

Personal Induction to the WIMM

1. Explain the structure of the WIMM: 2 MRC units, Oncology and smaller groups.
2. Explain that Malcolm Shepherd is the Buildings Manager and Manoj Sondhi his assistant.
3. Introduce to the Receptionists and appropriate PAs
4. Show where the WIMM IT team sits (introductions optional) and 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. Point out the Health and Safety noticeboard and show where the H&S sit.
6. Walk round the ground floor explaining the lay-out of meeting rooms and that these are booked on the Agendo system.
7. Point out water fountains, toilets and showers whilst walking round the building.
8. **Fire.** Point out fire exits and where the assembly point is. 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 but explain it is not an official exit. Explain about leaving the laboratory safely and closing the door behind you. Explain that if they are looking after a visitor they are responsible for showing where the fire exits are.
9. **First Aid.** Explain that there are eye wash bottles, first aid boxes and boxes of plasters at all laboratory hand-wash stations where there is also an emergency notice, including a list of first aiders. There is a first aid kit for burns in the Autoclave facility. Explain the accident reporting system and that near misses are just as important as accidents. Point out that chipped glassware should be discarded. If the eye wash bottles or first aid supplies are used an accident report should be completed and Malcolm Shepherd/Manoj Sondhi informed.
10. **Lone/Night Working.** Explain that if you are in the WIMM after 7pm or weekends (any time) this constitutes lone working. Night work is between the hours of 11pm and 6am. If any of these is a regular occurrence, the supervisor must approve and a risk assessment filled out. A buddy system is recommended- 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 only 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. **Badge in and out.** All personnel MUST 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. Explain about DSE assessments and the online DSE self-assessment system. Explain that they are entitled to an eye test and can get a contribution towards new glasses if they are DSE users.
16. Remind them to switch off lights and close office doors when they leave at the end of the day.
17. If they wish to use the access-controlled cycle storage please email Malcolm Shepherd once the access card has been enabled by Reception.
18. **Access Control-** Access to specific areas is added by the Building's Management team by request from the person specified in SOP- WIMM E036 Training and access control.



Medical Research Council



WIMM E076_06 Personal Induction to the WIMM for office/non-laboratory staff

STANDARD OPERATING PROCEDURES	
Fire drill explained, fire extinguishers and break glasses 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	

People authorised to give personal Inductions:

- MHU-** Chris Groves/Holly Tolkien
- TIDU-** Alastair Waugh/Kate Megson
- Oncology-** Caroline Fitchett/Andrew Mortimer
- NDCN-** Judith Cossins
- WRH-** Mara Artibani/Nigel Roberts
- Core Facilities-** Facility Manager
- CCB-** David Simms
- Admin Team-** Yasmine Saito/Shawn Harman

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.