

FMRIB Building Access Request Form



Name (BLOCK CAPS):

Department:

Email:

(University email required)

End date of contract/project:

University card number:

Supervisor or line manager:

Status: Staff / Student / Visitor

I confirm that I have received a copy of and read the **Fire Safety Guidelines, FMRIB Building Guide** and the **Magnet Safety Instructions**. I fully understand their content and agree to abide by these guidelines and comply with their conditions fully. I will attend magnet safety training on a yearly basis while I am working at FMRIB.

Signature:	Date:
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Please take this sheet to the NDCN Induction and Magnet Safety Training (dates available for magnet safety on www.win.ox.ac.uk) and get it signed by the person giving the training. Then return this sheet to the WIN Admin Team for FMRIB building tour and to get access.

NDCN Induction	Date:	Signed:
Magnet Safety Training	Date:	Signed:
FMRIB Building Tour	Date:	Signed:
Building access given	Date:	Signed:

New Centre users are usually given access to the building from 6am - 11pm weekdays. If you need access to the building at weekends please ask your supervisor or line manager to email admin@win.ox.ac.uk with a justification.