

## Line Manager Guide – Essential Skillz

Essential Skillz is the eLearning platform for the university's Health & Safety eLearning modules

### Health & Safety modules

#### Mandatory Modules

- Workstation every year
- Fire Safety every 2 years
- Health & Safety Induction once-off completion
- Homeworking anyone who home or hybrid works

**Optional Modules** – Risk Assessment, Driving, Electrical, Manual Handling, COSHH

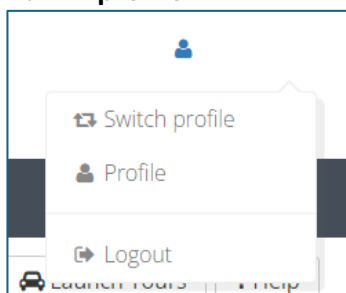
### Accessing the system

- Single sign-on access from a managed laptop or device
- Start menu - Apps Anywhere - Essential Skillz

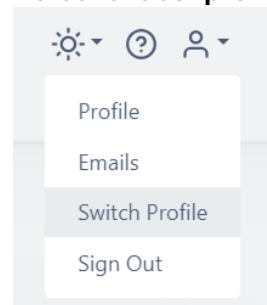
### Line Manager profiles

- You have two profiles – your own personal training profile and an administrator profile for staff you line manage
- Switch between these profiles using option in top right of screen

#### Admin profile



#### Personal user profile



### Line Manager functions on Essential Skillz

1. Line Managers can download reports on staff they line manage showing completion of training modules and any outstanding completions.
2. Resolve concerns raised by staff they line manage in their Workstation and Homeworking assessments. Any actions flagged up will require action and signing off on the system by you as line manager. This will ensure there is a record of actions undertaken.

**\*\*See pages 2 to 3 for guidance on resolving concerns on the system**

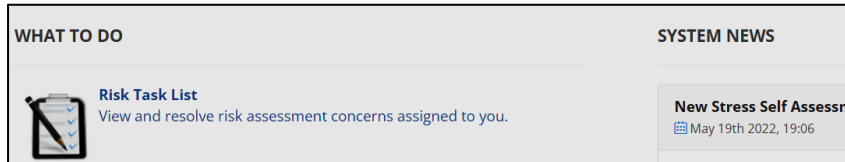
### New staff and leavers

New staff will automatically be enrolled on the system and leavers will be archived automatically. Staff details are transferred directly from the university's HR Connect system to Essential Skillz – for new staff this transfer may take a few days. If after a week the new staff member has not received an automatic enrolment email, please contact the Health & Safety Office.

## Resolving Concerns from Workstation & Homeworking Assessments

Ensure you are in your administrator profile (refer page 1)

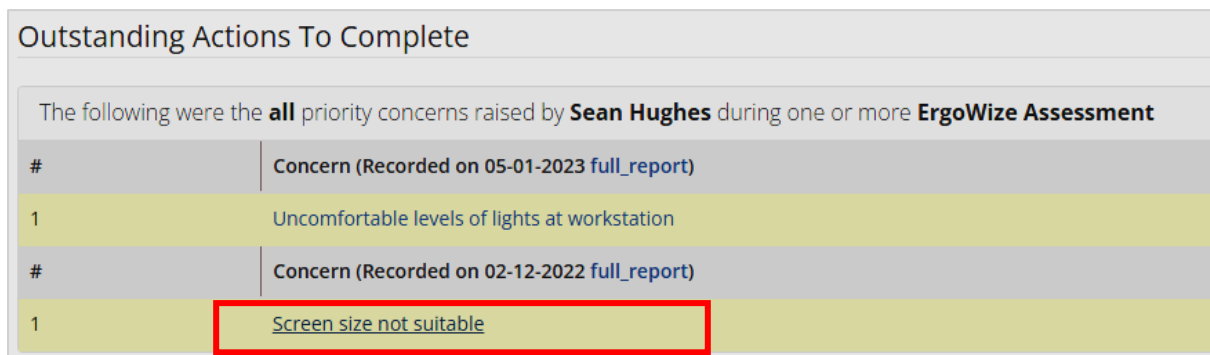
Click on Risk Task List



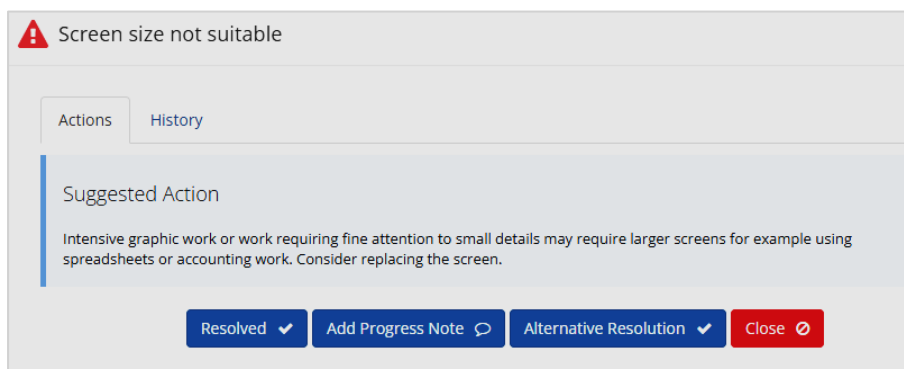
You will get a list of all staff you line manage who have raised concerns  
For each person you will get the info below – click on the number in the ‘Unresolved’ column

Date Completed	Unresolved	High	Medium	Low
24-10-2022	20	7	8	5

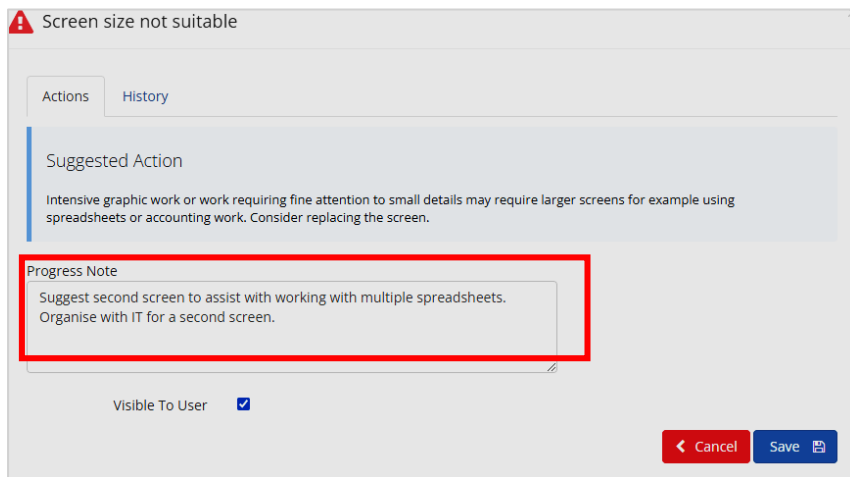
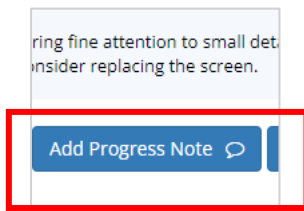
This will give you a list of each concern raised by that staff member – click on each individual concern



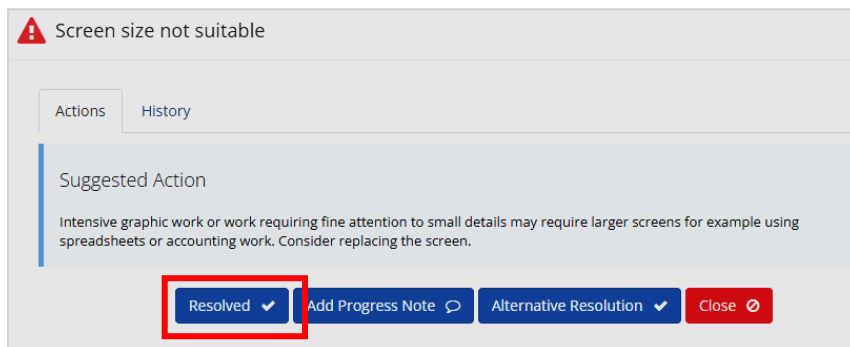
This takes you to a screen where you can update/resolve the concern



**If concern is still being dealt with** – add a progress note (ensure Visible To User box is ticked)  
(Note: Concern will continue to appear on outstanding list of concerns until the Resolved button has been clicked)



**If concern is resolved**, click the Resolved button



**Note:** Where required, a full Occupational Health workstation assessment can be requested by the line manager through the [People Team](#). This includes requesting specialist ergonomic equipment.

## Overview of concerns for an individual staff member

Ensure you are in your administrator profile (refer page 1)

1. Select “User Management” and “Users”
2. Search for person using surname
3. Click on their name to bring up their record on the system
4. Select Training Record option (above “Login Details”)
5. Select Assessments tab
6. In the “Concern raised” column, click on any number (except 0)
7. In Filter Settings – select Show All for both dropdown lists and click Apply
8. This lists all concerns and their current status – resolved or outstanding
9. Click on an individual concern to get summary details and history

If you require further help, please contact the Health & Safety Team.

[health&safetyoffice@napier.ac.uk](mailto:health&safetyoffice@napier.ac.uk)