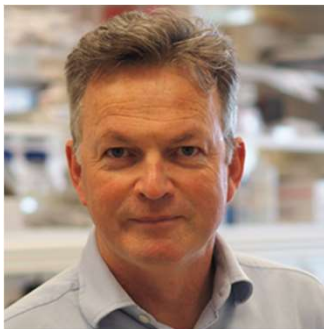


New Starters Induction

Part 1 Welcome Session (NDCN)



Welcome from the Head of Department



Professor Kevin Talbot

Head of Department
and Professor of
Motor Neuron Biology

“Welcome to the Nuffield Department of Clinical Neurosciences, the largest clinical neurosciences department in Europe.

I look forward to meeting you all over the coming weeks and wish you all the best for your time in the department.”

NDCN induction process



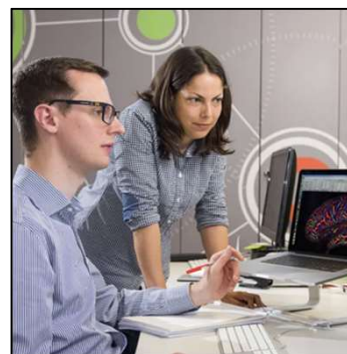
Online induction



www.ndcn.ox.ac.uk/about/induction/welcome



Health and safety
briefing with
Facilities Team



Group or team
induction



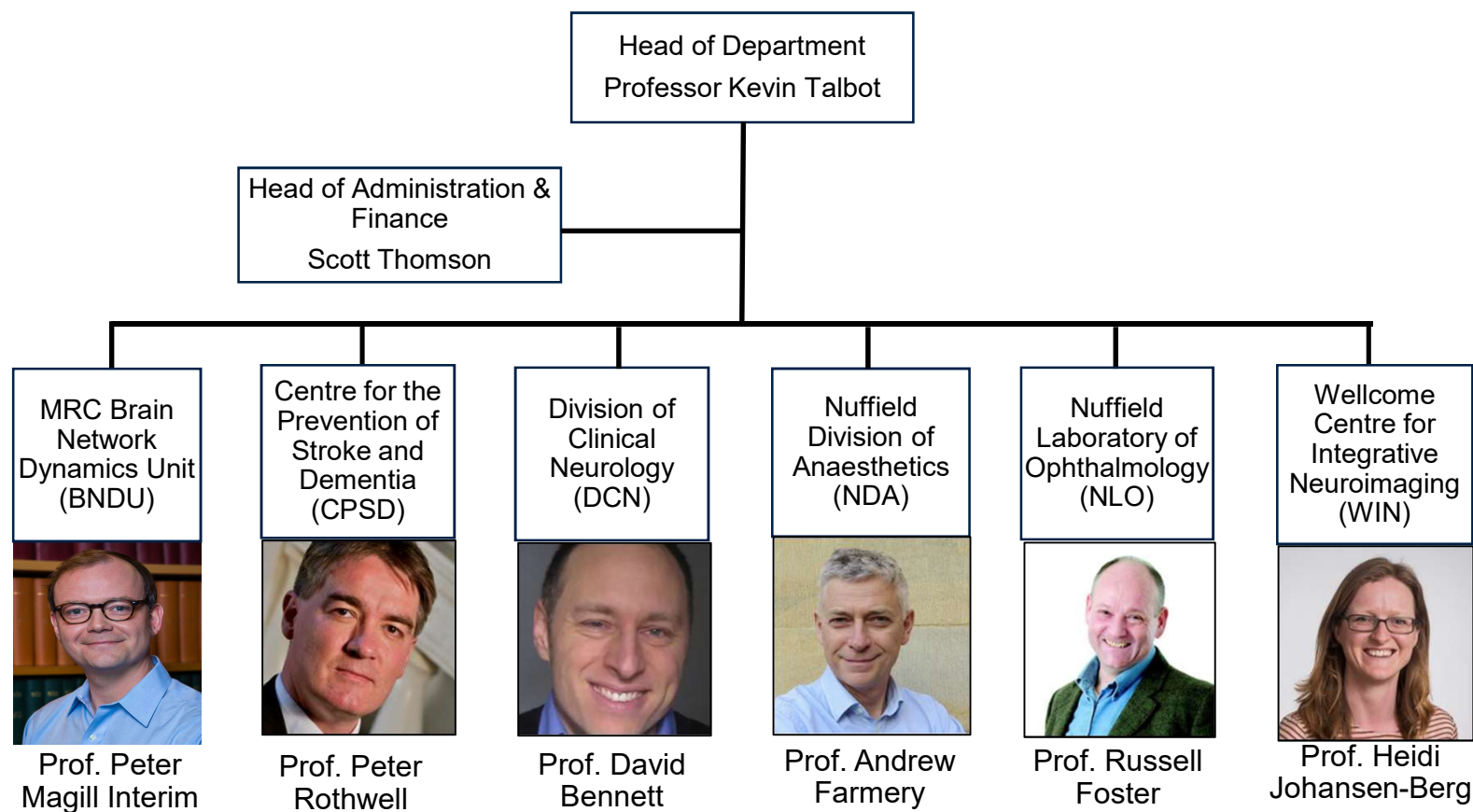
**Employed/visiting
staff only:**

One-to-one/right to
work check with
Human Resources
Team

What we will cover today

1. Overview of key information for finding your way around the department
2. Reminder of what to do in your first few weeks
3. Meet other members of the department
4. Your questions so far

Structure of NDCN

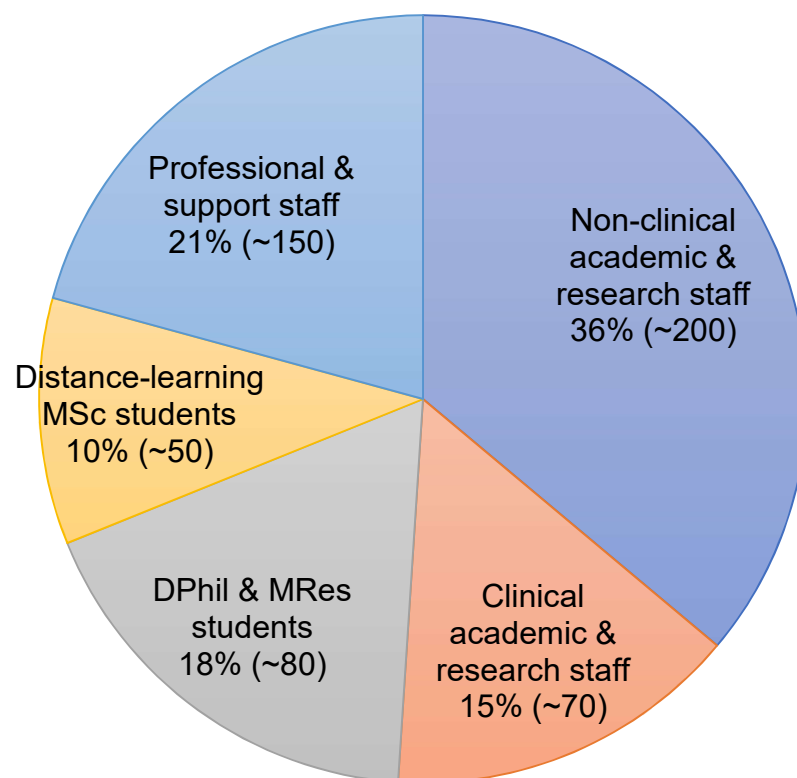


NDCN annual report



Statistics given are from 1 November 2020 to 31 October 2021

Who and where is NDCN?



Wolfson Building



Functional Magnetic Resonance Imaging Building (FMRIB)



Weatherall Institute of Molecular Medicine (WIMM)



West Wing



Kadoorie Centre



Oxford Simulation, Teaching and Research (OxSTaR)



Brain Network Dynamics Unit (BNDU)



New Biochemistry Building

Who to contact: NDCN Professional Services Team



Scott Thomson
Head of Administration &
Finance



Leen Van Broeck
Academic Administration
Manager
graduate@ndcn.ox.ac.uk
undergraduate@ndcn.ox.ac.uk



Jacqueline Pumphrey
Communications & Public
Engagement Manager
communications@ndcn.ox.ac.uk
events@ndcn.ox.ac.uk



Tiphaine Bouriez-Jones
Laboratories & Facilities
Manager
facilities@ndcn.ox.ac.uk



Paul McNulty
Finance Manager
finance@ndcn.ox.ac.uk
orders@ndcn.ox.ac.uk
accounts@ndcn.ox.ac.uk



Carol Delamere
Human Resources Manager
hr@ndcn.ox.ac.uk



Deirdre Newman
Research Grants Manager
research.applications@ndcn.ox.ac.uk
research.awards@ndcn.ox.ac.uk

What to do in your first few weeks:

1. Look out for weekly newsletter sent on Mondays which includes important information about events, research, funding, training and many other things!
2. Complete the three mandatory induction training courses (staff):
 - Implicit Bias in the Workplace (15 mins)
 - Challenging Behaviour: Dealing with Bullying and Harassment in the Workplace (80 mins)
 - Online IT Security Awareness Training (50 mins)
3. Set up IT and network access:
 - Apply for your Medical Sciences Division IT account
 - Activate your Nexus email, once you have received your Bodleian card from HR
4. Request a profile on the departmental website by emailing communications@ndcn.ox.ac.uk
5. Meet with your line manager:
 - Request access to any network drives
 - Ask about key local contacts and additional building inductions

What's coming up?

University inductions



Online
induction



Research staff: **online**
Professional Services staff: **TBC**

NDCN events

<https://www.ndcn.ox.ac.uk/about/induction/departments-events-and-activities>



- Monthly seminar
<https://talks.ox.ac.uk/talks/department/id/oxpoints:51292900>
- Termly Forum
- Thomas Willis day

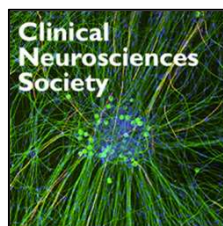
NDCN funding



Public
Engagement
Fund



Parents' &
Carers' Career
Fund



CNS Staff
Training Fund
– staff only

Training



Medical Sciences
Division Skills
Training



People and
Organisational
Development (POD)

Questions?

Part 2

Safety induction



Coronavirus update

- Specific arrangement for each area and buildings, local risk assessments must be followed at all time.
- Twice weekly asymptomatic lateral flow testing is strongly encourage to all those working on site in any settings:
<https://www.ox.ac.uk/coronavirus/health/covid-testing/regular-testing>
<https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/selfreportresult>
- Covid-Symptom PCR testing: <https://www.ox.ac.uk/coronavirus/health/covid-testing> - email easresults@ndcn.ox.ac.uk if using NHS test
- Requirement of wear face masks : when circulating, in shared areas and in close contact situation (supervision) – note OUH rules differ
- Occupants asked to wipe desk/benches after use and to frequently wash hand or sanitise throughout the day.
- Requirement to sign in and book equipment continues
- Respect people's space
- If you have concerns do not hesitate to consult with your supervisor

Coronavirus update (continued)

- **OUH site:**

- **Face mask** required in all area unless Covid Secure (single office occupancy, dedicated eating/drinking spaces, area where there is consistently no face to face interaction)
- **2m social distancing**
- Occupancy limit apply though can pop in if 2m socially distanced
- Lift limited to 4 or 2 depending on size

- **Isolation rules**

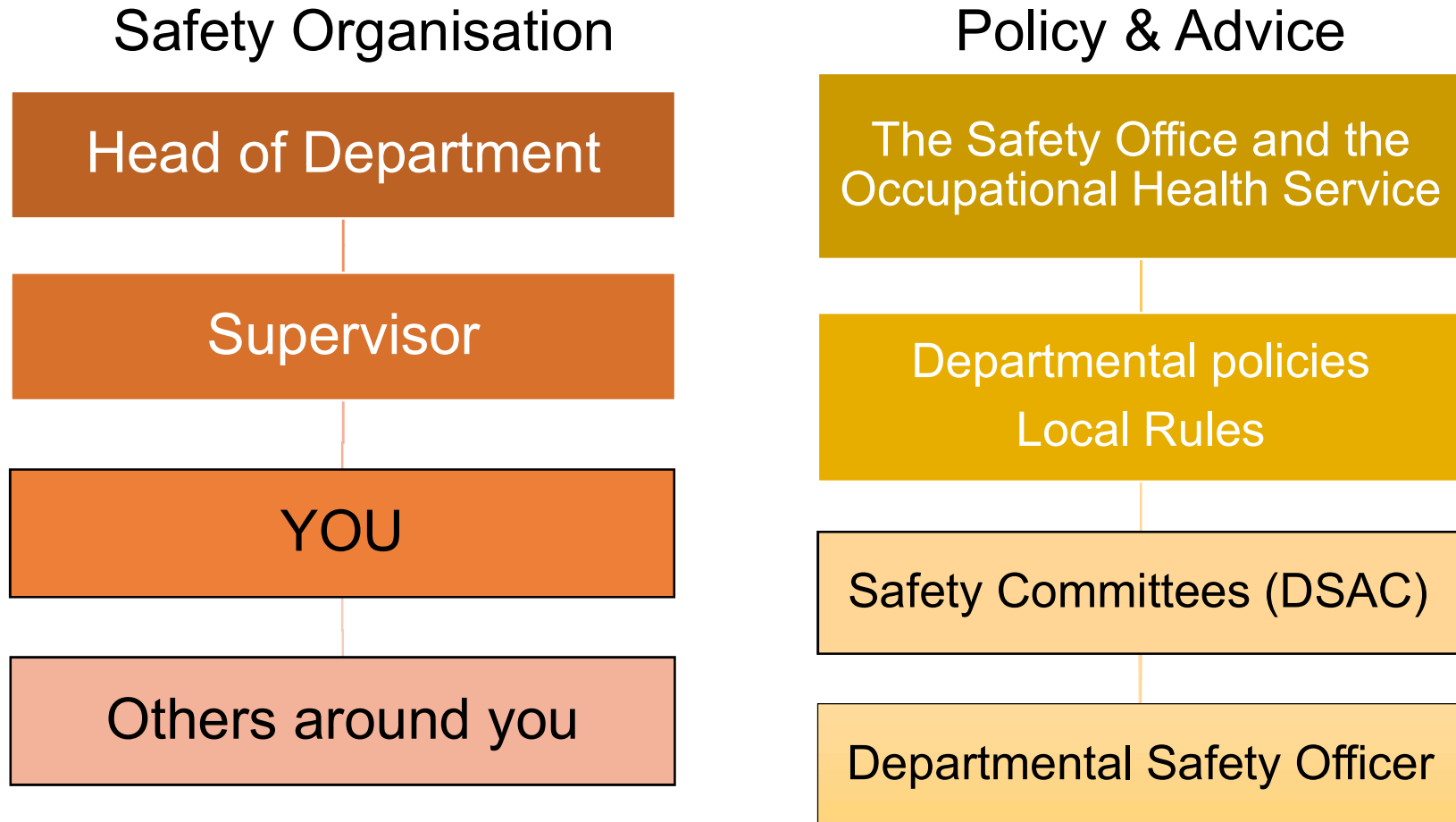
- Healthcare setting **isolation rule** requires positive contact to carry our **PCR test** as well as **lateral flow test for 10days** in order to work on site.
- **To Book PCR test:**
<https://earlyalert.medsci.ox.ac.uk/earlyalert/booking/bookpcr>
- <https://www.ndcn.ox.ac.uk/about/professional-services/covid-19-information/building-risk-assessments>

→ **Sign off of Covid risk assessment required – iPassport or by email**

Health and Safety Responsibilities

- Follow instruction, policies and risk assessments, attend identified training:
<https://www.ndcn.ox.ac.uk/about/professional-services/health-and-safety/health-and-safety-policies>
- Generate and maintain suitable risk assessment for your activities.
- Behave in a safety conscious manner as a core aspect of your work.
- Protect themselves by properly wearing any personal protective equipment that is required.
- Register and attend for health surveillance with the Occupational Health Service when required by COSHH risk assessment(s).
- Notify Facilities of any significant new hazards whether experimental (new chemical) or operational (leak).
<https://www.ndcn.ox.ac.uk/about/professional-services/reporting-a-problem>
- Request visitor approval: <https://www.ndcn.ox.ac.uk/about/professional-services/people/visitors> - Responsibility over visitors
- Report all incidents, and accidents immediately.
- Familiarise themselves with the location of alarm points and escape routes.

University H&S Structure

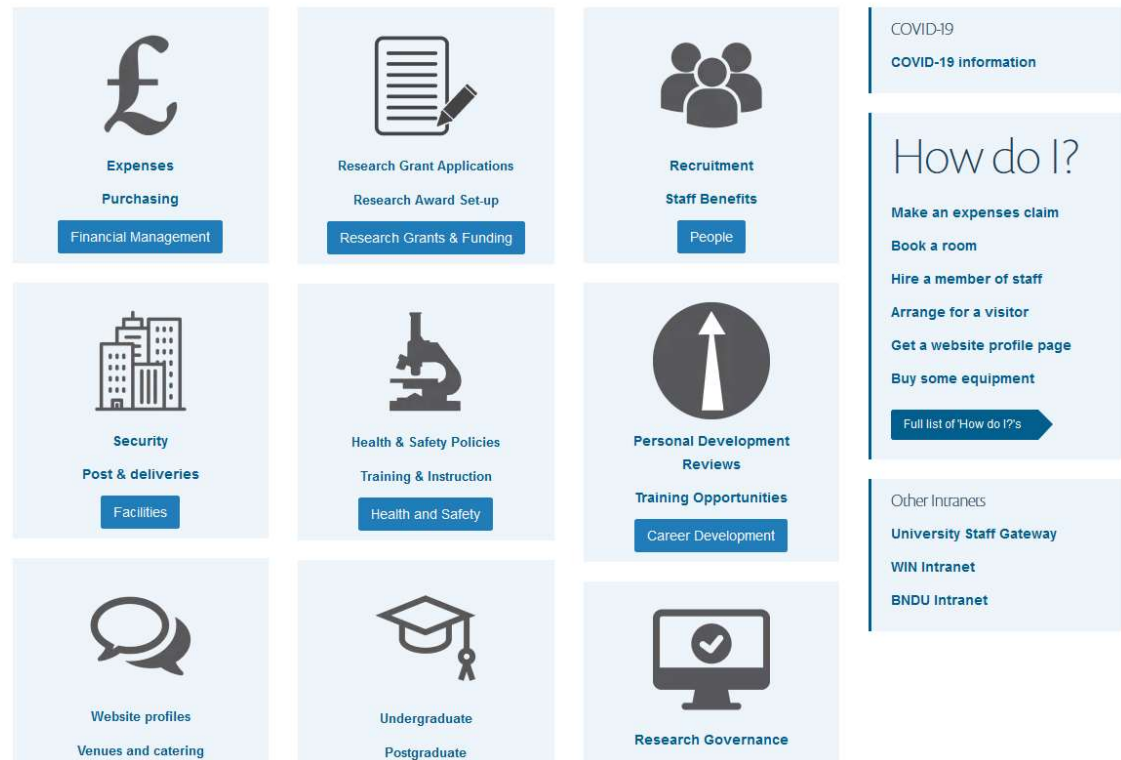


Intranet pages

- <https://www.ndcn.ox.ac.uk/about/professional-services/health-and-safety>
- <https://www.ndcn.ox.ac.uk/about/professional-services/facilities>

- Local policies
- DSAC minutes
- Training

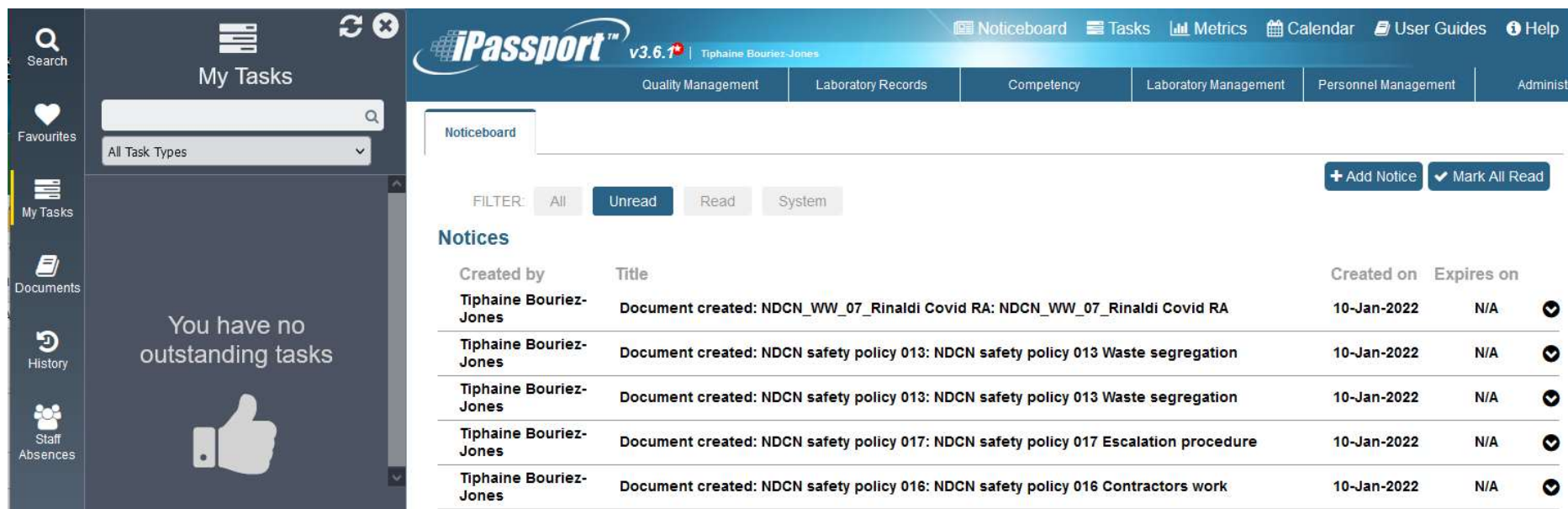
Professional Services



Safety Policies and training

All Safety policies, Covid RA and mandatory training can be found in iPassport.

An account will be created for new starters (using University email address) and association will be made based on the New Starter Form answers.



The screenshot displays the iPassport v3.6.7 web interface. The left sidebar contains navigation icons for Search, Favourites, My Tasks, Documents, History, and Staff Absences. The main content area is titled 'My Tasks' and shows 'You have no outstanding tasks' with a thumbs-up icon. The top navigation bar includes links for Noticeboard, Tasks, Metrics, Calendar, User Guides, and Help. Below this, a secondary navigation bar lists various management categories: Quality Management, Laboratory Records, Competency, Laboratory Management, Personnel Management, and Administration. The 'Noticeboard' section is active, showing a filter for 'Unread' and a table of notices.

Created by	Title	Created on	Expires on	
Tiphaine Bouriez-Jones	Document created: NDCN_WW_07_Rinaldi Covid RA: NDCN_WW_07_Rinaldi Covid RA	10-Jan-2022	N/A	✓
Tiphaine Bouriez-Jones	Document created: NDCN safety policy 013: NDCN safety policy 013 Waste segregation	10-Jan-2022	N/A	✓
Tiphaine Bouriez-Jones	Document created: NDCN safety policy 013: NDCN safety policy 013 Waste segregation	10-Jan-2022	N/A	✓
Tiphaine Bouriez-Jones	Document created: NDCN safety policy 017: NDCN safety policy 017 Escalation procedure	10-Jan-2022	N/A	✓
Tiphaine Bouriez-Jones	Document created: NDCN safety policy 016: NDCN safety policy 016 Contractors work	10-Jan-2022	N/A	✓

Facilities Team overview

- Based in Level 6 West Wing
- Manage West Wing L5 & 6 space, FMRI B and Wolfson building
- Support embedded space: OxSTaR, Kadoorie, WIMM, BN DU, NBB
- Liaise with Estates team and contractors for continuity of services
- Report fault: email facilities@ndcn.ox.ac.uk or <https://www.ndcn.ox.ac.uk/about/professional-services/reporting-a-problem>
- Urgent matters: call 07521 161 549/ use radio during core hours

Security

- OUH Security Services/ OU Security Services
- Monitor site through CCTV – first point of contact in incident
- Urgent matters: 4444 (JR) ; 01865 289 999 (Oxford city centre)

Display Screen Equipment (DSE)

Complete self-assessment online

<https://dse.oucs.ox.ac.uk/>

- ✓ If you experience issue, report it to Facilities a DSE assessor will come and assess your workstation
- ✓ The Department will meet the cost of an eye test for eligible DSE users, contact Facilities to arrange this.
- ✓ Where glasses are specifically required for DSE work (only), the Department will cover the first £75.

Waste routes

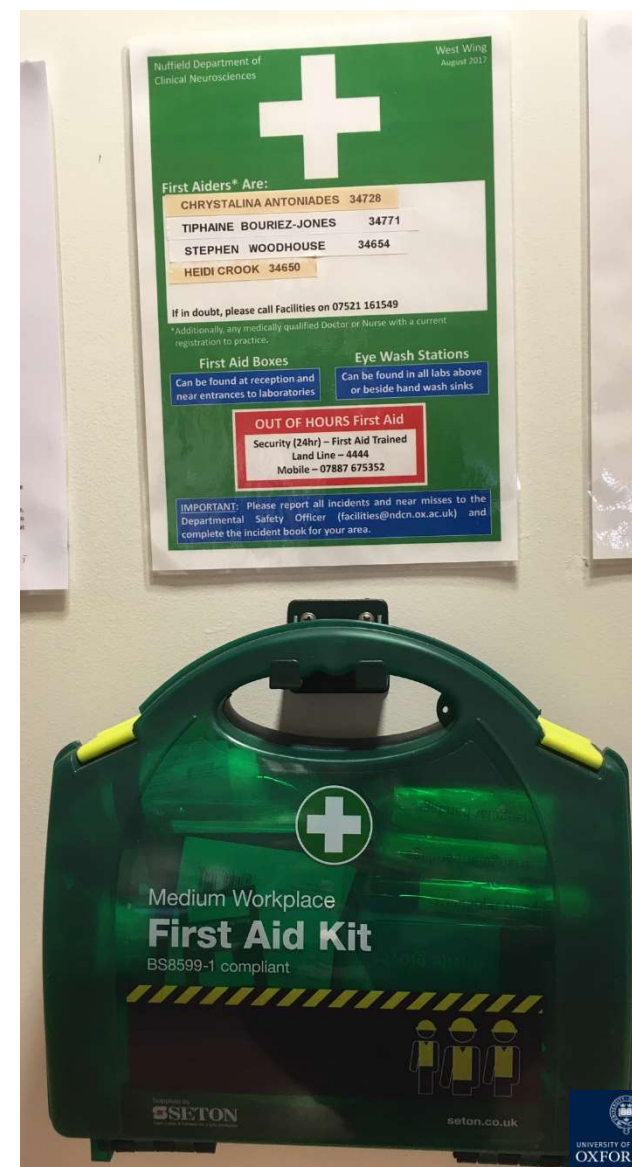
- ✓ General waste
- ✓ Recycling (paper, card, aluminium can, plastic drink bottle)
- ✓ Large cardboard must be flattened and brought to relevant waste room
- ✓ Batteries collected by reception



First Aider

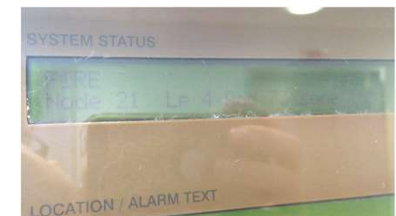
- First aid boxes
 - ✓ Familiarise yourself with location of first aid boxes
 - ✓ Yellow tag indicate complete first aid box
 - ✓ Plasters available outside of first aid box
- First aiders
 - ✓ Names and contact are displayed by each of the First Aid boxes.
 - ✓ If no first aiders is available call
 - 4444 or 2222 (cardiac arrest crash team – JR only)
 - 01865 289 999 (University site)
- Accident/incident reporting
 - Inform your Facilities team or supervisor of any accidents, incidents or near misses
 - Near misses are just as important to report before they become accidents
 - Report incident online:

<https://oxforduni-remoteforms.info-exchange.com/Incident>
 - Report will be followed up by Departmental Safety Officer



Fire Safety

- *Each building will advise on fire test, evacuation routes and assembly points*
- Electrical Appliances
 - Avoid home appliances (can cause fire)
 - Do **not** leave charger on overnight
- In case of emergencies
 - ✓ Close the door to the fire
 - ✓ Evacuate the immediate area
 - ✓ Use nearest fire call point
 - ✓ Continue to evacuate until you reach a safe area
 - ✓ Call 4444/999
- Disabled access
 - Personal Emergency Evacuation Plan (PEEP)
- Headphones
 - One ear/low volume only so alarms can be heard
- West Wing **Phased fire alarm**
 - Intermittent alarm – prepare yourself to leave
 - Continuous alarm – evacuate to next zone (staircase)
 - Friday 3pm West Wing weekly test



West Wing Access

- West Wing levels 5 and 6 are occupied by NDCN, CVMed/RDM and NDS.
- West Wing Level 1 and 3 is occupied by NDCN and OUH staff – see local arrangement with your supervisor.
- Access is via OUHT ID card.
- Card application form – once signed (by Facilities) – return to JR Level 2 card office

>> We need all paperwork returned complete in order to sign off access

- Facilities core hours are 8:30-17:00 Monday to Thursday and 8:30-16:00 on Fridays.
- Extended working core hours are 7am - 7pm, Monday – Friday (lab and offices)
- Out of hours access:
 - Occupant for 1 month
 - Risk assessment must be in place
 - Complete out of hours request (intranet) – signed off by supervisor.

Questions?

>> Level 5 Lab induction + Tour :
On site Thursday 11:00

Many
thanks!