



**Daily update**  
**(7 October 2025, 11.15am)**

Topics in this Core Brief include:

- Data Security Spotlight – Password security
- Action: Update LearnPro profiles
- Laser safety
- Back Awareness Week: 7 – 11 October
- Looking after yourself and others

### Data Security Spotlight – Password security

**Strong passwords and password security are essential to protect the integrity of our systems and our data. Always follow our guidance [here](#) on creating strong passwords and never share your password with anyone else.**

### Action: Update LearnPro profiles

To accurately reflect compliance against Organisational requirements with LearnPro module completion, it is essential that your Profile on LearnPro is up-to-date.

Please login to your LearnPro account and check your Identification Number is showing the correct Payroll Number.

Check your location details and if incorrect amend to the correct location. Do the same for Job Role if that also needs changed.

Lastly ensure you have selected the correct Directorate.

The screenshot shows the LearnPro user interface. At the top, a navigation bar contains icons for notifications, a person, a question mark, and a profile icon. An arrow points to the profile icon with the text: 'Select the User Profile Icon. Select Manage Account from the dropdown list then select View Full Profile from the Edit Profile screen'. Below this, the 'Profile image' section shows a row of five circular icons. An arrow points to the 'View Full Profile' button. The main section is titled 'LOCATION AND ROLE' and contains three rows: 'Location' (NHS Scotland &gt; NHS Greater Glasgow and Clyde &gt; Gartnavel Royal Hospital &gt; Admin Building), 'Role' (Administrative Services &gt; Human Resources &gt; HR Advisor), and 'Directorate' (Corporate Services &gt; Human Resources). Each row has a 'CHANGE' button to its right. An arrow points to one of these buttons with the text: 'Then Select Change next to any entry that needs updated and select the correct option from the dropdown lists that appear and save changes.'

The Identification Number appears below the Location and Role section and can be updated by simply deleting the incorrect details and entering the correct Payroll Number.

## **Laser safety**

Health and Safety regulation requires employers to ensure that all staff who work in a laser environment, either directly operating the laser or present when a laser is in use, have an appropriate level of training in laser safety.

This month's SHaW Task Calendar includes an activity for managers to review the laser safety training in order to demonstrate the knowledge and skills required to work safely in a laser environment.

Further advice is available from Laser Protection Advisers (LPAs) in the Health Physics Service ([ggc.healthphysicsadmin@nhs.scot](mailto:ggc.healthphysicsadmin@nhs.scot)).

## **Back Awareness Week: 7 – 11 October**

A chance to pause and ask: **How's your back feeling today?**

Whether you sit, stand, move or lift – your back works hard.

Tension, stiffness or discomfort can creep in and become normal. But small regular changes can really help.

This week, we invite you to:

**Check in** with how your back feels during the day

**Try one small change** in how you move, stretch, sit or rest

**Share or encourage a colleague** to do the same.

You don't need to overhaul your routine. A few simple tweaks can make a real difference over time:

- Add a 30 second stretch when you have a break
- Change your position every 30 minutes (sit, stand, move)
- Take a short walk during breaks, even just around the room
- Notice how your posture feels at your desk or in the car
- Start and end your day with a quick check-in: "How is my back feeling?"

This isn't about doing more – it's about supporting your body, your back, in small ways throughout the day that suit you.

If you're not sure where to start, we've pulled together some helpful resources:

- [Back pain | The Chartered Society of Physiotherapy](#)
- [Back care awareness week | Posturite](#)

So as you go about your week, try to pause now and then and simply ask:

**How's your back feeling today?**

**What could I be doing to help it?**

Shared by the Occupational Health Promotion Group as part of Back Awareness Week, to help you take care of your body and wellbeing. Please visit [Occupational Health Physiotherapy Service - NHSGGC](#) which has more information, how to refer on if you need more support and the Display Screen Equipment (DSE) guide and assessment.

## Looking after yourself and others

Over 5,000 colleagues have now taken part in our 'Looking after yourself and others' sessions, a practical and supportive 45-minute session designed to help staff better manage stress and improve overall wellbeing.



These sessions focus on stress management, self-care, and practical skills like breathing and relaxation techniques. The approach is reflective and hands-on, giving you space to consider your needs and take meaningful action.

Here's what some participants have said:

- "Very practical in approach and made me feel positive about how changes could be made."
- "Remembering I am firstly important."
- "Encouraging me to write an action plan."

If you haven't participated yet, we encourage you to consider attending a session to gain practical strategies and support for managing stress and maintaining your wellbeing.

Come to our next session on **Friday 10 October 2025**,  
2.00 – 2.45pm  
[Book here](#)

Other sessions are available and can be booked under the section *Level 1: Looking after yourself and others* on the [Peer Support webpage](#)

**Remember, for all your latest news stories, visit the Staffnet Hub:**

[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)



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

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 [website](#)