

Personal Induction to the WIMM for office-based staff

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).
3. Introduce to 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. Walk round the ground floor explaining the lay out of meeting rooms and that these are booked on AGENDO.
7. Point out water fountains, toilets and showers whilst walking round the building.
8. **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. Explain where the fire extinguishers are and that there are different kinds and what they should be used for Explain about closing the door behind you. Do not wedge fire doors open. Explain that if they are looking after a visitor they need to explain where the fire exits are Point out that they should not use the lifts in the event of a fire.
9. **First Aid.** Explain that there are boxes of plasters, eye wash bottle and first aid boxes in the toilet block behind reception where there is also a list of first aiders. There is a first aid kit for burns in the Autoclave facility. Emergency notices are located by the hand-wash station in these rooms. If the eye wash bottles or first aid supplies are used an accident report should be completed and Malcolm Shepherd/Manoj Sondhi informed.
10. Explain about lone working and that their supervisor needs to know if they are working 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.
11. **Waste disposal** Explain about domestic waste streams and recycling. Empty drinks cans can only be recycled using the bin adjacent to the snack dispenser in the tea room. The remaining recycling boxes are for paper. Toner cartridges should in preference be returned to the supplier but can be placed in toner recycling boxes located around the WIMM.
12. **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.
13. **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.
14. **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.
15. Remind them that the Health and Safety training given by the WIMM Safety Officer is compulsory.
16. Explain about DSE assessments and the online DSE self assessment system.
17. Remind them to switch off lights and close office doors when they leave at the end of the day.
18. If you wish to use the access controlled cycle storage please email Malcolm Shepherd once your access card has been enabled by Reception.

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.



Medical
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STANDARD OPERATING PROCEDURES	Applicable/non-applicable (please tick)
Fire drill explained	
Fire extinguishers/fire alarms pointed out	
Lone working	
Arrange for DSE assessment to be carried out if appropriate/Online DSE training and self-assessment	
Building security	
Visitors/underage children	
Location of first aid kits/eye wash bottles/Emergency notices	

Trainee name (please print)

Signature

Date

Trainer name (please print)

Signature

Date

Please return a signed copy of this form to newstarter@imm.ox.ac.uk when complete