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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 its legal and moral responsibilities about the health, safety and welfare of staff, students, contractors and members of the public.

We will be hosting several 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 or your Faculty upon request. We will do our best to help and advise you, promoting a just culture. You can also contact us at ext. 3075 or [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) if you have any queries or would like any further information.

# UPDATES

what's new...

## Health, Safety and Well-being (HSW) Coordinators

HSW 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 because they are a great source of information.

Since the last newsletter the following coordinators have stepped down Tracy Audin (BAL), Lucy Dobson (SAH), Toby Meredith (CCI), Victoria Giles (TEC) and Natalie Dutka-Bowskill (Student's Union). We hope you will join us in thanking them both for their hard work and dedication throughout their time as coordinators.

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.

Abbie Frost: School of Film, Media and Communications, Eldon Building

Rachel Wisniak: School of Art Design and Performance, Eldon Building

Matt Bellingham: School of Creative Technologies, Eldon Building

Emmanuel Pasqo: Research and Innovation Services, Rosalind Franklin East

Oliver Conaghan: Sport and Recreation, Ravelin Sports Centre

## Faculty Business Partners

The team are delighted to have reintroduced the faculty business partner model:

- BAL and HUM – Chris Coe
- CCI – Matt Knight
- SCI – Amanda Ward

- TEC – Anthony James
- Professional Services - Charlotte

There will be further updates on this in due course.

## Corporate Health and Safety

- Ian Francis, Interim Health Safety and Wellbeing Assurance Manager left the University in March 2024. We thank Ian for his work at the University.
- Charlotte Downs, Health Safety and Wellbeing Assurance Manager returned from maternity leave on 1<sup>st</sup> May 2024.
- Anthony James and Chris Coe joined the team in late 2023 as health safety and wellbeing advisers.
- The team have been working hard on a new external facing web page and links to a host of useful information. The new overarching [health safety and wellbeing policy](#) and [first aid arrangement](#) have been published.
- Estates and Campus Services have also published their [Portable Appliance Testing Code of Practice](#).
- Over the last couple of years, we have noted a glitch with the internal staff webpages which results in new and updated content not necessarily being shown on the webpages. If we have directed you to a webpage and you cannot see the updates that should be present, please try clearing your internet history and trying again. Sometimes a cached page will be loaded rather than showing the most up to date web page.
- We would like to remind you all to complete mandatory training such as the online [display screen equipment \(DSE\)](#) and [fire safety](#) training. This training needs to be completed every three

years. If you have any training related queries, please send them to [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk).

- Stickers to go on first aid boxes have been produced incorporating a QR Code as means of easily accessing the online incident/accident reporting form. These are now available from the Corporate Health and Safety Team. Please let us know how many first aid boxes you have and we can send them in the internal post or arrange collection.

### Online Fire Marshal Training

A fire marshal is a designated individual who assists with the evacuation of a building during a fire alarm, ensuring all occupants exit the building safely. The training provides staff members with an understanding of fire safety and associated University procedures that should be followed in the event of a fire alarm activation. The role is not onerous and all staff should consider taking on the role to ensure our buildings are safe.

With the introduction of hybrid working, fire marshal coverage across the University has become limited in some areas. This has led to a need to increase the number of trained fire marshals and to provide a training course that is more accessible. As a result of this, an online training course has been developed and implemented.

The online training comprises 3 elements (online course, assessment and face-to-face drop-in session). All 3 elements must be completed to gain a record of training and ensure your competence as a fire marshal.

To register for the training, please email [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk) with your name and a training link will be sent to you.

### New Digital Fire Alarm Alerts

In our drive to continually improve equality, diversity and inclusion, estates and campus services have launched a campus-wide fire alarm digital messaging service.

The Digital Messaging Service (DMS) is a fire alarm warning system which alerts people who are deaf or have hearing loss when the fire alarm sounds. The system uses text messages, whatsapp messages, phone calls and push notifications to relay the fire alarm signal to the mobile phone user.

The system will ensure that anyone who has difficulty in hearing the existing fire alarms or works in an area without a beacon can be notified by an alternative method. However, anybody can use the system as an alternative method of fire alarm alert.

Wondering how to sign-up for the Digital Messaging Service?

There are three methods for registering to the service:

1. Send a text message with the relevant building code to the DMS number 07480 486966\*.

\*Recommendation: Save 07480 486966 as 'fire alarm' in your contacts so you recognise the number in an emergency.

2. Download the free Fireco Insite app for both Android and IOS devices which gives you instant access to your user preferences, without having to use the hyperlink in your confirmation message.

3. Scan the QR code on the DMS signage which will be located in building entrances.

For further details, please see the [Fireco DMS Installation and User Guide](#).

### Battery Disposal

During a recent environmental audit, battery disposal safety was mentioned and the fact that batteries where both the terminals are on the same end (such as 9V) should be taped before putting into the battery disposal boxes. Lithium batteries must not be disposed of this way. Disposal of lithium batteries (mobile phones, tool batteries, cameras etc) should be done via the estates and campus services helpdesk.

Any questions should be directed to the estates and campus services helpdesk at [estates.helpdesk@port.ac.uk](mailto:estates.helpdesk@port.ac.uk).

### Stress Awareness Month

Stress Awareness Month has been held every April since 1992 to increase public awareness about both the causes of and cures for the modern stress epidemic.

If you are suffering from stress, don't suffer in silence, speak to your line manager to complete a stress risk assessment, help is available.

Further information and a host of useful information and support is available at the official website <https://www.stress.org.uk/>

### Ear Loop Respirator/Masks

New Health and Safety Executive (HSE) research has revealed that respirators/masks which rely on ear loops (including those provided with clips, 'snugglers' or other means of tightening the fit of the mask) to hold the respirator/mask in place, do not protect people adequately when used as tight fitting respiratory protective equipment (RPE).

As a result of this, the HSE no longer recommends using respirators/masks secured using ear loops as tight fitting RPE. To provide adequate protection for individual wearers, all tight-fitting RPE should be fit tested by a competent assessor as part of the selection process. The Corporate Health and Safety Team can provide Facefit testing if required.

Please note that this does not apply to surgical type masks which are not classed as RPE.

## dangerous substances

*chemical safety...*

### 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 where the chemical(s) are being stored along with an up-to-date COSHH assessment.

### COSHH Assessment

All chemicals should have Control of Substances Hazardous to Health (COSHH) assessments, either for use 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 should be used to ensure that there are suitable and sufficient control measures in place and that associated procedures are reflective of how the chemical is used and include the disposal and handling of produced waste.

### Good to Know

There have been slight amendments to the University COSHH assessment forms. The multiple chemical COSHH assessment form 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](#).

## ADVERSE EVENTS

*incidents, accidents, near misses...*

All incidents, however minor, should be reported. This can be done via the [online incident report form](#) on Service Desk within the Corporate Health and Safety Self-Service Portal on Hornbill. 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.

### Incident safety tips...

#### Incidents/Accidents

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

#### Near Miss

A near miss is something that occurs without causing harm but has 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.

Serious 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. This is so that we can aid and investigate at the time of the incident rather than after the event.

## TRAINING

*health and safety training...*

The corporate health and safety team has a variety of 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](mailto:hsservicedesk@port.ac.uk).

Should you, your school or service require bespoke health and safety training, or training which is not listed, please don't hesitate to get in touch with us and we will be happy to help and advise. We can also come to you and carry out training for larger groups. If this is something you might be interested in, please email us to arrange a 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 complete these and let us know where we can do better.

