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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 regarding 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, Safety and Compliance

- Antony Hurlle has been successfully appointed as Fire Safety Manager on a fixed-term contract.
- Jon Latter will be leaving the University at the end of December. We would like to thank him for his hard work and dedication over the past 12 years. Jon has been a valued member of the team and will be greatly missed. We wish him every success in his new role and for the future.
- James Coyne has stepped down from the role of Laser Safety Officer. We sincerely thank James for his dedication and the positive impact he has had during his time in the role.
- We are deeply saddened to share the news of the passing of our Uncrewed Aerial Systems Officer, Toby Meredith. Toby will be profoundly missed by his colleagues in the Health, Safety and Compliance team and by many across the University community.

Health and Safety Co-ordinators

The following Health and Safety Co-ordinator has been appointed since the last newsletter. We welcome them to the team and look forward to working with them.

- Jamie Mitchell: Student Support Services, University House

Since the last newsletter, the following Co-ordinators have stepped down:

- Catherine Teeling: Faculty of Creative and Cultural Industries, Eldon Building.
- Lucy Dobson, Faculty of Science and Health, St Andrews Court.
- Rob Hobbs, Recruitment, Marketing and Communications, Mercantile House.
- Annie Couchman, Sport and Recreation, Ravelin Sports Centre.

We hope you will join us in thanking them all for their hard work and dedication throughout their time as Co-ordinators.

Updates

Health, Safety and Compliance Webpages

The Health, Safety and Compliance webpages have been transferred back onto [Staff Essentials](#). All content has been restored and can be easily accessed from the Staff Essentials landing page. The [A-Z index](#) provides a quick and convenient way to find information and guidance.

Health and Safety Law Posters

We are changing the way we share health and safety information from the Health and Safety Executive (HSE). The [HSE leaflet](#) is now available on our webpage, and over the coming weeks, we will begin removing the physical posters currently displayed at building entrances.

DSE and Fire Safety Training

Health, Safety and Compliance are working to boost training completion across the University. Please check that you and your team have completed your core health and safety modules - DSE and Fire Safety - in [Docebo](#).

Ambulance calling – reminder

If someone requires an ambulance, please call 999 directly. If you're unable to make the call yourself, ask a colleague or helper to call on your behalf.

Remember — the call should be made close to the patient so that the ambulance service can receive accurate and timely updates.

You can still request first aid assistance by contacting Security on ext. 3333.

Safety Advice

Use of portable heaters

With the colder months approaching, we encourage all staff to ensure any portable heaters in use are operated safely.

Please follow the safety guidance below:

- Personal portable heaters are **not permitted** and should never be brought into work. Approved appliances may be made available by Estates and Campus Services
- Heaters **must not** be run off extension leads.
- **Do not** cover heaters with combustible items.
- **Avoid** placing heaters under desks or in confined spaces.
- **Inspect** heaters before use - do not use damaged electrical equipment and always carry out a visual check before switching on.

Christmas decorations

As we approach the festive season and get into the festive spirit, please keep safety in mind when putting up Christmas decorations around campus.

- No open candles or open flames.
- Check lights are in good condition with no damage.
- Lights should be portable appliance tested, where possible.

- Don't overload electrical sockets.
- Keep exits clear and avoid trip hazards.
- Ensure all lights are switched off at the end of the day.

Arrangements and Guidance documents

Event Management

We have published new [Event Management Plan Guidance and Template](#) documents to support staff when organising events. Please make sure to review these before planning your next event.

Weapons Guidance

We have published amended ['Use of Weapons and Firearms'](#) guidance. Weapons are not permitted on site. However, there are specific circumstances where an exemption may be granted. This guidance outlines the procedures to be followed when weapons are used for filming, theatre productions, sporting activities, simulations, or research purposes.

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 an essential part of keeping staff and students safe and 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.

TRAINING

health and safety training...

Health, Safety and Compliance offer a variety of training sessions throughout the academic year. Our full training calendar can be found [here](#). To book a space on a training course please email 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 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.