



# 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](mailto: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
- 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.
- If the **contact is from your household, you cannot attend work in OUH space.**

- <https://www.ndcn.ox.ac.uk/about/professional-services/covid-19-information/building-risk-assessments>

→ **Sign off of Covid risk assessment required**

# 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.

# Intranet pages

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

## Professional Services

The screenshot displays the Professional Services Intranet page. It features a grid of 9 service tiles, each with an icon, a title, and a list of sub-services. A sidebar on the right contains sections for COVID-19 information, 'How do I?' with various action items, and 'Other Intranets' listing University Staff Gateway, WIN Intranet, and BNDU Intranet.

Service Category	Sub-services
Financial Management	Expenses, Purchasing
Research Grants & Funding	Research Grant Applications, Research Award Set-up
People	Recruitment, Staff Benefits
Facilities	Security, Post & deliveries
Health and Safety	Health & Safety Policies, Training & Instruction
Career Development	Personal Development, Reviews, Training Opportunities
Research Governance	Website profiles, Venues and catering
Undergraduate/Postgraduate	Undergraduate, Postgraduate

**COVID-19**  
COVID-19 information

**How do I?**

- Make an expenses claim
- Book a room
- Hire a member of staff
- Arrange for a visitor
- Get a website profile page
- Buy some equipment

Full list of 'How do I?'s

**Other Intranets**

- University Staff Gateway
- WIN Intranet
- BNDU Intranet

# Statement of Safety Organisation

- Head of Department (HoD) is responsible for all health and safety matters within each department.
- Number of staff have been appointed with executive Safety authority
- Departmental Safety Officer (DSO) and Deputy DSO
- Senior Radiation Protection Supervisor (SRPS)
- Laser Safety Supervisor
- Manual Handling Assessor
- Fire Officer
- Staff and student representatives will raise H&S matters at Departmental Safety Advisory Committee (DSAC)

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

- Divisional Safety Officers
- Safety Office



# Facilities Team overview

- Based in Level 6 West Wing
- Manage West Wing L5 & 6 space, FMRIB and Wolfson building
- Support embedded space in JR: OxSTaR, Kadoorie, WIMM
- Liaise with Estates team and contractors for continuity of services
- Report fault: email [facilities@ndcn.ox.ac.uk](mailto: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

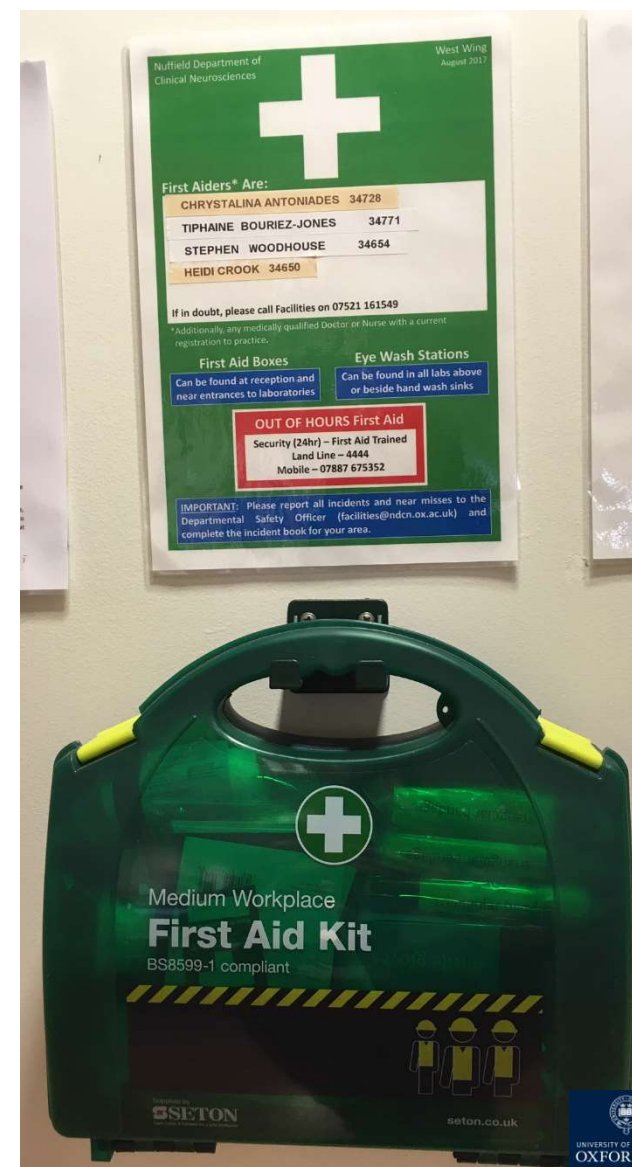
- ✓ General waste
- ✓ Recycling (paper, card, aluminium can, plastic drink bottle)
- ✓ Large cardboard must be flattened and brought to relevant waste room
- ✓ Batteries collected by reception





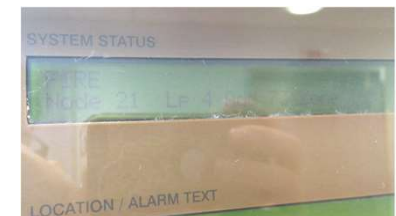
# First Aider

- 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



# Personal risk assessment

- Identify hazard linked with your role
- Identify training requirements
- Identify level of supervision required
- Please return completed form to [facilities@ndcn.ox.ac.uk](mailto:facilities@ndcn.ox.ac.uk)
  
- BNDU/CVM/NDS staff/students – please use local personal risk assessment

# 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 facilities 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 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.

# Documentation summary

- All
  - Personal Risk Assessment (*except CVM/BNDU/NDS*)
  - Human Tissue Declaration(*except CVM/NDS*)
- Level 6 access
  - Covid sign off sheet
  - Access request
- Level 5 access:
  - Policies sign off
  - HS1 form if needed (health surveillance)



# Questions?

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