



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 hsservicesdesk@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 coordinator has stepped down:

- Charlotte Nalder-Ayling: Faculty of Science and Health, St Michael's Building

We hope you will join us in thanking Charlotte for her hard work and dedication throughout her time as a coordinator.

The following Health and Safety Coordinators have been appointed since the last newsletter. We welcome them to the team and look forward to working with them.

- Harry Mayes: Faculty of Science and Health, IMS
- Stewart Gallacher: Faculty of Science and Health, St Michael's Building
- Lucy Dobson: Faculty of Science and Health, St Andrew's Court
- Martin Dennison: Human Resources, Mercantile House Floor 6

Health, Safety and Compliance

- Charlotte Downs, Health, Safety and Compliance Manager, is now on Maternity Leave until July 2026. After a successful recruitment process, Laura Sayers has been appointed as Interim Health, Safety and Compliance Manager. Recruitment is currently ongoing for an Interim Fire Safety Manager.
- New Automated External Defibrillators (AEDs) have been purchased to replace older models that are no longer supported.

New Health, Safety and Compliance Webpages

Health, Safety and Compliance webpages are being reviewed and transferred from [staff essentials](#) onto [MyPort webpages](#) making the information more accessible to all staff and students.

July 2025

First Aider Taxi Account

University first aiders are now able to request a taxi via Security. If requesting a taxi, it should not be an emergency so please use 02392 843418 or ext. 3418. If it is an emergency, first aiders should call 999 directly.

This account has been set up so that it will only take people to a medical establishment such as accident and emergency (A&E), a walk-in centre or GP surgery. **It cannot be utilised for taking people home following a first aid incident.**

It can be used at any time including out of hours.

Please could I provide a polite reminder that any first aid incident should be recorded on a [HS1 form](#). Part of our review process is to ensure that we receive HS1 forms when the taxi account has been used.

Please note that there are certain scenarios where it is not appropriate to use a taxi:

- If the injured person has body fluids on them or is at risk of becoming contaminated during the trip such as with blood, urine or faeces.
- If the injured person is under the influence of drugs or alcohol and poses a risk to the taxi driver.
- If the injured person has mental health issues that could endanger the taxi driver.
- If the injured person is vulnerable and there are concerns about their safety.
- If the injured person is under 18 and not accompanied by a parent or guardian.
- If the injured person refuses to take a taxi.

Drone Battery Charging

Please ensure that you are logging your drone battery charging activities. Battery maintenance (either charging to full or to storage level) is essential to keep your batteries in full working order. The batteries will naturally discharge

over time, and if they completely discharge they become unusable.

Battery charging/logging is part of the UoP drone policy, additionally it is a requirement by the CAA. This will also ensure that your batteries remain in full working order for the maximum amount of time.

Finally, drone LiPo batteries pose a fire risk so please complete a battery storage/charging RA. A template is available from Health, Safety and Compliance with standard actions to minimise the fire risk.

The UAS Safety team are available if you have any questions on this; please email drone@port.ac.uk.

Arrangements (Policies)

The following arrangements were approved at the last University Health Safety and Wellbeing Committee:

- Incident Reporting and Investigation
- Laser Safety
- Vibration
- Unmanned Aerial Systems (UAS) for staff and students.

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.

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.

Lithium Battery Guidance

Lithium batteries are an emerging risk across campus therefore Health, Safety and Compliance have published guidance on the safe use and storage of lithium batteries. The guidance can be found on our new [Health, Safety and Compliance webpages](#).

Health and Safety Compliance

Statutory maintenance of building services systems across campus remains at a 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.

The fire door repair project has been completed covering the 9 highest risk buildings (halls of residence, science and heavy engineering buildings across campus. Further repairs are required to the lower-risk academic buildings, which are being planned in subsequent phases of the fire door project.

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.

The Core Display Screen Equipment and Fire Safety Training courses can now only be accessed via [Docebo](#), the new University Learning Management platform. These are mandatory courses that staff need to complete every three years. The link can also be found on the Staff Essential Quick Links. Please select the single sign-on option when Docebo opens in a new tab. The Learning Plan section has all of the Core Training with renewal dates.

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.

A polite reminder from us that 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.