



Medical
Research
Council



STARTING WORK AT THE MRC WEATHERALL INSTITUTE OF MOLECULAR MEDICINE (WIMM)

FULL NAME

NAME OF WIMM GROUP

(Where working as STAFF MEMBER/COLLABORATOR)

NAME OF LINE MANAGER/SUPERVISOR.....

(Person to whom you are responsible or working with)

START DATE LEAVING DATE

WELCOME TO THE MRC WIMM

WIMM 'House Rules':

- **No smoking** within the WIMM or anywhere in the John Radcliffe hospital grounds;
- **No eating or drinking** in the laboratories or in the offices leading off the these;
- Laboratory coats should be worn in the laboratories but **not** in the coffee lounge, seminar and meeting rooms or reception/admin areas. Disposable gloves **must** be removed before leaving a laboratory area.

Entry/Exit WIMM Building

The swipe card (NHS) issued to you is only to be used by you. **Do not allow people to enter the building with you.** The doors on which your cards can be used will be explained to you by the receptionist and/or your supervisor. All transactions of your swipe card usage will be stored and may be accessed by WIMM security. CCTV operates within the building and is recorded and monitored by WIMM and NHS security staff. **Please note that during the current Covid-19 pandemic you will need to follow and adhere to the additional instructions for social distancing, entering and exiting the Institute, which will be provided during induction.**

Fire and Other Emergencies

You will be issued with a WIMM Safety Manual - Information for all staff and visitors; please read it thoroughly and note the WIMM FIRE POLICY on pages 3-5. The most important general points to note are:

- **CONTINUOUS FIRE ALARM** – make safe any experiment; turn off any power source and evacuate the building and assemble on the grassed area adjacent to the car park opposite Reception.

- **INTERMITTENT FIRE ALARM** – as this indicates another major incident (eg a bomb scare) you should evacuate the building and assemble on the playing field opposite Maternity.

Accidents and Incidents

All health and safety or environmental accidents and incidents (eg spillages, fire, damage to equipment etc.) **must** be reported to the person named as your supervisor, and details entered online using the [Incident Reporting and Investigation System \(IRIS\)](#). Further guidance and details on how to report can be found at <https://safety.admin.ox.ac.uk/report-an-incident>.

Further Information

Further information about the WIMM, research and research groups can be found on our website at www.imm.ox.ac.uk.

New Starter:

I confirm that I have read and consent to the above and have received, and will read, the WIMM Safety Manual for all Staff and Visitors and the *Safety Manual for Laboratory Staff (*if applicable).

Signed Date.....

Group Head/Line Manager:

I confirm that is under my supervision/responsibility and I will ensure that they are made aware of the WIMM rules and regulations.

Signed Date.....
