

FMRIB and Annexe Building Guide

How to get access to the FMRIB Building and Annexe



Working Safely at WIN

It is your responsibility to be familiar with all safety instructions and safe working practices relating to your work in the centre. Key documents will be given to you at your induction, and full documentation is available on the WIN and University Safety Office websites.

1. The MRI magnets are always 'on' and can represent a hazard to those who have not been screened for safe entry. Therefore, no one may enter the 'MR Controlled Area' around the magnet room, or admit another person to that area, unless they have attended the magnet safety-training course.
2. The FMRIB Building and Annexe does not have a 24-hour security patrol, therefore for your own safety you should not work alone in the building after 6 pm.
3. If you admit anyone into the building, it is your responsibility to ensure that they are adequately supervised so as not to represent a hazard to themselves or others. Do not give your university card to anyone else. If you lose or misplace your university card, you must tell one of the IT Team AS SOON AS YOU DISCOVER THE LOSS.

Access

To gain access to the FMRIB Building and Annexe you will need an Oxford University Card. Your Department HR Team should have already arranged this for you. Long-term visitors from outside of the University should be able to apply for a University Card via the HR Team of the Department you are collaborating with.

Before being granted access you will need to create a profile on the WIN registration system, complete a department induction and building induction, and attend a magnet safety training.

1. Register as part of WIN by visiting register.fmrrib.ox.ac.uk and creating a profile. Log-in with your single sign-on (SSO) and click on 'update profile' to add any missing details and select your WIN supervisor.
2. Request an induction pack from reception or admin@win.ox.ac.uk, read the information and complete the enclosed building access request form. You can also download this pack from www.win.ox.ac.uk.
3. Attend an NDCN Department Induction, run every Tuesday at 1:30pm online/on Level 6 of the West Wing of the John Radcliffe Hospital. You can book onto it by emailing facilities@ndcn.ox.ac.uk. Make it clear to the person running the induction that you are working at the WIN@FMRIB Building/Annexe and take your access request form with you.
4. Arrange to attend a magnet safety training session with the Centre Radiographers. Upcoming dates are shown on the WIN Intranet, in the weekly Monday Message, and available from admin@win.ox.ac.uk.
5. Return your access request form to reception and arrange a FMRIB building and Annexe tour. Currently building tours are run on Wednesdays at 9.30am but email admin@win.ox.ac.uk to confirm or schedule a different time.

You will then be given card access to the building within a couple of days.

Please note that you will need to attend magnet safety training on a yearly basis in order maintain card access.

There are two levels of access permission granted to staff, students, and collaborators:

Normal access (new students, MSc students, collaborators)

Your card will gain you access to the building between the hours of 6 am – 10:30 pm, weekdays. You may not work in the building unless someone with out-of-hours access is still in the building.

Weekend access (students by request, post-docs, staff)

Your card will give you access to the building between the hours of 6 am – 10:30 pm including weekends. Entering the building using your card will also unset the alarm, but you will need to exit the building before 10:30 pm when the building alarm will automatically set.

In FMRIB, between the hours of 6 pm – 7 am the internal doors leading from the entrance stairwell are locked automatically. Movement around the building during this time requires the use of your University card to enter the area, or through use of the green domed button on exit. In the unlikely event of the domed button not releasing the door, green 'Break Glass' units are provided for overriding the door locks. If you use the 'break-glass' to exit, please inform a senior member of staff so that the seal can be replaced/reset.

Leaving the building

FMRIB

If you are the last to leave the building, ensure that all windows are shut, lights and air-conditioning are turned off.

The security alarm will sound if any fire door is opened or if any door is forced. An alarm will also sound if the main or rear entrance doors are propped open for more than 30 seconds.

If you are in FMRIB and you hear the security alarm after 6pm, for your own safety you should leave immediately by the nearest exit. Call the NDCN facilities out-of-hours number **07521 161 549**. If you leave by a 'break-glass' fire exit, please inform a senior member of staff so that the seal can be replaced/reset.

If you have mistakenly set off the alarm, or are otherwise aware of a false alarm, please contact security (call 01865 220 189 from a hospital phone and ask to be put through to security) and wait for them to arrive so that they can reset the alarm with their fob. Please write details in the logbook provided.

Annexe

If you are the last to leave the building, please ensure that the main door closes behind you. Please call the out-of-hours NDCN facilities number **07521 161 549** if it does not close properly. This number is posted in the reception area to the Annexe.

The security alarm will sound if any fire door is opened or if any door is forced.

If you are in the Annexe and you hear the security alarm after 6pm, for your own safety you should leave immediately by the nearest exit. Call the NDCN facilities out-of-hours number **07521 161 549**.

If you have mistakenly set off the alarm, or are otherwise aware of a false alarm, please contact security (call 01865 220 189 from a hospital phone and ask to be put through to security) and wait for them to arrive so that they can reset the alarm with their fob.

FMRIB building scanner and computing alarms

There are also a number of alarms associated with scanner instrumentation. If you hear an alarm

going off in the scanner room, then it is usually important that one of the members of the senior staff be notified that the alarm is sounding. If you are uncertain whether someone should be notified, please err on the side of caution and telephone to leave a message anyway.

There are several alarm systems associated with WIN IT equipment located in the network cabinet at the rear of the upstairs open plan office, in the store room at the end of the first floor corridor next to the seminar room and in the server room located at the rear of the IT Office. There is an amber flashing light located in the IT office which illuminates when there is an A/C failure in the main server room.

Any IT related alarm should be classed as urgent and you should attempt to contact one of the Centre IT staff.

A list of contact numbers is posted near the main doors of FMRIB.

FMRIB building workshop

The centre has a workshop principally for the use of the Technical Support staff. This room houses many potentially dangerous items of equipment. You must not use any equipment in this room without the express permission/supervision of Sebastian Rieger (sebastian.rieger@psych.ox.ac.uk).

Other risks in the FMRIB building

A laser warning sign is located outside the magnet rooms. No entry is permitted to the room when the sign is illuminated. If your research involves the use of bottled gases, lasers, TMS or tDCS then you must complete the appropriate training in their safe use. Contact admin@win.ox.ac.uk if you are not sure what training is required.

Manual Handling

Activities that involve the manual lifting or moving of heavy items may only be carried out by individuals that have been on a manual-handling course. Any Manual Handling activity must have been risk assessed prior to taking place; a generic risk assessment is possible where repetitive tasks take place. The main risk activity within the FMRIB Building is the lifting of subjects into the scanner, but also applies to the movement of many pieces of equipment about the buildings. The University runs courses throughout the year which can be booked via the Safety Office website (<https://safety.admin.ox.ac.uk>). Training in manual handling of subjects for NDCN staff can be arranged via the department Facilities team, (facilities@ndcn.ox.ac.uk).

COSHH/Risk Assessments

Where your experiments require the use of items covered by the Control Of Substances Hazardous to Health (COSHH) regulations or require a Risk Assessment, your supervisor or line manager should complete the necessary documentation on the associated risks. This may already have been carried as part of an ethics approval. If in doubt about any potentially dangerous activity you must consult with your supervisor, line manager, or the Department Safety Officer (facilities@ndcn.ox.ac.uk)

Pregnancy

If you become pregnant you should advise the Department Safety Officer or HR, they will advise on a suitable risk assessment in complete confidence, at the earliest opportunity to discuss changes to your working practices during your pregnancy. Please note that there are no known risks to the unborn child from high magnetic fields, but we recommend that you do not enter the magnet rooms during your pregnancy.

For further information see the pregnant worker risk assessment at www.win.ox.ac.uk.

Kitchen Areas

There is a Common Room on the ground floor of the FMRIB building with tables and a larger seating area for eating lunch and socialising. There are facilities for making coffee, along with a hot water boiler, microwave, refrigerator and chilled water tap. The Annexe also has a small kitchen area on the 2nd floor with a hot/cold water Zip tap and refrigerator.

It is important to try to keep these areas neat and reasonably clean. Please wash your own mugs, or put them in the dishwasher, to reduce the clutter. Also be aware that there are work areas immediately adjacent, so it is important to keep noise down to a tolerable level and consumption of odorous food to a minimum.

The Common Room is primarily a staff area. Unfortunately, we do not have the space for subjects or their relatives to wait before or during scans, other than in the reception area. People who need to wait for more than a few minutes should be encouraged to visit one of the public areas in the main hospital, such as the League of Friends, Pret, or M&S Cafés.

Parking and Bikes

There are no car parking spaces for WIN staff or students immediately outside the buildings. Applications for permits for the staff car park may be made to the OUH Trust, although only people who live a considerable distance from the Hospital are likely to be awarded one. Bikes may be locked to the racks at either the rear courtyard of the FMRIB building, or near the front door. There is a covered bike rack at the entrance to the Annexe.

There are 2 bicycles at FMRIB available for booking and use between WIN sites. These bicycles must be booked via Calpendo (<https://calpendo.fmrib.ox.ac.uk>) and signed in/out at FMRIB Reception.