

CONTENTS

Introduction1
Updates2
Adverse Events3
Training4

INTRODUCTION

What we do, who we are...

At the heart of our university community is a shared commitment to health, safety and wellbeing. The Health, Safety and Compliance team is here to provide practical help, expert advice and ongoing support to ensure health and safety is effectively managed across all departments and activities from teaching and research.

We support and assist in ensuring everyone in the University understands and fulfils its legal and moral responsibilities, assuring the health, safety and welfare of staff, students, contractors and members of the public remain a top priority.

We have moved!

We have an open-door policy and encourage staff and students to get in touch with any concerns or issues. You're welcome to visit us at our new location in **Milldam building, ground floor (LC 0.02)**.

We are also happy to visit your Faculty upon request. Our aim is always to provide supportive, practical advice while promoting a positive and proactive health and safety culture across the University.

If you'd like to speak with a member of the team, you can reach us on ext. 3075 or email hsservicedesk@port.ac.uk. We're always happy to help.

Health, Safety and Compliance

We have a few important updates to share from the Health, Safety and Compliance team since our last newsletter.

- Jonathan Latter left the University in December 2025. We would like to thank Jonathan for his contribution and commitment during his time with the team and wish him every success for the future.
- Amanda Ward has been successfully appointed as Deputy Health, Safety and Compliance Manager. Amanda has been a valued member of the Health, Safety and Compliance team for several years and brings a wealth of experience and insight to her new role. We look forward to her continued positive impact and leadership within the team.
- We are also delighted to confirm that Charlotte Ayling has been appointed as Health, Safety and Compliance Advisor. Charlotte will be joining the team on 18 March 2026 and will be working closely with colleagues across the University to provide support and guidance on health and safety matters.
- Glenn Chapman has been successfully appointed as Laser Safety Officer for the University. Glenn will be working closely with Health, Safety and Compliance and the Faculties to keep our work with lasers safe.

Health and Safety Co-ordinators

We are pleased to share several updates to our network of Health and Safety Co-ordinators since the last newsletter.

New Appointments

- **Mel Maloney** – Professional Services, Mercantile House
- **Vincent Woodcock** – Faculty of Creative and Cultural Industries, Eldon Building
- **John Pegg** – Faculty of Creative and Cultural Industries, Eldon Building

Stepping Down from Role

- **Matt Bellingham** - Faculty of Creative and Cultural Industries, Eldon Building.
- **Stewart Gallacher** - Faculty of Science and Health, St Michael's Building

We would like to extend our sincere thanks to Matt and Stewart for their hard work, dedication and valuable contributions during their time as Health and Safety Co-ordinators. Their efforts have played an important role in supporting colleagues and promoting safe working practices across the University.

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.

As with any website transition, there may occasionally be links that do not work as expected. If you come across a broken link within arrangements, guidance documents or elsewhere — or if a page redirects you to the wrong location — please let us know at hsservicesdesk@port.ac.uk. Your feedback will help us ensure any issues are identified and resolved promptly.

First Aiders and Fire Marshals – keeping our records up to date

First Aiders and Fire Marshals play a vital role in helping to keep our university community safe. To ensure colleagues, students and visitors can quickly access the right support when it's needed, it's essential that our contact information remains accurate and up to date.

If you currently hold one of these roles and are moving to a different location, changing departments, or preparing to leave the University, please let us know as soon as possible. This allows us to update the contact details linked to the QR codes displayed on signage across campus.

DSE and Fire Safety Training – Have you completed it?

Health, Safety and Compliance are currently working to increase completion rates for Display Screen Equipment (DSE) and Fire Safety training modules.

These core health and safety courses are mandatory for staff and play a crucial role in ensuring we maintain a safe and compliant working environment.

We encourage all colleagues to log into [Docebo](#) and check that both DSE and Fire Safety training have been completed and are up to date.

DSE and Fire Safety Training – line manager guidance

Line managers are required to actively monitor the completion status of their staff. This can be done directly within Docebo:

- Navigate to the homepage
- Select the three-line menu icon in the top left corner
- Access your team's training records to review completion status

Thank you for your support in prioritising this important training.

Chemical Waste Collection

Over the past few months, we've experienced some challenges with our chemical waste collection. We want to sincerely thank all staff for their patience and diligence in safely storing chemical waste while these issues were addressed. Your commitment has been vital in maintaining a safe working environment across the University.

Following the recent chemical waste collection earlier this year, an additional collection is now also being finalised. This should clear any remaining backlog and help return us to our normal collection schedule.

Looking ahead, the Sustainability & Utilities Management team has identified a procurement framework to improve the process. Working with procurement, they will implement new contracts and procedures to ensure a faster turnaround from departments submitting chemical waste lists to the collection being arranged.

Please note that this update will not affect the existing contract for emergency spills, which will continue to be managed by SUEZ.

Arrangements and Guidance documents

We are pleased to announce that the following arrangements and guidance documents have been approved and are now published on our Health, Safety and Compliance webpages.

Animals on Campus

The [Animals on Campus Arrangement](#) and [Animals on Campus Guidance](#) provide clear procedures to ensure the safe and responsible presence of animals that are permitted on university premises.

These documents outline how to identify the need for support and implement reasonable adjustments for individuals with disabilities.

Mental Health First Aid

The [Mental Health First Aid Arrangement](#) has been published to promote mental well-being and provide a safe, non-judgmental process for identifying, supporting, and signposting staff and students to the right resources.

As part of this arrangement, staff who have completed the full **2-day MHFA course** offered by the University are listed and accessible via the **QR codes on First Aid posters** around campus. We have already contacted all currently trained staff. Thank you to everyone who has responded so far. If you missed the email requesting your contact details and location, please get in touch with hsservicedesk@port.ac.uk so we can ensure the list remains accurate and up to date.

In addition, we are establishing a **MHFAider Network** on Microsoft Teams. This forum will allow all MHFA-trained staff to connect, support one another, and share updated resources to help them in their role.

By working together, we can strengthen mental health support across the University and ensure that staff and students have access to the help they need, when they need it.

ADVERSE EVENTS

incidents, accidents, near misses...

At the University, keeping staff, students, and visitors safe is a shared responsibility. One of the most important ways you can help is by reporting **all incidents**, no matter how minor, as soon as possible, ideally within 24 hours of the event. Timely reporting allows the Health, Safety and Compliance team to take **corrective and preventative actions** promptly, helping to prevent similar incidents in the future.

Reporting can be done quickly and easily via the [online incident report form](#) within the Self-Service Portal on Hornbill. Every report is valuable. Not only does it help us **monitor health and safety performance** across the University, but it is also a **legal requirement**. By informing us of accidents, incidents, or near misses however small you are playing a vital role in making the campus a safer place for everyone.

Remember: we can only improve safety if we know what has happened. Your vigilance makes a difference.

TRAINING

health and safety training...

Health, Safety and Compliance offer a wide range of training sessions throughout the academic year to support staff and students in maintaining a safe and compliant environment. Our full **training calendar** can be viewed [here](#). Training sessions are also highlighted weekly in the **All-Staff News emails**. To book a place on a course please email your request to hsservicedesk@port.ac.uk.

We are also in the process of introducing a new feature that will allow staff to **book directly onto courses through Docebo**. Full details and instructions will be shared once this functionality is live, making the booking process even quicker and easier.