

# OHBA Building Guide

For new Staff and Students



The Oxford Centre for Human Brain Activity (OHBA) is part of the University Department of Psychiatry based at the Warneford Hospital, comprising (across two floors)

- Reception
- Siemens Prisma 3T MRI scanner and control room
- TRIUX™ neo scanner and control room
- EEG lab
- Brain stimulation lab
- Clinical rooms, participant waiting area, participant changing area and Disabled WC
- IT hub, Seminar room, Staff offices, Kitchen and Staff WCs

## Access

Access into OHBA and associated buildings is enabled by swiping your university card in the reader located next to the main entry doors. If you do not have a university card, then please contact your department administrator.

The OHBA MRI magnet is **always** on and can represent a hazard. For that reason, it is important that you **do not give access** to anyone to OHBA unless they are your guest, and you take full responsibility for them. If you lose or misplace your university card, you must tell the OHBA admin team ([admin@ohba.ox.ac.uk](mailto:admin@ohba.ox.ac.uk)) **as soon as you discover the loss**.

Before access to the Centre is granted you need to attend magnet safety course annually and complete a one-off building induction. Magnet Safety Training is run at either FMRIB or OCMR (advertised on the OxCIN intranet). Differing categories of building access will be granted to different groups of staff using OHBA:

- OHBA residents: 7 days a week, 6am-10pm
- Regular users (non-resident): Monday-Friday 8am-8pm
- OHBA senior staff: 7 days a week, 24 hours

MRI control room access is restricted to radiographers, senior MR physicists, Siemens personnel, and members of staff who have completed advanced safety and scanner training (see SOP OHBA\_006 Scan Operator Training).

## Entering and leaving the building

OHBA has an intruder alarm which disarms at 7:30am every morning Mon-Fri, and sets at 10pm every evening. On weekends it is armed constantly unless deactivated by someone. The code to arm and disarm the the intruder alarm will be given to you durin your building induction.

If prior to 10pm and you are the last to leave the building:

- Switch off all lights.
- Ensure all windows and doors are closed, in particular, check the windows in the staff toilet downstairs.
- Ensure the door shuts properly behind you.

If you remain in the building after 10pm it is your responsibility to manually deactivate the alarm just prior to 10pm and set it when you leave.

## General Safety & Security

### Alarms

**Fire:** When the fire alarm is activated everyone in the building must leave by the nearest fire escape and move away from the building. The fire evacuation point is in front of the Psychiatry Main Building. There can be no delays in leaving the building except to remove a subject from the scanner. Leave all personal belongings behind.

**Security:** The main OHBA building is fitted with an intruder alarm, with keypads inside the main entrance lobby, next to the middle door (opposite the MEG lab) and by the staff side entrance. The alarm is activated and deactivated with a code that will be given to you during the building induction.

If you mistakenly set off the alarm, or are otherwise aware of a false alarm please ring the University Security Control Room – 01865 272944 – immediately.

**Scanner:** There are also a number of alarms associated with the MEG/MRI scanner instrumentation. If you hear an alarm gong off in the scanner room then is it usually important that one of the members of 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 use the emergency contacts list on the scanner room door.

**Disabled access toilet:** There is a local alarm fitted in both of the disabled access toilets that is activated by pulling the red cord. Sounders activate in the OHBA reception, MEG lab area and the open plan offices. If you hear this alarm go immediately to the toilet to assess whether help is needed. If required contact the First Aider or emergency services.

### 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. The main risk activity within OHBA is

the lifting of subjects into the scanner, but this equally applies to the movement of equipment about the Centre. The University runs courses throughout the year which can be booked via the Safety Office website ([www.admin.ox.ac.uk/safety](http://www.admin.ox.ac.uk/safety)).

### **Pregnancy**

If you become pregnant you should advise the Department Safety Officer, 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 <http://www.oxcin.ox.ac.uk/support>.

### **Kitchen Area**

On the ground floor is the OHBA kitchen that is available for all staff. There is a coffee machine, a refrigerator, a microwave, and a dishwasher for your use, as well as a hot water boiler and filtered water tap. Tea, instant coffee and sugar sachets are provided by the department, and bottles of milk are delivered regularly and can be found in the fridge. If these run out, please replenish using stocks from the main Psychiatry department kitchen. There is also a coffee machine which uses coffee beans. If you would like to use this, please see the instructions printed above the coffee machine which explain how to pay.

It is important to try to keep this area clean and tidy. Please place your cutlery and crockery in the dishwasher or wash and dry them by hand to reduce clutter on the sides. The dishwasher is turned on by the cleaner each evening but needs emptying by staff each morning. Please help with this whenever you can. Also be aware that the kitchen is immediately adjacent to a work area so it is important to keep noise down to a tolerable level and consumption of odorous food should be kept to a minimum.

There is a cafeteria in the main Warneford Hospital, which sells sandwiches and snacks between 8am and 3pm and hot lunch between midday and 2pm. There are also associated vending machines close by.

### **Parking and Bikes**

Parking directly outside of OHBA is strictly for research participants and OHBA visitors only. Please do not temporarily block cars that are parked outside. All vehicles parked in the Warneford site car parks will be required to display either a valid parking permit or pay and display ticket. Contact Moira Westwood (Departmental Administrator) for details about staff permits.

Cycle racks are also available outside OHBA in the bicycle shed, and there are two OxCIN bikes bookable on Calpendo. The keys and helmets for these are kept in the sliding cupboard behind the empty OHBA reception desk. Please contact [admin@ohba.ox.ac.uk](mailto:admin@ohba.ox.ac.uk) for the door code.