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INTRODUCTION

What we do, who we are...

The Corporate Health and Safety Department provides help, advice and support to effectively manage health and safety across all departments and activities including teaching, research, staff and students. It also ensures that the University understands and carries out their legal and moral responsibilities in relation to the health, safety and welfare of staff, students, contractors and members of the public.

We will be hosting a number of drop-in sessions and you will likely see more of us out and about on campus across all departments to ensure shared perceptions of the importance of health and safety.

We have an open-door policy to ensure that our staff and students can approach us and address any issues they may have confidentially. You can visit us at our office, or we can come to you. We will do our best to help and advise you, promoting a just culture. You can also contact us on ext. 3075 or hsservicedesk@port.ac.uk if you have any queries or would like any further information.

UPDATES

what's new...

Health, Safety and Wellbeing Coordinators; are an important link to enable us to ensure that our staff and students are safe, healthy and secure, our thanks and appreciation go to all of our health and safety coordinators and we encourage all staff and students to engage with our Coordinators, they are a great source of information.

Christopher Martin has stepped down as Health and Safety Coordinator for the faculty of Business and Law (Portland Building). Andy Rain, Health and Safety Coordinator for Estates & Campus Services - Port Royal Street is leaving the University to take up a new job as a Fire Safety Adviser working for the NHS. We hope you will join us in thanking them both for their hard work and dedication throughout their time as coordinators.

Corporate Health and Safety; Charlotte Downs, Health Safety and Wellbeing Assurance Manager has gone on maternity leave, Charlotte gave birth to a baby boy, named August; Mum and August are doing well, Amanda and Lee have had cuddles and have vouched for August's cuteness.

Ian Francis has taken Charlotte's role on for the duration of her maternity leave, you can contact Ian at ian.francis@port.ac.uk, he will be introducing myself while out on campus.

WELCOME
Join us in welcoming Matt
onboard!

Matt Knight (formerly of Ravelin fame) has joined us as a Health, Safety and Wellbeing Advisor. Matt knows the campus well

and is a welcome addition to the team, he is in the process of forming a sub-committee with Ravelin Sport Centre so that we can work closer with the

If you are interested in becoming a Health, Safety and Wellbeing Coordinator, please do get in touch with us. The following Health, Safety and Wellbeing Coordinators have been appointed since the last newsletter. We welcome them to the team and look forward to working with them.

Business and Law:

- Andrea Jeram - Portland Building
- Dagmara Tirado – Burnaby Terrace – moving from the Faculty of Technology

Science and Health:

- Niru Nahar – King Henry Building

Sports and Recreation:

- Louie Turnbull – Ravelin Sports Centre

Ravelin team to ensure that this fantastic facility can continue to be enjoyed safely by all.

The team launched regular drop in health and safety sessions, the first took place on the 17th July which was a great success and encouraging to the number of attendees. These are for all staff and students to come and discuss any issue or concern or obtain more information of health and safety. It is your opportunity to meet the team and have an informal chat, we are here to listen.

Scheduled Dates:

- Monday 4th September 9 am -11 am
- Tuesday 12th September 9am – 11am
- Wednesday 27th September 10 am-12 pm
- Thursday 12th October 2 pm-4 pm

The venue will change and we will let you know where, all are welcome, no need to book.

DANGEROUS SUBSTANCES

chemical safety...

Large quantities of redundant and expired chemicals have been identified in several locations across the University. We would like to say thank you to all those involved, Graham Malyon, Marc Martin and the staff within King Henry and St Michael's buildings, for their assistance and diligence in identifying unwanted chemicals and assisting in the removal. Marc undertook an inventory audit which identified many dangerous substances which were being unnecessarily kept and arranged for the safe removal of all, creating a safer work/study environment for all. This is a good example of how proactive collaboration between departments makes for a better learning and working environment. We would like to take this opportunity to remind everyone, if you have or know of any dangerous substances which are past their shelf date, no-longer needed or for which ever reason, need disposing of, please let us know. These can potentially be a risk to our staff and students.

*chemical
safety tips...*

Chemical Inventories; There should be a dangerous substance (chemical) inventory for each Laboratory or area where chemicals are stored and a member of staff identified as responsible for its upkeep. Chemical Inventories should include expiry information and expected disposal. These inventories or registers should be accessible in areas of where the chemical(s) are being stored along with an up to date COSHH assessment.

COSHH Assessment; All chemicals should have COSHH assessments, either for use of as a single chemical or when used in multiple chemical processes (mixtures).

When reviewing current risk assessments, you should obtain the most recent Safety Data Sheet (SDS) containing the most recent assessment of the hazards relating to the dangerous substance. COSHH assessments should not be a copy of the SDS but the relevant information used to ensure that there are suitable and sufficient control measures and procedures that are reflective of the way in which the chemical is used and includes the disposal and handling of all produced waste.

Good to know; There have been slight amendments to the University COSHH assessment forms, the multiple chemical COSHH assessment form, which now has a section for fire prevention which includes actions and precautions required when using the substance. Please use the updated forms when completing a new COSHH assessment or reviewing a current one. More information can be found on our **COSHH webpage**.

Hazardous waste (Chemical waste); The University arranges for hazardous waste to be collected throughout the year with the next in October. When reviewing your Chemical Inventories if you identify substances that need to be disposed of, please send the list containing the chemical information and volumes to the University Energy and Environmental Manager, Ian McCormack so that they can be included for collection.

DIISOCYANATES; A further gentle reminder that an update to the REACH regulations will introduce new minimum training requirements for workers and students handling diisocyanates and mixtures containing diisocyanates. This will apply from 24th August 2023. If you think this will apply to you or your department's work with diisocyanates or diisocyanate mixtures, please contact the team for further advice.

GRADUATION

recognition to all...

The Corporate Health and Safety Team would like to pass on our thanks to everyone involved in making our guests safe during graduation, the event was excellently organised and only a very few incidents and near misses were reported to us. The small number of incidents and near misses that did occur were dealt with swiftly and empathetically, highlighting a high level of professionalism and just culture. A special thanks to the Facilities Management team who acted quickly to remedy any issues that were identified, ensuring that our graduates and guests had an enjoyable time.

If you have any feedback that you wish to highlight, please let us know!

E-SAFETY

e-scooters and bicycles...

Over the past few months we have had reports of e-scooters being kept on campus and in University buildings. While we appreciate that the Council are running a pilot programme of e-scooters, they pose a fire risk and must not be kept in University buildings including Halls of Residence, this also includes privately owned e-scooters. You can find out more about the scheme the Council are running and where you are able to use these on the [Council's Webpages](#).

We would like to remind everyone, the University's current policy does not permit the charging or storing of e-bike batteries in any of its buildings due to the risks, should you see or know of this taking place we ask that you report this to us so we are able to ensure the safety of everyone.

ADVERSE EVENTS

incidents, accidents, near misses...

All incidents, however minor, should be reported, which can be done online via the Service Desk within the Corporate Health and Safety Self Service Portal on Hornbill, [online incident report form](#). Reporting incidents is essential to enable corrective and preventative actions to be taken promptly. They are also an essential part of keeping staff and students safe, they are also a legal requirement that the University must comply with. We encourage all staff and students to report an incident, accident or near miss to us no matter how small. Reporting is a critical way of monitoring the University's health and safety performance, moreover it ensures we can take corrective action to prevent a reoccurrence, we can only make the campus safer if we know about it. There are a number of incident-reporting posters around campus which contain a QR code, this will take you straight to the form when scanned.

Incident safety tips...

Incidents/Accidents; An

incident/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 harm or 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.

Should a significant incident or accident occur, Corporate Health and Safety should be contacted immediately. This is so that we can provide assistance and investigate at the time of the incident/accident rather than after the event. Serious accidents/incidents must then be reported immediately to the Health and Safety team on 02392 843075 (extension 3075) and must be reported as soon as possible, within 5 working days using our reporting portal.

TRAINING

health and safety 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, please contact us and we will be happy to help and advise. We can also come to you and carry out training for larger groups, email us to arrange your session. A polite reminder from us, training is a crucial tool which provides you with essential competencies and we want to ensure that our training meets your needs. After each course we ask that delegates complete feedback, your feedback is important and helps us improve our training and courses, please do complete these and let us know where we can do better.