

INTRODUCTION

This newsletter covers the reporting period/quarter November 2022 to January 2023 and includes the following content:

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Please contact Corporate Health and Safety on ext. 3075 or hsservicedesk@port.ac.uk if you have any queries or would like any further information.

HEALTH AND SAFETY COORDINATOR UPDATES

Due to some clerical errors the team have encountered recently, we thought it would be a fantastic opportunity to let everyone know that the H&S Coordinator role comes with an annual honouree payment. However, when Coordinators are appointed, the Department or Faculty need to let our team know so that we can process their appointment and ensure they are being paid the correct allowance. If anyone has been appointed and is not receiving an allowance, please contact us via hsservicedesk@port.ac.uk.

Emma Labourne, Joseph Dunlop, Olga Llewellyn and Helen Bolton have stepped down as Health and Safety Coordinators and we hope you will join us in thanking them for all of their hard work and dedication. The following H&S Coordinators have been appointed during the last quarter. We welcome them to the team and look forward to working with them:

Creative and Cultural Industries

Clifford Phillips has moved from Creative Technologies to cover CCIXR.

Science and Health

Charlotte Ayling – St Michaels Building

Professional Services

Mary Fudge – Estates and Campus Services

CORPORATE HEALTH AND SAFETY UPDATES

From 1st January 2023, line management of the Corporate Health and Safety Team moved from Corporate Governance to Estates and Campus Services. The Corporate Health and Safety Team, continue to provide advice and support across all faculties and services with no change to service delivery.

Charlotte Downs, Health Safety and Wellbeing Assurance Manager will be going on maternity leave soon. Her last working day will be 12th May 2023. We will of course let you know further details about maternity cover and when Charlotte will be returning nearer the time.

DIISOCYANATES

An update to the REACH regulations will introduce new minimum training requirements for workers handling diisocyanates and mixtures containing diisocyanates. This will apply from 24th August 2023. If you think this will be applicable to you or your department works with diisocyanates or diisocyanate mixtures, then please contact the team via hsservicedesk@port.ac.uk.

DRONES/UAS

The team have now produced arrangement and guidance documents for UAS (Uncrewed Aerial Systems). These documents contain more information about what is required to fly UAS on University business. More information and the new documents can be found on our [health and safety web pages](#).

OUT OF HOURS

The team have also produced arrangement and guidance documents for out of hours working. This brings our previous out of hours policy documents up to date. They contain information about responsibilities when working out of hours and how to apply for out of hours access. Further information and the documents can be found on our [health and safety web pages](#).

FIRST AID AND TAXI CODE UPDATE

Hopefully, many of you know that the Corporate Health and Safety Team set up a first aid taxi account with Aquacars a couple of years ago. It has come to our attention that the account number of this service has changed. When calling Aquacars you will need to provide your full name and the account number. The new account number is U067. This account will only accept trips to and from hospitals or walk in centres.

INCIDENT REPORT FORM – HS1

Again, please may we provide a polite reminder that there is a new [online incident report form](#) available via Hornbill/Service Manager. We would encourage all staff and students to utilise this new reporting tool where possible. Reporting is critical way of monitoring the University's health and safety performance. Even more importantly, we can only take corrective action to prevent a reoccurrence if we know about it.

We have also put up a number of incident reporting posters which contain a QR which will take you straight to the form when scanned.

INCIDENT/ACCIDENT, NEAR MISSES AND HAZARD DEFINITIONS

Incidents/Accidents

An accident is something that happens which results in an injury or ill health.

Near Miss

A near miss is something that occurs without causing harm but had the potential to cause injury, ill health or damage.

Hazard

A hazard or undesired circumstance is a set of conditions or circumstances that have the potential to cause injury, ill health or damage.

Staff are reminded to report all incidents/accidents, near misses and hazards to the Corporate Health and Safety Team. This is so we are able to ensure that each is proportionately investigated. All incidents/accidents must be reported as soon as possible, within 5 working days. If you have any issues or concerns regarding reporting, please contact the team.

STUDENT TRAVEL

The team have created arrangement and guidance documents for Student Travel. Previously processes surrounding student travel were department based. As a result of Covid-19 it became necessary to introduce a more uniform process. This has been built on since then and now that we are fully in recovery from the Covid-19 pandemic, it felt appropriate to move this work and associated documents into business as usual. This has now been completed after extensive consultation. The updated documents and the accompanying overseas travel risk assessment can be found on this [Myport page](#).

The updated documents also include more information about Healix. Healix are an external company employed by the University to provide emergency support to staff and students whilst they are travelling on University business. They also provide an online platform and app to enable the University to track who is travelling where and when. It is really important that when staff and students begin their work/study related travel that they have downloaded the Healix app on to their mobile device and have enabled GPS tracking.

If you have any questions about this, please contact us via hsservicedesk@port.ac.uk

ELECTRICITY AT WORK AND PORTABLE APPLIANCE TESTING (PAT)

An arrangement for Electricity at Work was approved by the University's Corporate Health Safety and Wellbeing Committee in December 2022. This resulted in the responsibility for portable appliance testing (PAT) transferring from Corporate Health and Safety to Estates and Campus Services. Estates and Campus Services are in the process of creating a PAT code of practice. Until this is ready, PAT can be requested via the Estates Helpdesk. You will need to provide the locations and an accompanying list of assets that you would like tested.

H&S TRAINING IN FOCUS – WORKING AT HEIGHT

Working at height (WAH): Consider avoiding working at height in the first instance. If working at height cannot be avoided, attend the working at height training and carrying out a [Risk Assessment](#) and [WAHR assessment](#). **Before** carrying out the working at height task. Ensuring work at height is properly planned and managed, and more specifically, that equipment provided for work at height is fit for use.

When purchasing ladders and step ladders ensure they are for '**Professional**' use only. Look for the BS EN 131 trade mark. Although, this is not applicable to all ladders and step ladders. '**Non-Professional**' ladders and step ladders should **not** be used in a workplace.

To book onto a working at height training course visit the [Health and Safety intranet page](#).

UPDATED FIRE POLICY

At the last Corporate Health Safety and Wellbeing Committee the University's Fire Policy was reviewed and approved along with a number of associated documents. They can all be found on our web page [here](#).

COVID-19 SUPPLIES

Most of the supplies for Covid-19 have now been distributed across the University. However, we do still have some face coverings left as well as some FFP2 and FFP3 masks. If anyone can utilise these for work purposes, then please request what you need via hsservicedesk@port.ac.uk.

TRAINING

The Corporate Health and Safety Team has the following training sessions coming up. Our full training calendar can be found [here](#). To book a space on a training course please email hsservicedesk@port.ac.uk. Should you or your

school or service require bespoke health and safety training, or training which is not listed below, please contact the team who will be happy to help and advise.

Risk Assessment Training, Tuesday 14th March, AM

Fire Marshal Training, Wednesday 12th April, AM

Chemical Spills and Emergency Preparedness Training, Wednesday 12th April, PM

Risk Assessment Training, Thursday 13th April, AM

Manual Handling Training, Thursday 13th April, PM

Biological Safety Training, Monday 24th April, AM

Working at Height Training, Tuesday 25th April, AM

Biosafety Awareness Training, Wednesday 26th April, PM

Genetic Modification Safety Training, Wednesday 26th April, PM

Fire Marshal Training, Tuesday 16th May, AM

COSHH 1 Training, Tuesday 16th May, PM

Risk Assessment Training, Wednesday 17th May, PM

Working at Height Training, Friday 19th May, AM

Risk Assessment Training, Thursday 1st June, PM