



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 to whilst in the WIMM)

START DATE END DATE

WELCOME TO THE MRC WIMM

WIMM 'House Rules':

- **No smoking, vaping, or e-cigarette use** within the WIMM or anywhere in the Oxford University Hospitals Trust, John Radcliffe hospital grounds;
- **No eating or drinking** in the laboratories or 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 access swipe card (NHS) issued to you must only be used by you. **Do not allow people to enter the building with you by tailgating. Do not provide your access card to anyone else.** The doors on which your access card can be used will be explained to you by the receptionist and/or your line manager/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.

Fire and Other Emergencies

You will be issued with the **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 and evacuate the building without stopping to pick up your possessions, and assemble on the grassed area adjacent to the car park opposite Reception. **Please note that the fire alarms are tested every Wednesday at 8.30am.** **INTERMITTENT FIRE ALARM** – as this indicates another major incident (e.g. a bomb scare) you should evacuate the building and assemble on the playing field opposite the Women's Centre, Maternity entrance.



Medical
Research
Council



Accidents and Incidents

All health and safety or environmental accidents and incidents (e.g. spillages, fire, damage to equipment etc.) **must** be reported to the person named as your line manager/supervisor, Malcolm Shepherd/Manoj Sondhi, and the Health and Safety team for any spillages or accidents. Further guidance and details on how to report can be found at [Incident reporting and investigation](#).

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 or 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
