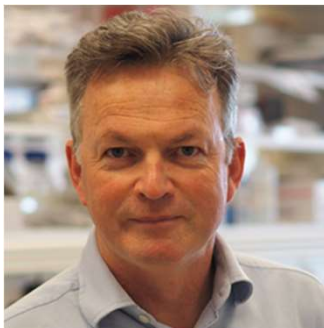


Nuffield Department of Clinical Neurosciences (NDCN) Induction

Part 1 Welcome Session



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.”

NDCCN induction process



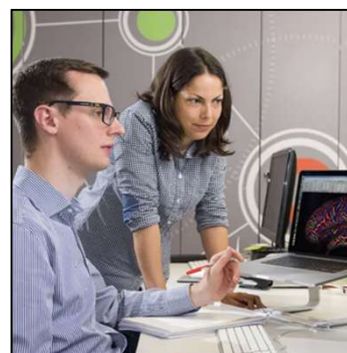
Online induction



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



Health and safety
briefing with
Facilities Team



Group or team
induction



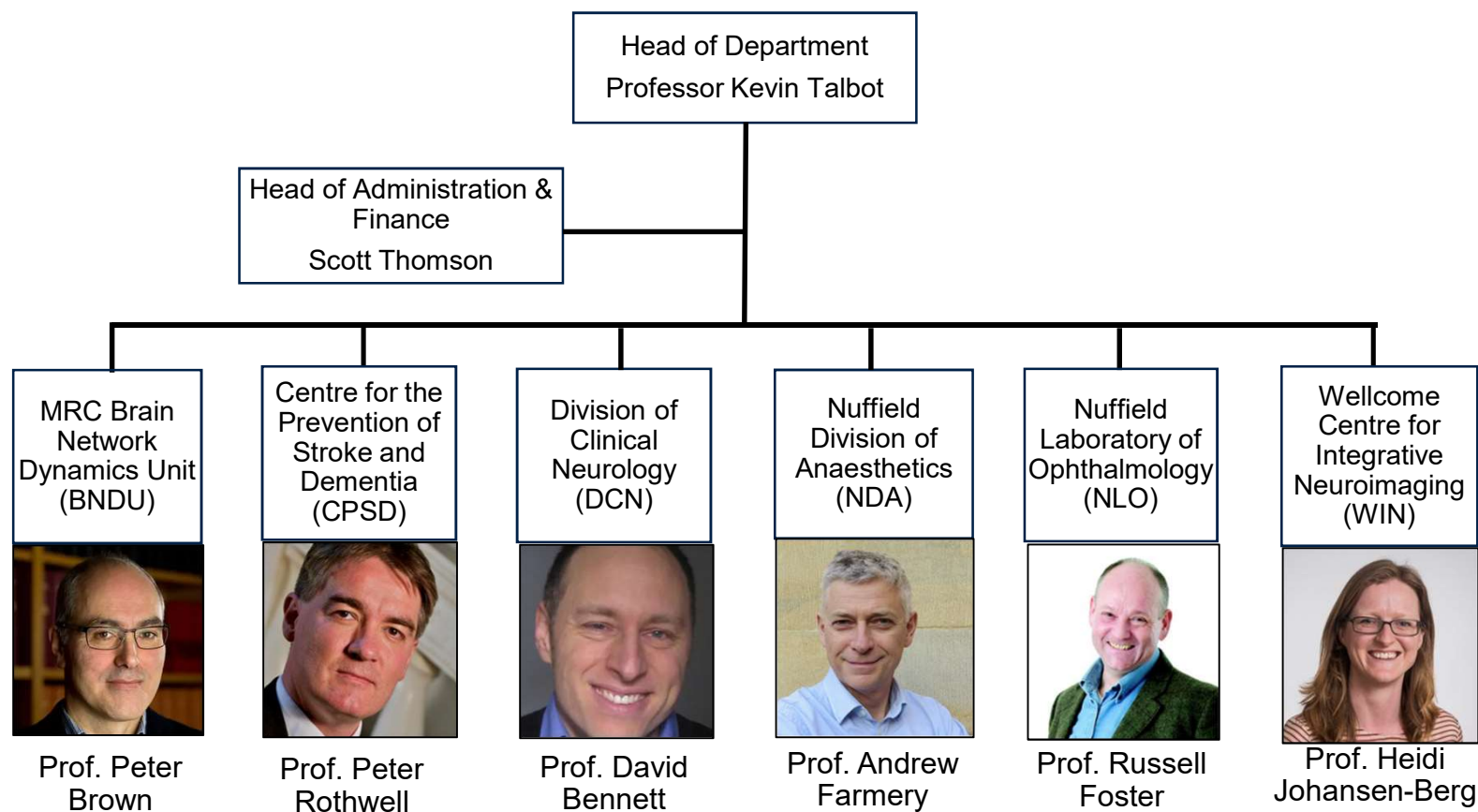
**Employed/visiting
staff only:**

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

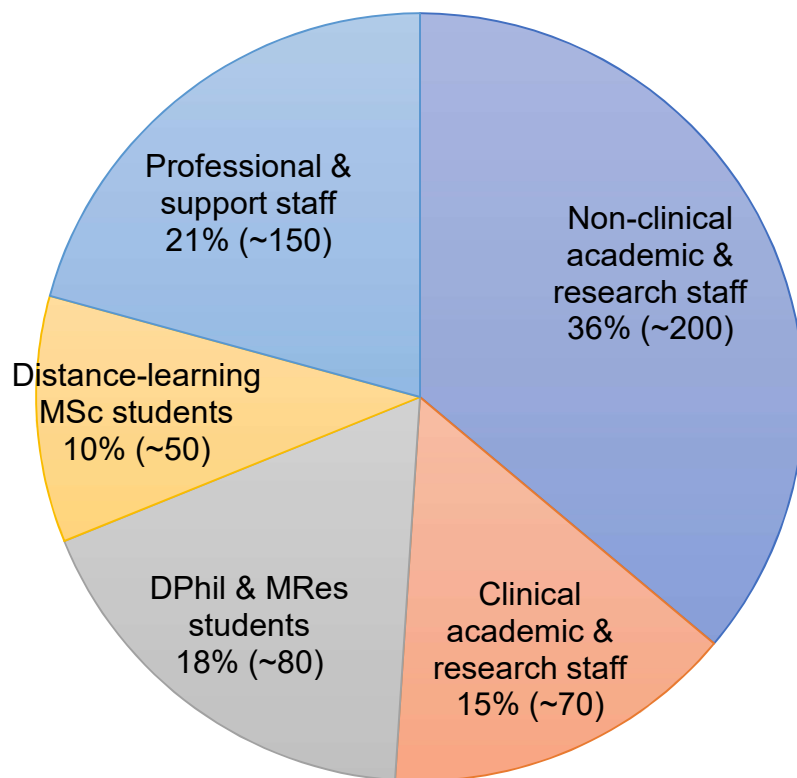
What we will cover today

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



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)

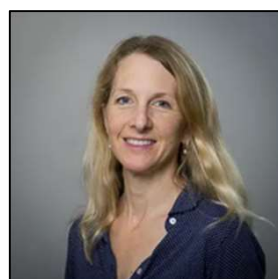


Oxford Molecular Pathology Institute (OMPI)

Who to contact: NDCN Admin Team



Scott Thomson
Head of Administration &
Finance



Vicky Anderton
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. 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)
2. 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
3. Request a profile on the departmental website by emailing communications@ndcn.ox.ac.uk
4. 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: **19th November 2020 (online)**

Professional Services staff: **TBC**

NDCN events



New Starter's Lunch - staff
TBC

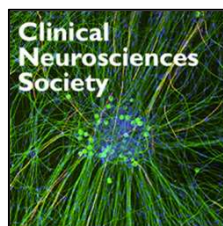
NDCN funding



Public Engagement Fund

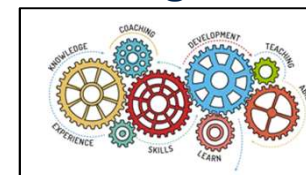


Parents' & Carers' Career Fund



CNS Staff Training Fund – staff only

Training



Medical Sciences Division Skills Training



People and Organisational Development (POD)

Questions?

Part 2

West Wing overview



Coronavirus update

- Currently all work can be done from home is to be carried out from home
- Need attend RTOSW specific to your site
- Specific arrangement for each area and groups must be followed at all time
- Face mask required whilst working on OUH site
- Social Distancing must be maintained at all time
 - Max 2 people per lift
 - Stop and wait – please be patient
 - Requirement to book equipment/bench prior to coming to site
 - No face to face interaction
 - Limit on occupancy
- **If you have concerns do not hesitate to consult with your supervisor or DSO**

Health and Safety Responsibilities

- You must follow policy, instructions and risk assessment.
- You are responsible of your own safety and that of others
- Attend training as required by their managers.
- 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.~~ Currently no visitors are allowed unless essential maintenance – *liaise with Facilities*
- Report all incidents, and accidents immediately.
- Familiarise themselves with the location of alarm points and escape routes.

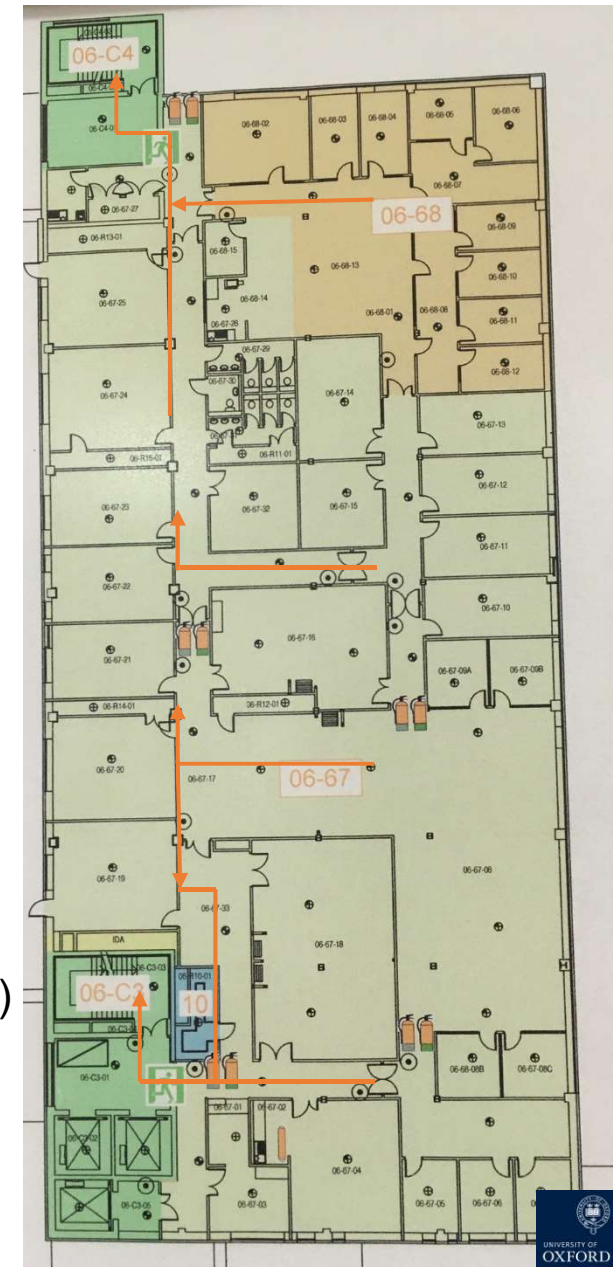
West Wing Access

- West Wing levels 5 and 6 are occupied by NDCN and CVMed/RDM.
- West Wing Level 1 is occupied by Neuropathology and OUH staff
- Other area on level 3 are also used by NDCN – see local arrangement with your supervisor.
- Access is via OUHT ID card.
 - Personal Risk Assessment (NDCN only) – return to reception
 - Card application form – once signed (by Facilities) – return to JR Level 2 card office
- Core hours are 7am - 7pm, Monday – Friday
- Out of hours access:
 - Occupant for 1 month
 - Complete out of hours request – signed off by supervisor.

Fire Safety



- Phased fire alarm
 - Intermittent alarm – prepare yourself to leave
 - Continuous alarm – evacuate to next zone (staircase)
- Electrical Appliances
 - Avoid home appliances (can cause fire)
- Fire test
 - Friday 3pm
- 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)

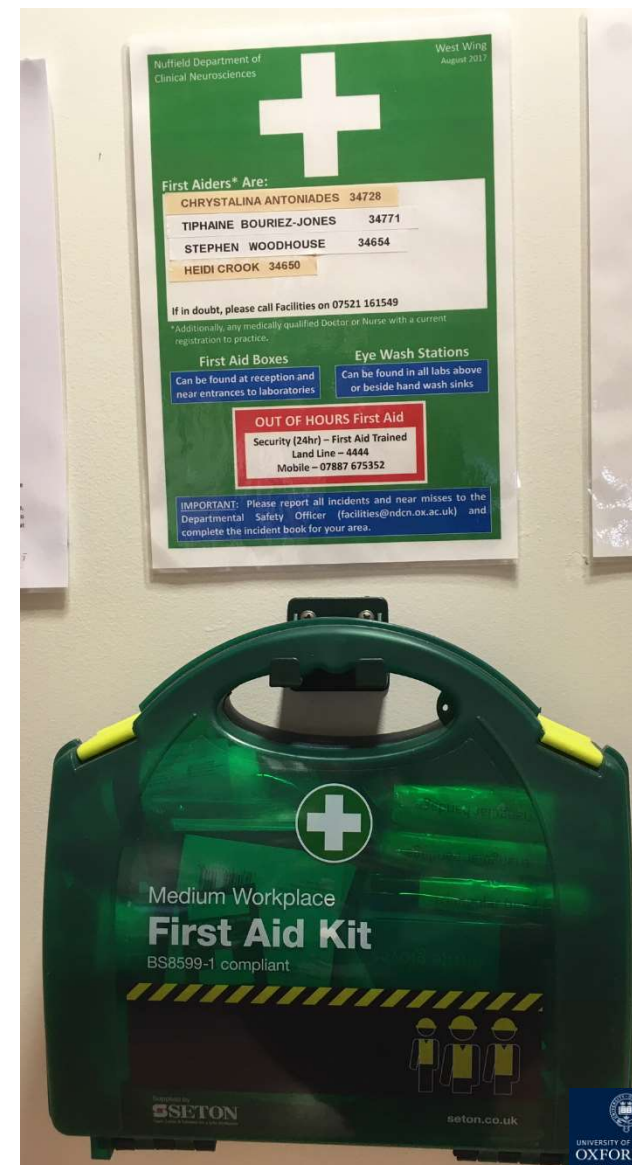


First Aider

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



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.

Part 3

Lab Induction – West Wing Level 5 access (NDCN lab 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
<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00002>
- If using: Compressed Gas Safety
<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00004>
- If using: Cryogenics
<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00013>
- If using open beam CL3 laser: Laser Safety introduction
<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00008>
- Chemical Safety and COSHH strongly recommended if involved in writing risk assessment
<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00003>

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)
<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=SAFE00037>

Cryogenics

- ❖ Risks:
 - Asphyxiation
 - O₂ depletion alarms
 - Evacuate the area as soon as the alarm sounds
 - **NEVER enter the area if the alarms are sounding**
 - **Never place dry ice in cold room**
 - Cold burns and frost bite – must use provided PPE
 - Face shield – wipe down before/after use
 - Cryogloves – don on clean gloves below
 - Apron – if dispensing LN₂
 - Explosions due to trapped expanding gas
 - Never put LN₂/dry ice in a sealed container
 - Effects on materials: brittle
 - Use material design for very low temperatures
- ❖ 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



Eye protection
must be worn



Lab coats
must be worn
in this area

NDCN Laboratory Rules

- Hands must be washed upon exit from the laboratory.
- There is a 'one glove' policy for moving between lab areas, therefore, a glove must be removed before using doors.

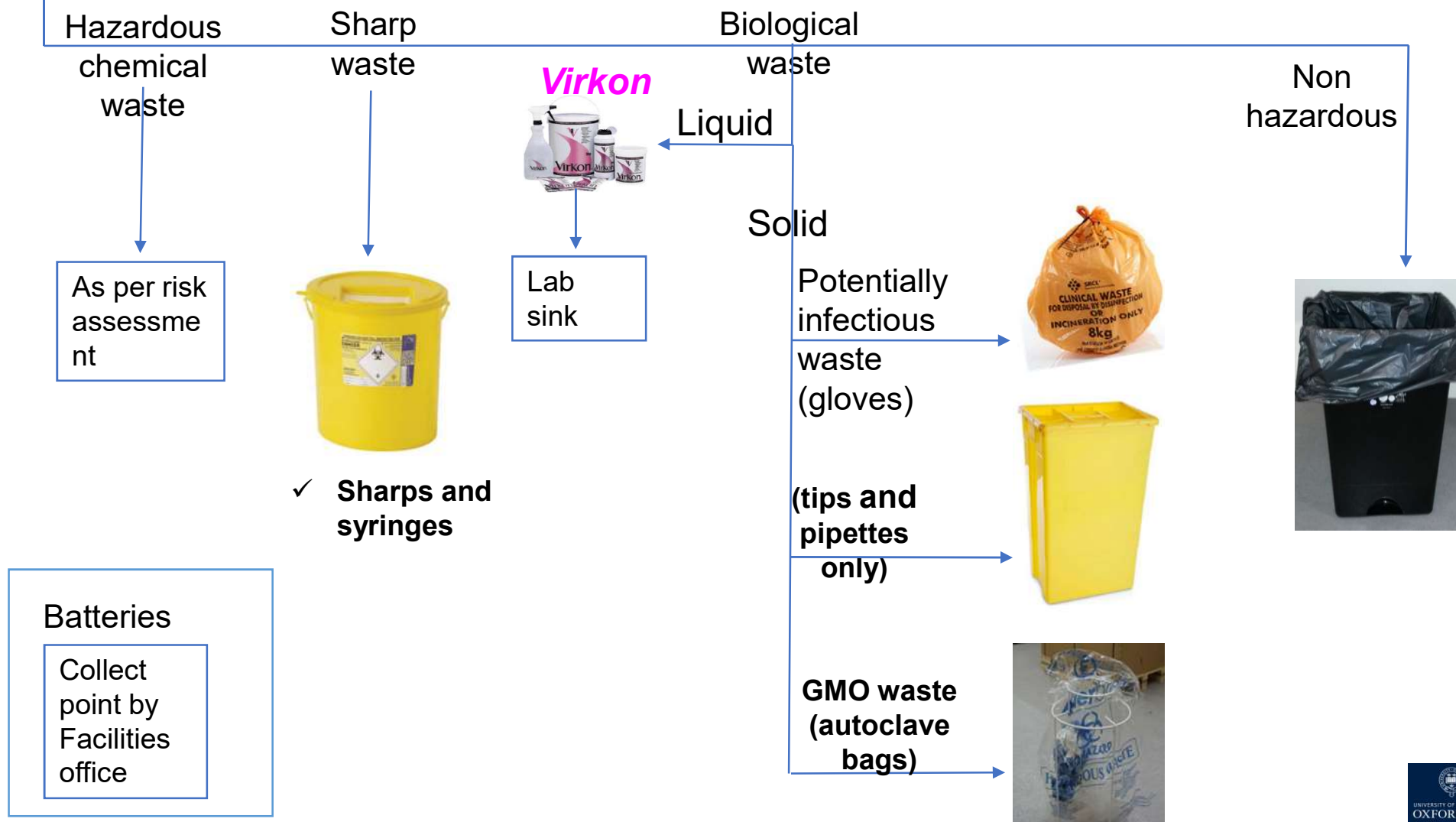
You must follow this, clean gloves are not allowed. We cannot have split handles due to the actual risk of contaminant on the door and potential exposure to cleaners, engineers. We have an escalation procedure in place for non-compliance

- No re-sheathing of blades or needles!

Blades can be re-used: place blade in a 50ml tube or stab it in polystyrene.

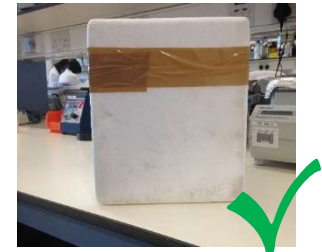
- Do not overfill waste bins
- Clean up spill immediately if this happens
- Respect shared equipment (clean up!)
- Report any fault to Facilities
- Notify Facilities if help is needed

Lab Waste Disposal



Transport of Research Material

- Be mindful of container: in ex petri dish is likely spill
- Use rack or box to facilitate transport in lab space
- When transporting biological or chemical substances out of CL2 lab suitable secondary containment MUST be used.



Cardboard/polystyrene boxes are not suitable as they will not contain liquids!

- 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.



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