHS Boards on the conduct of business during the Scottish Local Government Election period.

The guidance comes into effect on 13 April 2017, until the election on Thursday 4 May, and all public bodies are reminded that they should take special care during this period and that their conduct is above question.

If staff have any questions regarding media queries or requests for visits during the campaign, contact Director of Communications Ally McLaws at [ally.mclaws@ggc.scot.nhs.uk](mailto:ally.mclaws@ggc.scot.nhs.uk)

For all other campaign queries please contact Head of Board Administration John Hamilton at: [john.hamilton@ggc.scot.nhs.uk](mailto:john.hamilton@ggc.scot.nhs.uk)

[Click here to view the guidance in full.](#)

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