

# Core brief

Monday 01 April 2019

## Introduction

This issue of Core Brief details important information on the new Fire Safety Policy and update your Equality Information on eESS.

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### Important Fire Safety Policy launches today

The NHSGGC Fire Safety Policy has been reviewed and comes into effect today (Monday 1 April). Staff should be aware that **all staff** are now required to complete the General Awareness Fire Safety Training LearnPro module **annually**.

Ward based staff are also required to complete fire evacuation face-to-face training **annually**. This is staff who are based in an inpatient ward or a bedded day unit where patients will be receiving treatment that may require fire evacuation using a bed or suitable replacement measure. For example, dialysis or chemotherapy.

Medical staff and allied healthcare professionals etc who may work in a number of ward areas are not "ward based". However, they should remain on the ward in the event of a fire alarm to assist with evacuation.

Staff who do not have access to LearnPro should speak to their line manager as face-to-face General Awareness Fire Training sessions are being held across all Board sites.

If you have any queries about fire safety please contact the fire safety officer or site facilities manager. Alternatively you can email the corporate facilities team at: [FireSafety@ggc.scot.nhs.uk](mailto:FireSafety@ggc.scot.nhs.uk)

For more fire safety information please visit: [StaffNet>Acute>Facilities>Fire Safety](#)

The General Awareness Fire Safety Training is available on LearnPro at: [www.nhs.learnprouk.com](http://www.nhs.learnprouk.com)

**Staff are reminded that they have a legal requirement to complete their fire training.**

### Update your Equality Information on eESS

In order to ensure that all information is accurate, can you please ensure that you have updated your Equality Information on eESS. This is done through Employee Self Service, and the following steps:

- Select Personal Information,
- Scroll to Basic Details, Click Update
- Select Correct or complete the current details, click Next
- Update Fields, click Next

➤ Click Submit

Please note that this information is confidential and only available to eESS Support Team who ensure that GDPR, confidentiality and data protection is adhered to at all times.

In order to get further support on how to change this – you can also view the available eLearning Video, [click here to watch the video](#).

If you require assistance in accessing your eESS account please e-mail [eess@ggc.scot.nhs.uk](mailto:eess@ggc.scot.nhs.uk)

**Are your contact details up-to-date? [Click here](#) to check**