

Core brief

Daily update

(6 January 2025, 12.20pm)

Topics in this Core Brief:

- SHAW Task Calendar Relaunch
- Looking After Yourself and Others – session 9 January
- New Year New Me, Smoke-free Campaign 2025

SHAW Task Calendar Relaunch

The Safety Health and Wellbeing (SHaW) Task Calendar framework was launched in August 2023. To date just over 50% of departments have been using the Task Calendar. We are using this message as part of a suite of activities over the coming weeks to relaunch the Task Calendar and increase compliance.



As a reminder, the Task Calendar is designed to provide managers of departments with a structured monthly approach towards meeting legal compliance, delivering everyone's Health and Safety roles and responsibilities and the management of Safety, Health and Wellbeing for all our staff, all year round.

Please note that only managers who are listed as managing staff on eESS can access the Task Calendar and depending on how a service is structured there may be more than one manager who can update the Task Calendar. The Task Calendar can be accessed by clicking this link: [SHaW Task Calendar Page](#). Each task has brief guidance with additional links to other Sharepoint pages followed by a simple activity that is answered by selecting Yes / No / Not Applicable.

If you require any support with the task calendar or would like to discuss merging task calendars where there may be duplication within a department, please contact your local Health and Safety Team [Safety-Health-and-Wellbeing--SHaW--Site-Services-Team-Alignment on a page version. 13.12.2023.pptx](#)

Looking After Yourself and Others – session 9 January

Many of our staff have already participated in our 'Looking After Yourself and Others' sessions and learned valuable tips on self-care, stress management and simple, yet effective techniques to boost yours and others wellbeing.



Our recent attendees have said: "It was very good and helped me to alleviate my stress" and "It was really effective session and my tension levels really went down."

The Peer Support team are delivering an interactive 45-minute live online session on **Thursday 9 January** at **10.00am** on MS Teams, follow in the steps of your colleagues and join us!

[Book your spot now](#)

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

For any questions or queries please contact: ggc.peer.support@nhs.scot or visit [Peer Support Network - NHSGGC](#)

New Year New Me, Smoke-free Campaign 2025

Why not make 2025 the year you join the hundreds of NHS staff who have quit smoking for good with our support.

The Quit Your Way Team are here to help you to stop smoking in a way that works for you, providing 1:2:1 specialist support, advice and access to free nicotine replacement products as part of a 12-week programme.

For more information on the campaign and/or to register to take part contact

- Telephone - **0141 451 6112**
- Email - ggc.quityourway.smokefreestaff@nhs.scot please include your telephone number and a member of the team will call you between 9am and 5pm.



Further information on local stop smoking services can be found [here](#) or scan the QR code right.

Remember, for all your latest news stories, visit the Staffnet Hub:
[GGC-Staffnet Hub - Home \(sharepoint.com\)](#)

Be Phishing and Vishing Aware!

Phishing and Vishing are forms of social engineering, a technique used to gain access to private information, often via email. It can cause a huge amount of damage, disruption and distress. To help prevent social engineering attacks at NHSGGC and at home, remember **N.E.T.**



No Trust
Verify, via alternative means, the identity of those sending unexpected messages, even if the contacts are known to you.



Educate Yourself
Complete the Security and Threat module on LearnPro. Check online sources to see if emails, SMS messages or other forms of social engineering attacks are known or commonplace. Remember, educating yourself can protect you in both your work and personal life.



Think First
Successful attacks generally require a sense of urgency. Stop! Take a moment to reflect and investigate, this can show these attacks for what they are.



Managing technology and data safely and securely is everyone's responsibility throughout NHSGGC.
For further information, visit: [FAQ---IT-Security-v0.2.pdf](#)

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](#)