

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 win.ox.ac.uk/support) and get it signed by the person giving the training. Then return this sheet to Sue Field 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 susan.field@ndcn.ox.ac.uk with a justification.