

Access to OHBA

For external contractors

- All contractors should notify the relevant OHBA staff contact of a proposed visit at least 24 hours prior to that visit. If a contractor does not know whom to contact then they should phone the OHBA MRI Manager, Nico Filippini (01865 618215).
- If a visit has the potential to disrupt the normal operation of OHBA, such as the computing, MRI scanning or MEG facilities then at least 1 week's notice should be given, unless the work is urgent.
- The following information should be given:
 - Company the contractor is working for
 - Ideally, names of the contractors who are visiting
 - Indication of the nature of the work that is being undertaken
 - Indication of the areas of OHBA they need access to
- This information will be circulated internally to core staff, so that, should the main OHBA staff contact not be available, someone in OHBA will be aware of the visit. Contractors who turn up without having notified OHBA staff may not be granted access.
- On arrival, the contractor should use the entry phone by the main door at OHBA to contact reception. If the contractor needs to re-enter the building, they should phone the reception number. Contractors should not tailgate other building users, and should not allow others to tailgate after them.
- If a contractor is working in the building for a whole day, or a period of days, they may be issued with a temporary swipe card. The issue of a card requires a deposit of £5 or leaving their ID badge, which will be returned as soon as the card is returned. This card will be programmed to work only for the duration of their work and must be returned to the OHBA Research Facility Operations Manager at the end of the work. Contractors who are given swipe cards are required to read and sign the *OHBA Building Safety* document.
- If a contractor needs access to the MRI magnet areas then they must read and sign the document *Working around the OHBA Magnet Area*.
- All OHBA entrance doors are on swipe access and are alarmed after hours.
- Any keys removed from the key cabinet must be signed for, and returned by the end of each day, or as soon as the work is completed, whichever is the sooner.

OHBA Building Safety

For external contractors



By signing this form, I agree:

- To follow any written or verbal safety instructions given to me by my OHBA staff contact.
- To only use the swipe entry card to let myself, or contractors I have already informed my OHBA staff contact about, into the building.
- To only enter the OHBA magnet area if I have been given a magnet area entry card, or if a member of OHBA staff accompanies me.
- To sign for all keys taken from the key cabinet, and return them by the end of each day, or as soon as the work is completed, whichever is the sooner.
- To return my swipe entry card as soon as the work is completed.

Name _____

Company _____

Signature _____

Date _____

For Centre use

Swipe card issued by _____

Swipe card returned to _____

Working around the OHBA Magnet Area

For external contractors



Security and safety procedures are required due to the high magnet field present **at all times** within the magnet areas. Some metallic objects are very powerfully attracted to the magnet and can be snatched uncontrollably from a persons grasp. Individuals with some type of medical implants can be injured by the strong pull of the magnet and heart pacemakers can be caused to fail.

This building is populated with experienced researchers who are aware and trained in magnet safety awareness. However, if security is breached, a member of the public could gain access, resulting in a potentially serious injury or even fatality.

- The MRI magnet is **always on**, and can represent a hazard to those who have not been screened for safe entry.
- Anyone entering the magnet area must have filled out and signed a magnet safety form and be made fully aware of the risks posed by the magnet.
- A member of OHBA core staff will control access to the magnet area unless the work is over an extended period, in which case the visitors may be provided with a magnet area entry card. This card must not be used to give entry to any other persons.
- **The door to the control room must not be propped open at any time.**
- The door to the equipment room must be kept locked at all times and the key returned to the secure area between visits.
- At no time are boxes or bags to be taken into the magnet room. If equipment needs to be taken into the magnet room then it must be magnet safe. If there is any uncertainty as to whether an item of equipment is magnet safe then it must be checked by OHBA staff.

I confirm that I have read and understood the above instructions and agree to abide by them fully.

Signature: _____

Date: _____