



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 **8th 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 if you have any queries or would like any further information.

UPDATES

what's new...

Health and Safety Coordinators

Since the last newsletter the following coordinators have stepped down or left the University: Laura Taylor (SAH), Martine Eneas (BAL) and Mark Dawes (TECH). 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.

Will White: Faculty of Science and Health, St Michael's Building

Michelle Kane: Faculty of Business and Law, Richmond Building

Will Gammon: Degree Apprenticeships, Rosalind Franklin (East)

Marcia Quelch: Academic Services, Floor 5, Mercantile House

Health Safety and Compliance

- Laura Cowper joined the team as Health Safety and Compliance Advisor in January 2025. Laura returns to the University having worked with the team previously on a fixed term contract. Laura will be business partner to the Faculty of Creative and Cultural Industries.
- First aid signs across campus have now been updated with the new template. This includes QR codes to access all relevant lists. The signage also includes information on contacting Security for first aid assistance in the first instance. This is the quickest method to request help especially for those who may not be familiar with who their local first aiders are and whether they are on site. Please

let the team know if any old signs remain in your areas so we can get them updated.

- We have a new webpage covering [Student Travel](#) and the associated risk assessment process. Now all documents are available in one location.

Specialist Advisors

As some of you may know, our central Health Safety and Compliance team is supplemented with other specialist advisors. They cover biological, laser, radiation and unmanned aerial systems (UAS) safety. Those appointed in these roles are as follows:

Biological Safety Officer:

Christina Scott

Biological Safety Supervisors:

Kerry Green and Charlotte Nalder-Ayling

Laser Safety Officer:

James Coyne

Laser Safety Supervisors:

Glenn Chapman, Burnaby Building, School of Environmental and Life Sciences

Lucy Cowton, St Michaels Building, School of Medicine, Pharmacy and Biomedical Sciences

Dan McGuigan, Victoria House, School of Criminology and Criminal Justice

Chris Warden, Burnaby Building, School of Mathematics and Physics

Radiation Protection Officer:

Graham Malyon

Radiation Protection Supervisors:

Heather Massey

Darren Gowers

Andrew Slack

Tom Campbell-Adams

Arrangements (Policies)

The Moving and Handling Arrangement and Guidance were approved at the Health Safety and Wellbeing Committee in December 2024. The new documents have now been published on a brand new [manual handling webpage](#).

Consultation has taken place for Incident Reporting and Investigation, Lasers, Vibration and UAS. It is hoped these will be submitted to the University Health, Safety and Wellbeing Committee for approval in March 2025.

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.

Fireco DMS (Alternative Fire Alarm Notification)

Digital Message Service (DMS) is a mobile phone based fire safety system used to alert people who are deaf, or hard of hearing, that the fire alarm has been activated. This system can be used by any person on campus including staff, students and visitors. It is not restricted to hard of hearing persons.

DMS allows you to receive fire alarm alert messages directly to your mobile phone or other internet enabled devices. It can only notify you by text message, whatsapp, voice call and email. You can select any combination of these formats.

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.

There are three methods of registering to the service:

1. Send a text message with the [relevant building code](#) to the DMS number 07480 486966.
2. Download a free 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.

More information can be found in the [Fireco DMS installation and user guide](#).

Health Safety and Compliance Update

The asbestos register has been fully updated and shared with relevant staff and contractors. The annual asbestos re-inspections for 2024-25 have been completed with no concerns raised.

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.