

# Core brief

**Daily update**  
**(14 September 2020, 5.45pm)**

Topics in this Core Brief:

- Health and Safety Training – Protect yourself, your colleagues, patients and visitors
- NHS.net migration to Office 365
- Scotland's Climate Week, 14-20 September

## **Health and Safety Training – Protect yourself, your colleagues, patients and visitors**

It is important that all NHSGGC employees complete the health and safety training that is required of your role to ensure your Health and Safety knowledge is up to date in order **to protect yourself, your colleagues, patients and visitors.**



A number of targets have been agreed with the Health and Safety Executive in relation to the following training:

- Sharps
- Falls
- Moving & Handling Competency Assessments

We are committed to achieving and maintaining compliance in each of these areas by the 31 October 2020. All staff within the scope of any of these training modules should complete the e-learning modules identified as a requirement for your role. Managers are required to ensure their staff are aware of and complete the statutory and mandatory training requirements.

If you are not sure whether this applies to you please speak to your line manager.

For more information visit our webpages <https://www.nhsggc.org.uk/working-with-us/hr-connect/health-safety/training-and-education/health-safety-training/>

## **NHS.net migration to Office 365**

Tonight over 4000 nhs.net mailboxes will migrate to Office 365 email as part of the eventual move to a single Office 365 (O365) email system for Scotland. All affected users will have received a specific email explaining what to do to access their new email. Another wave of nhs.net mailboxes will migrate in two weeks. The O365 Outlook Web Access has many features to help you work more effectively, including diary links to set up Teams meetings. Please see the [O365 Knowledge Centre](#) for more information.

During the migration, shared NHS.net mailboxes will also migrate.

eHealth has worked to ensure that staff will receive correctly sized mailboxes; however, due to the volumes involved, there will inevitably be some instances where problems occur. Due to the high volumes

of calls we expect to receive, it would be helpful and may solve your issue more quickly, if you could try the fixes found in the FAQs on the [0365 Knowledge Centre](#).

eHealth appreciates your patience as we try to resolve any issues which occur during migration.

### Scotland's Climate Week, 14-20 September

**SCOTLAND'S  
CLIMATE WEEK**  
14-20 SEP 2020

A programme of free online events have been organised in partnership with the Scottish Government for Climate Week 2020. There will be 12 live events available this week, including the following:

- Tuesday 15 September – Looking After the Climate by Looking After Your Energy Bills
- Wednesday 16 September – Reduce your waste: Top tips for the savvy individual
- Thursday 17 September – Sustainable Transport: The Way Forward
- Friday 18 September – Love your clothes.

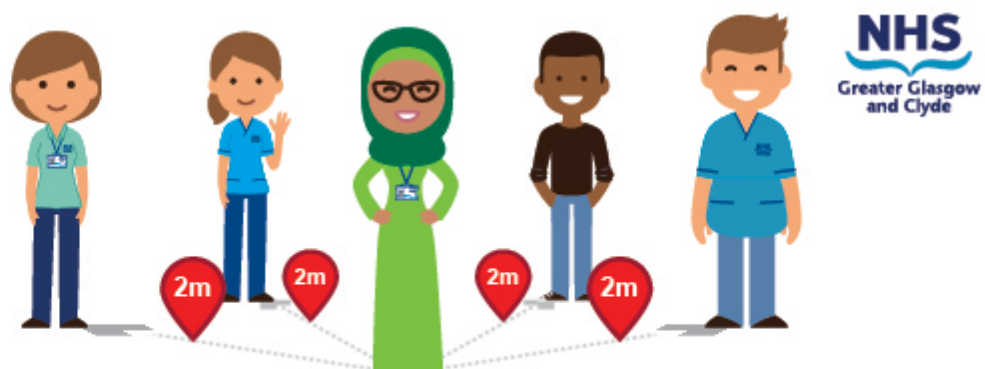
The full programme as well as how to register can be found [here](#). Book your places to get involved in this year's Climate Week and find out what's on the sustainability agenda for Scottish Government this year and moving forward.

[Click here](#) to take part in a short survey to give your feedback on current sustainability topics.



Please keep up-to-date with the latest guidance on our dedicated web pages at: [www.nhsggc.org.uk/covid19](http://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](mailto:staff.covid19@ggc.scot.nhs.uk)

Staff are reminded to make sure their [personal contact details are up to date on eESS](#).



**It's important to maintain the social distancing rule.  
Respect personal space and keep 2 metres apart.**

**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 [StaffNet](#)**