John Radcliffe Hospital
Level 5/6 West Wing

Building Induction (v8)

Sustainability at Oxford

- University targets: 
  https://sustainability.admin.ox.ac.uk/article/introducing-our-new-carbon-target

- Sustainable travel options 
  https://www.admin.ox.ac.uk/estates/ourservices/travel/

- University re-distribution network 
  https://www.warp-it.co.uk/

- Green Impact in NDCN 
  https://www.greenimpact.org.uk/oxford/login

- Want to join in/have suggestions? 
  Email facilities@ndnc.ox.ac.uk
• Access is via OUHT ID card.
  – Need completed Personal Risk Assessment (NDCN only) – return to reception
  – Need completed card application form – once signed (by Facilities) – return to JR Level 2 card office

• Core hours are 7am - 7pm, Monday – Friday

• West Wing levels 5 and 6 are occupied by NDCN and CVMed/RDM.

➢ Out of hours access:
  – Occupant for 1 month
  – Complete out of hours request – signed off by supervisor.

Health and Safety responsibilities

• You must follow policy, instructions and risk assessment.

• Attend training as required by their managers.

• You are responsible of your own safety and that of others

• If you become pregnant, remember to carry out a pregnancy risk assessment. Contact HR or the DSO for more details.

• Notify Facilities of any significant new hazards whether experimental (new chemical) or operational (leak).

• Ensure visitors, including contractors, have a named contact with whom to liaise.

• Report all incidents, and accidents immediately.

• Familiarise themselves with the location of alarm points and escape routes.
Fire Safety

- **Phased fire alarm**
  - Intermittent alarm – prepare yourself to leave
  - Contiguous alarm – evacuate to next zone (staircase)

- **Electrical Appliances**
  - Avoid home appliances (can cause fire)

- **Fire test**
  - Friday 4pm

- **In case of emergencies**
  - FIRST raise the alarm
  - SECOND evacuate the area
  - THIRD call 4444 once you are safe (from OUH phone)

- **Disabled access**
  - Personal Emergency Evacuation Plan (PEEP)

First Aider

- **First aid boxes**
  - Familiarise yourself with location of first aid boxes

- **First aiders**
  - Names and contact are displayed by each of the First Aid boxes.
  - If no first aiders is available call 2222 (cardiac arrest crash team)

- **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
  - The accident book is located at reception and must be filled promptly after the incident.
  - The form will be sent to the University Safety Office and depending on the nature of the accident/incident it may need to be reported to the HSE.
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)
- Cardboard must be flattened (far room near back staircase)

Human Tissue Act

- **Declaration**: all new starters must complete a declaration whether
  - A: you do not intend to work with human tissue
  - B: you will work with human tissue
  - C: you have already completed the training
    - It is your responsibility to inform the Human Tissue Manager if your circumstances change.
- **Training**: Anyone working with human tissue must undertake an online training and pass the associated questionnaire.
  - This training will identify relevant material.
  - Will teach you the required standards for collection, storage and disposal of Human Tissue.
  - Human samples MUST be covered by either a **valid UK ethical approval** (REC approval) or an **HTA licence**.
West Wing
Containment Level 2
Laboratories
(NDCN occupants only)

Occupational Health

- Follow up email will contain:
  “COSHH_Health_Surveillance_Registration_Form_HS1-1.docx”

  - Complete and return the form to the Lab Manager if you work with any of the following:

  - Human blood (Hepatitis B vaccination)
  - Animal allergens (Lung test and mandatory health questionnaire)
  - Reagents linked to occupational disease (glutaraldehyde, solder flux, latex)
  - Pathogens (such as Listeria)
Hazards and Training

- **Mandatory**: Biosafety training introduction

- **Mandatory if using**: Compressed Gas Safety

- **Mandatory if using**: Cryogenics

- **Mandatory if using open beam CL3 laser**: Laser Safety introduction

- **Chemical Safety and COSHH**: strongly recommended if involved in writing risk assessment

Radiation

- All New radiation workers **must** register with NDCN Senior Radiation Protection Supervisor.

- Form must be signed by supervisor and SRPS

- All workers **must** attend University Radiation Workers Seminar **before** starting work with radioactivity. (safety office training)
Cryogenics

- Risks:
  - Asphyxiation
  - Cold burns and frost bite
  - Explosions due to trapped expanding gas
  - Effects on materials

- \( \text{O}_2 \) depletion alarms
  - Evacuate the area as soon as the alarm sounds
  - NEVER enter the area if the alarms are sounding

- Space is allocated by Facilities – unknown samples may be disposed of.

NDCN Laboratory Rules

- All Labs are CL2 (use of human samples) **Strictly no eating, drinking, chewing or cosmetic application within the laboratory**
- Sensible footwear must be worn - **no open toe shoes**.
- Personal Protective Equipment must be worn:
  - Labcoat
  - Gloves – do not re-use those! Be aware of compatibility with chemicals/biological materials.
  - Safety spectacles (**even if working at the MSC**)
    - Prescription safety glasses are issues to people with prescription glasses staying in the lab for over 6months – contact facilities
- Hands must be washed upon exit from the laboratory.
- Respect shared equipment (clean up!)
- Report any fault to Facilities
NDCN Laboratory Rules

- No re-sheathing of blades or needles!
  
  *Blades can be re-used: place blade in a 50ml tube or stab it in polystyrene.*

- There is a ‘one glove’ policy for moving between lab areas, therefore, a glove must be removed before using doors.

  *You must* follow this, clean gloves are not allowed. We cannot have split handles due to the actual risk of contaminant on the door and potential exposure to cleaners, engineers. We have an escalation procedure in place for non-compliance.

- Do not overfill waste bins

- Clean up spill immediately if this happens

- Notify Facilities if help is needed

LAB WASTE DISPOSAL

- **Hazardous chemical waste**: As per risk assessment
- **Sharps and syringes**
- **Batteries**: Collect point by Facilities office
- **Biological waste**:
  - **Virkon**: Liquid
  - **Lab sink**: Solid
  - **Potentially infectious waste (gloves)**
  - **(tips and pipettes only)**
  - **GMO waste (autoclave bags)**
- **Non hazardous**:
Transport of research material

- Secondary containment **MUST** be able to **contain** any liquid that may be within your primary containment. **Cardboard/polystyrene boxes are not suitable as they will not contain liquids!**

- When transporting biological or chemical substances out of CL2 lab **suitable secondary containment MUST be used.**

- Public transport is not suitable for biological material.

- Personal vehicle must be insured if transporting research samples.

- If shipping additional regulation apply and you must attend the “transport of hazardous material” provided by the Safety Office.

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Lab tour

- Autoclave room
  - Point out glasswash times
- Waste room
- Large Lab 3 - Large Lab 2
  - Point out waste stream
  - Shared area
- Cryofreezer
  - Point out alarms
  - Defog button
  - How to access tower and use wheel
  - Do not leave lid open!
- Dispensing of LN2
- Backup freezer
- Point out remote temperature monitoring – do not keep door open!
- CO2 cylinder bank – point out alarms