

Personal Induction to the WIMM

1. Explain the structure of the WIMM: 2 MRC units, Oncology, smaller groups from University Departments, who is head of the individual Units/Groups.
2. If possible introduce to Malcolm Shepherd (Buildings Manager), and Manoj Sondhi (Malcolm's assistant), Bryan King and Damien McKeown (Autoclave staff).
3. Introduce to the appropriate PAs. Introduce to Linda Barlow and Hazel Willoughby the Receptionists.
4. Introduce to Simon Ellis and other members of the WIMM IT team. Explain that if you want to bring a computer into the WIMM and use it on the network that the computer must be checked by a member of the IT staff first.
5. Introduce to the WIMM Safety Team. Point out the Health and Safety noticeboard.
6. Explain how the general office works for the group - stationary, ordering, photocopying etc.
7. Walk round department explaining where all the core facilities are, pointing out the darkrooms, ice machine etc. Spill kits are located next to the ice machines.
8. Explain the difference between fume hoods and class II microbiological safety cabinets.
9. Walk round the ground floor explaining the lay-out of meeting rooms and that these are booked on AGENDO.
10. Point out water fountains, toilets and showers whilst walking round the building.
11. **Fire.** Point out exits and where the assembly points are. Explain that on hearing a continuous tone on the fire alarm that they should evacuate the building by their normal access route unless blocked. Point out where the Link to Academic Street. Both the Link door and the Goods entrance are not approved fire exits. Explain about the red fire and green exit break glass boxes. Explain that a discontinuous tone no longer means prepare to evacuate but that it means evacuate to the playing field as it could be a major emergency e.g. a bomb scare. Within the NHS buildings an intermittent alarm indicates prepare to evacuate. Explain where the fire extinguishers are and that there are different kinds and what they should be used for. Point out detectors and the sounders. Explain that if workmen are about the detectors may have a plastic cover to prevent them from being set off accidentally. Explain about leaving the laboratory safely and closing the door behind you. Do not wedge fire doors open. Do not use fire extinguishers as door-stops. Explain that if they are looking after a visitor they need to explain where the fire exits are. Instructions for calling the fire brigade are at all call points. The detection system is such that the alarm will have sounded before you get to do this. Point out that the central system at reception will tell the fire brigade where the fire is located. Point out that they should not use the lifts in the event of a fire.
12. **First Aid.** Explain that there are separate boxes of plasters, eye wash bottles and first aid boxes at all laboratory hand-wash stations where there is also a list of first aiders. There is a first aid kit for burns in the Autoclave facility. Introduce them to at least one of the first aiders in their area. Explain the accident reporting system and that near misses are just as important as accidents. Point out that chipped glassware should be discarded. Emergency notices are located by each laboratory hand-wash station. If the eye wash bottles or first aid supplies are used an accident report should be completed and Malcolm Shepherd/Manoj Sondhi informed.
13. Explain about lone working and that their supervisor needs to know if they are working in the lab after 7pm. If coming in alone out of hours let someone know that they are coming in, how long they will be and when they get home safely. Note that regular working between 11pm and 6am is classed as night working and requires a special risk assessment.
14. **Waste disposal** Go through the different disposal routes.
15. **Personal protective equipment (PPE)** Lab coats and footwear. Explain that lab coats must be worn when doing wet science and wearing gloves. Sensible footwear must be worn and protect the toes. Eye protection is mandatory if working in Containment Laboratories. Members of staff who would normally wear prescription spectacles will be provided with prescription safety specs by their host department. Visitors who would normally wear prescription spectacles must wear safety over specs unless they have their own prescription safety specs.
16. **Gloves** Explain about when and where not to wear gloves, the one glove rule and the different types of gloves latex vs nitrile for different purposes.

17. **Spills** Explain how to deal with biological and chemical spills. Point out the chemical spill kit in the room with the ice machines. Explain that if certain chemicals or biologicals are spilt it may be necessary to evacuate the area or the building and call the fire brigade.
18. **Solvents** Explain that each lab either has or access to a cupboard/box for flammable solvents and that these must be kept closed. Point out the importance of flammables being stored correctly. Explain that no more than 500ml ether should be purchased at any one time. Point out that they should only order what they need in the way of solvents and chemicals because of the disposal costs involved.
19. **Equipment** Explain that they will need training on how to use certain pieces of equipment. If they find a piece of equipment broken they need to notify their laboratory manager or Malcolm Shepherd. Explain that it is illegal to tamper with safety features on items of equipment such as electrophoresis gel tanks. Explain that some equipment is booked on AGENDO.
20. Take them down Academic Street pointing out Lecture theatres 1 and 2 and Tingewick Hall. Point out the staircase to NDCLS. Show them the postgraduate centre and the hospital canteen. Explain that there are three sets of lifts, north, central and south. There are staircases at the side of each lift. Take them down to level 2 and show them the shops, the cash machine, the car parking and security office, the letter box, bus timetables, League of Friends, general notice boards. No personal post can be sent using the hospital system.
21. Outside the main entrance point out the bus stops.
22. The WIMM and the whole of the hospital site are no smoking areas. Eating, drinking, application of cosmetics, use of inhalers and mouth pipetting are all prohibited in laboratory areas.
23. **Visitors** Explain that no children under the age of 16 are allowed on the laboratory floors. Visitors need to sign in at reception and are the responsibility of their host. Children are allowed in the coffee lounge area.
24. **Security** Do not let people you do not know in or out of the building. If you see something suspicious call reception or if out of hours hospital security. Call 4444 on an internal phone. Don't tackle a stranger on your own.
25. **Touch in and touch out all the time.** All personnel are to use their card to enter and exit. There must be no tailgating, and no holding of doors to allow others to exit. Please make certain that the door closes behind you.
26. **Handling blood and pathogens** They will need training if they are going to handle pathogens and/or human blood. They will also need to be registered with Occupational Health.
27. Remind them that the Health and Safety training given by the WIMM Safety Officer is compulsory.
28. Explain about the red safety folder in each laboratory.
29. Explain that the lab and offices are colour coded. The labs have red vinyl chairs and red bins. Offices in laboratory areas have blue fabric chairs and grey bins. Office areas are carpeted, laboratories are not. Explain about using kik-stools and ladders and not swivel chairs when needing to access high shelves.
30. Explain about DSE assessments and the online DSE self-assessment system.
31. Explain that Group Heads are responsible for applications to the GM committee to work with recombinant organisms and that work cannot commence until the project has been approved.
32. Explain that the Group Heads are responsible for submitting or overseeing the submission of applications to the relevant Research Ethics Committees (see www.hra.nhs.uk/about-the-hra/) The WIMM holds a licence from the Human Tissue Authority (HTA) (see <http://www.hta.gov.uk/>).
33. Explain the system for laundering of lab coats, spare lab coats.
34. Indicate the direction of Headington where there are shops, bus and coach stops.
35. Remind them to switch off lights and close laboratory doors when they leave at the end of the day.
36. If you wish to use the access-controlled cycle storage please email Malcolm Shepherd once your access card has been enabled by Reception. You will need to use your departmental email address.
37. To gain access to most access-controlled areas in the WIMM training is required, see WIMM E0036.
38. Lockers are provided to store personal possessions. Personal possessions should not be stored in laboratory areas. If using an umbrella please leave in the white plastic bins on the different landings and not on the landings. Remember to collect them and take them home.
39. **Contractors.** Any visits by contractors should be arranged via the laboratory manager and must be logged in the calendar for contractors.



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Covid specific appendix

- No one is to travel to the site if they are experiencing symptoms consistent with COVID-19. You can check if you have symptoms using the NHS 111 Coronavirus Service.
- You should stay off site for the first five days following a positive Covid-19 test (counted from the day after you took the test) and, after that, should not return to site until any fever/high temperature has subsided.
- Wearing of face masks is encouraged in the building especially when moving about and regular use of hand sanitizer is also encouraged.



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STANDARD OPERATING PROCEDURES	Applicable/non-applicable (please tick)
Lab coats ordered	
Fire drill explained, fire extinguishers and break glasses pointed out	
Safety equipment – safety specs, masks, gloves & visors	
Disposal of solid waste – phenol/organic solvents/media	
Disposal of waste for autoclaving	
Disposal of sharps/pipettes/broken glass/syringes etc.	
Training needs identified e.g. radiation, handling blood, training linked to access controlled areas	
Occupational health needs identified e.g. inoculation, animal work	
Human Tissue Act, location of white HTA WIMM Tissue Reference Handbook	
Lone working	
Clean and dirty glassware	
Arrange for DSE assessment to be carried out if appropriate/Online DSE training and self-assessment	
Building security	
Visitors/underage children	
WIMM and University policies around safe working with human blood/tissue (consent/storage/handling/disposal)	
Location of first aid kits/eye wash bottles/Emergency notices	
Location of red WIMM Safety Folders, risk assessments etc	
Awareness of Occupational Health guidance on needlestick injuries	
Phlebotomy room	

Trainee name (please print) Signature..... Date.....

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