



UNIVERSITY OF  
PORTSMOUTH

# HEALTH & SAFETY *newsletter....*

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## INTRODUCTION

*What we do, who we are...*

Health Safety and Compliance 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 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, we are on the **8<sup>th</sup> floor of Mercantile House**, or we can come to you or your Faculty upon request. We will do our best to help and advise you, promoting a positive health and safety 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 Wellbeing (HSW) Coordinators

Since the last newsletter the following coordinators have stepped down or left the University Ben Man (S&R) Dave Forrester, Paul Marshman, Martin Schaefer, Christina Scott and Niru Nahar (SAH). We hope you will join us in thanking them all 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.

Richard Mould: Faculty of Science and Health, Burnaby Building

Lucy Baker: Faculty of Science and Health, King Henry Building

Sarah Andrews: Faculty of Science and Health, Rosalind Franklin (West)

Aoife Noonan: Faculty of Science and Health, St Andrews Court

Lee McCanny and Annie Crouchman: Sport and Recreation, Ravelin Sports Centre

Ryan Harris: Faculty of Technology, Liongate and Portland Building.

## Corporate Health and Safety

- Brent Schwarz, Head of Health and Safety, and Matt Knight, Health and Safety Advisor have both left the University. We hope you will join us in thanking Brent and Matt for all their hard work and wish them all the very best for the future.
- The Corporate Health and Safety Team and Estates and Campus Services Health and Safety Compliance Team have undergone a restructure and have now been combined to create one Health Safety and Compliance Team. Charlotte Downs has been appointed as Health Safety and Compliance

Manager and Jonathan Latter has been appointed as Deputy Health Safety and Compliance Manager.

- The [risk assessment](#) guidance on the webpages has been updated. For now, it can be found on our old webpages whilst we work to get a new risk assessment page published. The main updates were correcting some of the information which had been superseded by amendments to the risk assessment template.
- The team have been working hard to update much of the documentation and process around overseas travel. An amended version of the student overseas travel risk assessment has now been published and communicated out to relevant teams. These updates reflect changes to the FCDO website and removal of Covid-19.

The team have also updated the staff overseas travel risk assessment on Service Manager (Hornbill) to reflect the FCDO changes. It also incorporates an option to include travel itinerary details if the booking has not been made through Reed and Mackay. These details will still need to be sent to the appropriate Faculty Mobility Team or Health Safety and Compliance for Professional Services.

- Work is continuing to update the University's first aid information. Please can we draw attention to an important update regarding calling for an ambulance. The guidance is now to call 999 directly if an ambulance is required. First aid assistance can still be requested via Security on ext. 3333.

The team have been updating our central records to get a clearer picture of what first aiders we have and where they are located following much of the change that has happened this year.

The next step is to get signage updated which will be starting very soon. You will notice a new first aid sign template that has general details for contacting Security for first aid assistance followed by QR codes to a central list of first aiders, fire marshals and mental health first aiders.

Whilst the mental health first aider list will remain blank initially whilst we continue to set up this training programme long term, we wanted to have the infrastructure ready to go once these updates start being made.

### Arrangements (Policies)

Consultation has taken place for Incident Reporting and Investigation, Manual Handling and First Aid including Mental Health First Aid. Comments have been collated and will be reviewed to determine what changes are required. Once this is complete they will be submitted to the University Health, Safety and Wellbeing Committee for approval.

If anyone would like to have been included in this consultation and wasn't or would like to be included in future periods of consultation, please let us know by emailing [hsservicedesk@port.ac.uk](mailto:hsservicedesk@port.ac.uk).

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

### Events Management

There have been several recent meetings essentially forming a forum for employees who organise events on campus such as student entertainment events, conferences, seminars, careers fayres and welcome events. These have been useful to discuss the common issues event organisers come across, such as the correct persons to contact to find support for their event. A corporate guidance document is being drafted to ensure some consolidated written assistance is available to

everyone and this will be issued as soon as possible. In the meantime, for all events queries, please call or email the Estates Helpdesk and/or the Health Safety and Compliance Team for general guidance on event plan submission and approval process.

### Health and Safety Compliance

Statutory maintenance of building services systems across campus remains at a consistently high level. Monitoring of this status continues with compliance reporting and analysis being completed every month. Fire safety management is also consistently high with no high risk issues raising concerns at present.

Hampshire Fire and Rescue Service conducted two building fire safety audits between May and July 2024 and have been satisfied with the level of fire safety management in each building.

The fire door repair project is continuing and this is ensuring the 9 highest risk buildings (halls of residence, science and heavy engineering buildings) will be fully repaired by mid-November. Further repairs are required to the lower risk academic buildings which are being planned in subsequent phases of the fire door project.

## ADVERSE EVENTS

*incidents, accidents, near misses...*

All incidents, however minor, should be reported as soon as possible. Preferably, within 24 hours of the incident occurring. This can be done via the [online incident report form](#) on Service Desk within the 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.