

Health & Safety/GDPR eLearning Line Managers Guide

Essential Skillz is replacing Cardinus for all Health & Safety online training. This will provide us with additional online courses.

Courses Available

Mandatory

H&S Induction (to be completed only once)
 Workstation (every year)
 Fire Safety (every two years)
 GDPR* (every year) *Governance package*

Other

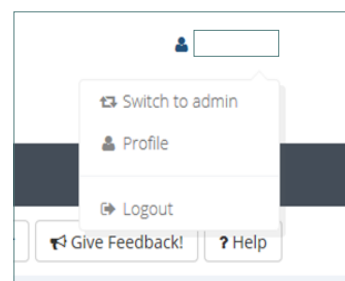
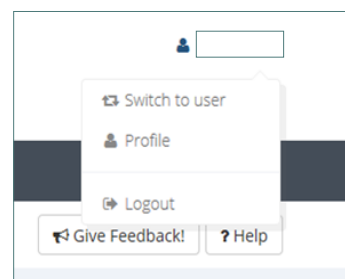
Homeworking	Driving
COSHH	Risk Assessment
Manual Handling	Stress

Overview

- * System automatically generates emails to staff to enable single sign-on access
- * Reminder emails automatically generated
- * Line manager access to download reports on staff they are responsible for
- * Not all staff will require access to all programs - will be assigned what they require to complete

Accessing the system

- * Single sign-on access
- * Start menu - All Programs - Apps Anywhere - Essential Skillz
- * Top right of screen you will see your name
- * Click on this for option to switch between “user” and “admin”
- * Access to report page - download reports for your staff



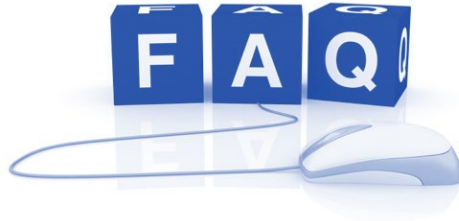
Contacts

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1. How will it work and how are staff notified?

The new system will generate and send out emails to all staff and these will provide single sign on access for the staff. Courses have to be completed within the specified time period and reminders will be sent to the member of staff until the course is completed. Time to complete the course must be provided to the member of staff. During the training if they have a break or log out, they will be taken back to the page when they log back in and will not be required to start over. A separate log in page is provided at **“Start — All Programs — Apps Anywhere — Essential Skillz”**. Please note - if login from a tablet or non-cable connected device then they will be required to put in user name (staff number) and password for security reasons. Single sign on only works with PCs and MACs connected to the network.

2. What are my duties as a line manager?

Line managers also have access to download reports on staff that they are responsible for and this will mean that they understand who has completed or requires to complete the online training. You will be able to download an excel sheet with all members of staff in your area and these can be discussed at team or department meetings to progress compliance.

3. Frequency of emails

- 1st email with link to course – one email for each of the mandatory courses.
- 2nd email one week before statutory completion date.
- 3rd email one day before statutory completion date.

4. Actions for line managers to carry out

Workstation – Any actions flagged up by one of your staff will require action and signing off. This will ensure that a record of actions has been undertaken. If requirement for referral to occupational health, please refer to the HR policy guidance. An email will be sent automatically by the system to you. If action is required to complete the online assessment then you will be required to log in and resolve.

Homeworking – Any actions flagged up by one of your staff will require action and signing off. An email will be sent automatically by the system to you.

5. How will I access the system?

When accessing your training account you will see your name on the top right of the page. If you click on this then you will get the option of “switch to user/switch to admin” dependant on what option you are in at that time. If you click on this, it will allow you to access the report page and you will be able to download the required reports for your staff. This can be saved and printed off for use at team meetings or one to ones with staff.

6. What about new staff or leavers?

New staff will be provided with access and staff who leave will automatically be archived therefore you will not need to change anything on the system as this will be done by the system automatically, as an upload of staff details is carried out each night.

7. What happens to the information?

The training statistics are reported to the Health & Safety Committee every year and this will continue to take place. We are working on the system to upload and record all training on HR Connect automatically.

Training and Competency Policy

Training & Competency Policy and Matrix

<https://staff.napier.ac.uk/has> (Policies & Procedures/Policies A-Z)