

Staff Handbook

Our aim in producing this document is to create a one-stop information point where you are able to access all the information you are likely to need in relation to your employment with us. We hope you find this a useful guide. If you are unable to find the answer to your question here, please feel free to email the administrative team on hr@paediatrics.ox.ac.uk

The online induction resource provides an introduction to the University and a guide to where information can be found on a broad range of topics relevant to a new starter to the University <https://www.paediatrics.ox.ac.uk/work-with-us/welcome-and-orientation/welcome-andorientation/view>

Welcome to the Medical Sciences Division

Message from Professor Gavin Screaton, Head of the Medical Sciences Division



I'd like to take this opportunity, on behalf of the Divisional team, to welcome you to the Medical Sciences Division, University of Oxford. Medical Sciences is a large thriving, multidisciplinary community, excelling in its research, teaching and clinical care.

I hope you will find your time in Oxford to be as stimulating and rewarding as you expected, confident that the Division supports and encourages success in your work life.

Medical Science Division

The Medical Sciences Division is an internationally recognised centre of excellence for biomedical and clinical research and teaching and is the largest of the four academic divisions within the University. The Division comprises 16 departments, and their constituent units, institutes and centres, spread across three sites in Oxford (the Science Area, Old Road and hospital sites in Headington) and includes numerous clinical research units in Africa and Asia. Over 5000 academics, staff, graduate and undergraduate students, NHS clinicians and GPs together contribute to our extensive and exemplary research, teaching and clinical portfolios. The Division's core strategic objective is to be the best university biomedical institution in Europe and amongst the best five biomedical institutions in the world.

The Division is committed to the Athena SWAN Charter, which recognises commitment to advancing women's careers in science, technology, engineering, maths and medicine (STEMM) employment in higher education. All component parts of the Division hold Athena SWAN awards.

Medical Sciences Divisional Office

The divisional officers, working under the Secretary of the Medical Sciences Division, provide administrative support for the governance of the Division. They are based in divisional office at the John Radcliffe Hospital. The Divisional Office hosts the Medical School Office which is located at the John Radcliffe Hospital and at the Medical Sciences Teaching Centre in South Parks Road.

Our location within the hospital is key to fostering and influencing our relationship with the Oxford University Hospital NHS Foundation Trust, and promotes cohesiveness and responsiveness at the interfaces between our mutual teaching, training, research and clinical activities.

The divisional office publishes a **monthly e-newsletter, OxfordMedSci News**, which will be sent directly to your department or unit email address on the second Monday of each month (please email communications@medsci.ox.ac.uk if you do not receive it). OxfordMedSci News includes many important updates and opportunities, as well as links to seminar listings and current news, regular interviews with colleagues, and feature articles from different labs.

You can also sign up to receive a **weekly digest of all events/seminars/talks/workshops** taking place across the Division. The digest is sent out via email every Friday, listing the events for the following week. To receive the digest, please email msd_events-subscribe@maillist.ox.ac.uk (Subject: Subscribe).

Find out more about the Division and keep up to date with activity on our **website** <http://www.medsci.ox.ac.uk/> or follow us on **Twitter** [@OxfordMedSci](https://twitter.com/OxfordMedSci).

Key divisional office contacts:

(Email addresses are first_name.last_name@medsci.ox.ac.uk unless indicated otherwise)

Secretary of the Medical Sciences Division: Dr David Bryan,

Senior officers: Chris Price (Strategic Planning and Projects), Jane Dale (Education), Gillian Morris (Personnel), Bríd Cronin (Research), Eveline James (Capital Projects - based in Estates), Alison Brindle (Communications), Naomi Gibson (Public Engagement)

Financial Controller: Linda Naughton

Divisional Accountant: Samantha Branch (samantha.branch@admin.ox.ac.uk)

Divisional Web Manager: Anne Bowtell

Senior Divisional Safety Officer: Graham Ross

To find out more about the support and services offered by the Divisional Office, please see our website - <http://www.medsci.ox.ac.uk/support-services>

How to find us:

Medical Sciences Divisional Office

Level 3, John Radcliffe Hospital

Oxford

OX3 9DU

General enquiries: 01865 220279

Departments within the Medical Sciences Division:

- **Department of Biochemistry**
- **Nuffield Department of Clinical Medicine** (including Centre for Cellular and Molecular Pathology, Experimental Medicine Division, The Jenner Institute, Ludwig Institute of Cancer Research Oxford Branch, Structural Genomics Consortium, Division of Structural Biology, Target Discovery Institute, Tropical Medicine and Global Health, Wellcome Trust Centre for Human Genetics)

- **Nuffield Department of Clinical Neurosciences** (including Nuffield Department of Anaesthetics, Department of Clinical Neurology, Nuffield Laboratory of Ophthalmology, Centre for Functional MRI of the Brain)
- **Department of Experimental Psychology**
- **Radcliffe Department of Medicine** (including Department of Cardiovascular Medicine, Nuffield Department of Clinical Laboratory Sciences, Oxford Centre for Diabetes, Endocrinology and Metabolism, Investigative Medicine, MRC Weatherall Institute of Molecular Medicine)
- **Nuffield Department of Women’s & Reproductive Health**
- **Department of Oncology** (including Oncology Clinical Trials Office, Oxford Cancer Imaging Centre, Cancer Research UK and Medical Research Council Oxford Institute for Radiation Oncology)
- **Nuffield Department of Orthopaedics, Rheumatology and Musculoskeletal Sciences** (including Botnar Research Centre, Kennedy Institute of Rheumatology)
- **Department of Paediatrics**
- **Sir William Dunn School of Pathology**
- **Department of Pharmacology**
- **Department of Physiology, Anatomy and Genetics**
- **Nuffield Department of Population Health** (including Cancer Epidemiology Unit, Clinical Trial Service Unit and National Perinatal Epidemiology Unit)
- **Nuffield Department of Primary Care Health Sciences**
- **Department of Psychiatry**
- **Nuffield Department of Surgical Sciences**

The Department of Paediatrics

Prof Georg Holländer is the Head of the Department of Paediatrics. It is one of 16 clinical academic departments within the University’s Medical Sciences Division. Split across a number of sites, the Department of Paediatrics has different research groups who undertake clinical work and substantial teaching, training and research.

Research Groups

Oxford Vaccine Group – based at the Centre for Clinical Vaccinology and Tropical Medicine, Churchill Hospital, led by Professor Andrew Pollard. This group conducts studies of new and improved vaccines for adults and children against diseases including meningococcus, pneumococcus, RSV, influenza, typhoid and paratyphoid.

Wood Group – Led by Prof Matthew Wood and based in the Science Area at South Parks Road. The Wood laboratory works at the interface of neuromuscular science and biotechnology. A major focus is the study of neuromuscular diseases such as Duchenne muscular dystrophy, myotonic dystrophy and spinal muscular atrophy and the development of gene-based therapies, in particular RNA-based therapies, for this class of disorders. Our goal is to advance the science underlying these innovative therapies to develop the truly innovative precision medicines of the future and to advance their translation to the benefit of patients.

Specialised Translational Research Oxford Neuromuscular Group (STRONG) – Led by Prof Laurent Servais. This group focuses on neuromuscular diseases and driving research into early identification, potential treatments, and early intervention for rare disorders.

Developmental Immunology – Based at the Weatherall Institute for Molecular Medicine, led by Professor Georg Holländer. This group specialises in the molecular and cellular control of thymus development and function.

Developmental Haematology & Childhood Leukaemia Research – Based at the Weatherall Institute for Molecular Medicine, led by Professor Irene Roberts. This group are interested in how the special properties of prenatal stem and progenitor cells provide the permissive cellular context for the

development of leukaemia in early childhood. Our particular focus is on leukaemias in children with Down syndrome and the newborn.

Childhood Leukaemia Research – Based at the Weatherall Institute for Molecular Medicine, led by Professor Anindita Roy. This group investigates the link between human fetal haematopoiesis and the origin and biology of childhood leukaemia. In particular, we are interested in the pathogenesis of infant leukaemia, which is a refractory disease that invariably originates in utero.

Gastroenterology and Nutrition Group – Based at Children’s Hospital, JR. This group focuses their research primarily on the nutritional requirements of neurologically disabled children.

HIV Research – Based at the Peter Medawar building, led by Professor Philip Goulder. This group studies the inter-related roles in HIV infection of CTL escape, viral replicative capacity, the impact of HLA and non-HLA genes on disease outcome, and the evolutionary consequences of these events.

Paediatric Neuroimaging – Based at the Women’s Centre, led by Dr Rebecca Slater. This group undertake mechanistic research, clinical trials, methodology development (MRI, EEG and analytical approaches), with a particular focus on infant pain.

Healthcare Translation Research Group – This group is focused on high-impact research in regenerative medicine (cell, gene, immuno-therapies and tissue engineering) and digital health - including medicines optimisation, supply chain security and implementation science/evaluation of digital technologies.

Mucosal Immunology – Led by Professor Holm Uhlig. This group studies mechanisms of intestinal barrier function as well as immune regulation by analysing patients with Mendelian disorders that develop intestinal inflammation.

Nucleic Acid Gene Therapy in Brain and Muscle – Led by Professor Matthew Wood. Our current research programme is focussed on the study of fundamental RNA biology and the development RNAbased therapeutic agents and novel technologies for their delivery within the context of the neuromuscular system. Our major therapeutic focus is the neuromuscular diseases Duchenne muscular dystrophy (DMD) and spinal muscular atrophy (SMA) and the neurodegenerative disease Parkinson’s disease (PD).

More in-depth information about the various research groups can be found at <https://www.paediatrics.ox.ac.uk/research>

Administration Team

The Department of Paediatrics administration offices are located on the second floor of the Children’s Hospital in the John Radcliffe Hospital. The administration team consists of:

Shaka Obhiozele (234223) – Head of Administration and Finance

HR Team

Email: hr@paediatrics.ox.ac.uk

Sarah Willcox-Jones (226956) – Deputy Head of Administration and Finance, HR Manager

Charlotte Walber (226955) – HR Officer, Acting HR Manager

Cameron Baxter – HR & Graduate Studies Officer

Sorcha Edmiston – HR Officer

Ben Gregorio - Communications Officer (Maternity Cover)

Joanna Bagniewska (231641) - Communications and Public Engagement Officer

Finance Team

Email: finance@paediatrics.ox.ac.uk; grants@paediatrics.ox.a.cuk

Ketlin Stroo – Senior Finance Manager

Carole Kelly (572893) – Finance Manager
Khaya Rowland – Grants Manager
Emily Davis (227227) – Finance and Grants Officer
Fiona Smith (243162) – Finance and Grants Officer
Lucy Goodwin – Finance Officer

Further information can be found on our website at www.paediatrics.ox.ac.uk

Further information on the History of the University of Oxford and information on the Medical Science division can be found via the links below:

http://www.ox.ac.uk/about_the_university/index.html - About the University of Oxford

http://www.ox.ac.uk/divisions/medical_sciences.html - Information on the Medical Sciences Division

Newcomers' Club

The University of Oxford Newcomers' Club is an organisation, run by volunteers, whose aim is to help the newly-arrived wives, husbands or partners of visiting scholars, of graduate students and of newly appointed academic and administrative members of the University to settle in and to give them the opportunity to meet people in Oxford. Find out more at www.newcomers.ox.ac.uk

Mandatory Training

Online Courses

Please complete the following online courses within your first few weeks of starting in the Department. The online courses are provided by the Oxford Learning Institute through CoSy <https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Dashboard.aspx>

Equality & Diversity Briefing

This course introduces you to what equality and diversity mean and why they are so important both to the University and to you as an individual. It provides an overview of the legislation, your rights and responsibilities, and guidelines for ensuring that equality and diversity are embedded in your work.

Duration: 50 minutes

<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=COCOEDUEDB>

Challenging Behaviour: Dealing with bullying and harassment in the workplace

This self-study course has been designed to raise awareness of potential bullying and harassment in the workplace.

Duration: 80 minutes

<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Courses/book.aspx?courseid=COCOEDUCB>

Implicit Bias in the Workplace

Introducing unconscious bias is the way in which we all habitually react differently to people we perceive to be like us and those we perceive to be different and the impact that this has on our decisions at work - is now thought to be an important factor in the difficulties that women and minorities continue to experience in recruitment to and advancement in employment.

Duration: 25 minutes

Information Security Awareness

The wealth of valuable research data and masses of personal information that the University holds makes it a prime target for external attacks, online fraud and information theft. In recent years, there has been a huge expansion in the number of systems on the University network and the sophistication and number of threats has increased significantly. That is why effective information security is absolutely vital.

Please complete the online information security awareness module. This training will get you up to speed on what you need to do to keep the University (and your own) data safe:

<https://cosy.ox.ac.uk/accessplan/LMSPortal/UI/Page/Basket.aspx?courseid=170840>

DSE Assessment

All new employees should also have display screen equipment (DSE) assessment. This training program has been designed to lead you through the important health and safety information related to computer use: <https://dse.ox.ac.uk/assessments/index/>

Useful Information

Hours of work:

Your normal hours and working pattern will be specified in your contract.

The full-time contracted hours for support staff (grades 1-5) within the organisation are 36.5 hours per week excluding daily meal breaks.

Academic-related staff (grades 6-10) work such hours as are reasonably required to carry out their duties to the satisfaction of the Head of Department. However, for the purposes of calculating pro-rata salary and holiday entitlement for part-time staff, a notional figure of 37.5 hours per week should be used excluding daily meal breaks.

A daily unpaid lunch break of a minimum of 30 minutes must be taken if you work more than six hours daily.

Pay:

Your basic pay is outlined in your contract. Part-time employees will be paid on a pro rata basis, based on the hours that they work.

Pay day is the penultimate working day of the month, the dates are all on the payroll webpages: <http://www.admin.ox.ac.uk/finance/processes/payroll/paydates/>

If there are any queries with your pay then please contact the Deputy Departmental Administrator (HR).

Overtime is defined as time which, with approval of the line manager, is worked in excess of the hours specified in the contract of employment. All staff employed at Grades 1-5 are eligible for overtime and this can be taken as time off in lieu (TOIL) or paid as hours.

The HR Self-Service gives University employees access to view and update some personal details, see current contract and pay information, and view payslips and P60s online. Log in via <http://www.ox.ac.uk/staff/working-at-oxford/hr-self-service>

Pension:

You are eligible for the University pension scheme, details of which you should receive shortly after you start. You will be auto enrolled into either of the following pension scheme, if you wish to opt out of the pension scheme, please inform the Pensions Office.

- [Universities Superannuation Scheme \(USS\)](#): a national scheme for staff on academic and academic-related grades (Grades 6-10)
- [University of Oxford Staff Pension Scheme \(OSPS\)](#): the University's own scheme for support staff (Grades 1-5)

Booking Holiday:

All employees are entitled to 38 days of paid annual leave, inclusive of 8 public holidays (this is pro rata for part-time staff and staff who work a non-standard week). E71 grade staff are entitled to 40 days of paid leave, inclusive of 8 days public holidays.

The leave year runs between 1 October and 30 September. Holiday allowances for those with less than 1 years' service will be worked out on a pro-rata basis and holiday allowances for part-time workers will be calculated in hours on a pro-rata basis.

Booking annual leave should be done using TeamSeer, an online staff holiday and absence planner. You should have received a welcome email with details to set up your account. This email will also provide you with details on how to use TeamSeer for booking holiday. If you have any questions please email enquiries@paediatrics.ox.ac.uk

The University has a scheme for additional holiday for long service, this starts at 5+ years' service.

Please see the webpage for time off for other reasons (including bereavement leave and time off for dependants): <http://www.admin.ox.ac.uk/personnel/during/leave/other/>

To roll-over annual leave, please email HR before the 30 September. Please note that you will be required to provide your line manager's approval.

If you are unwell:

You need to contact your line manager if you are feeling unwell and unable to come into work. Line managers will input your absence onto TeamSeer. Once you are well enough to return to work, please complete the return to work documentation provided by TeamSeer via email.

Probation:

The probationary period for Grades 1-5 is 6 months and for Grades 6-10 is 1 year (unless on a fixed term contract of a year or less). Probation should be reviewed at both the midpoint and end of this period. Your appointment will be confirmed on satisfactory completion of probation.

The purpose of the probationary period is to ensure that a new employee can gain a full understanding of the requirements of the post and to achieve a satisfactory level of performance, within a reasonable period of time, in the early part of their career with the University.

It is also intended to help identify any training and support that is needed for the employee. Probationary periods should be incorporated into the overall ongoing personal development review process.

When you start in your role you should look at setting objectives with your line manager to complete during the probationary period.

Your probation and objective setting forms will be available on the Simitive online system: <https://paediatricspdr.simitive.com/>. You should log in using your single sign on (SSO).

The entire probation process according to the university's Terms and Conditions is outlined here and they apply to all employees of the department of Paediatrics: <http://www.admin.ox.ac.uk/personnel/recruit/probation/>

PDR Process:

An annual Personal Development Review (otherwise known as an appraisal) is a process for individual employees and those concerned with their performance, typically line managers, to discuss their performance and development, as well as the support they need in their role. It's often used to both assess recent performance and focus on future objectives, opportunities and resources needed. As well as reviewing the previous year, consideration should be given to the future and objectives should be agreed for the year ahead. It is also advisable to review the job description to ensure that it accurately reflects the role. Your PDR form will be available on the Simitive online system: <https://paediatricspdr.simitive.com/>. You should log in using your single sign on (SSO). We recommend that the reviewee complete the online form and share it with their manager before the meeting. There is the option to print off the form on the system.

Training:

Professional development opportunities for members of staff are provided by various departments of the University. These include:

- Centre for Teaching and Learning, which provides a wide programme of seminars and courses in areas ranging from teaching and academic practice to communication skills.
<http://www.ctl.ox.ac.uk>
- IT Services, which runs a programme of IT training courses and offers advice about using educational technology, such as digital whiteboards. <https://www.it.ox.ac.uk/do/training-andfacilities/itlc-courses>
- The Language Centre, which provides courses and resources for staff who need foreign languages for their research, work or personal development.
- The Careers Service, which provides careers information for research staff. The service, which is free, consists of career discussions, career development workshops, and access to resources and information.

Access to Facilities:

Cards: once you start with the University, you will be asked to complete a University of Oxford Application for a University Card, this card is issued by a central team and will give you access to University buildings. Please contact the HR team with at least a week's notice before you card expires and they will request a renewal for you.

NHS cards can be applied for on your first day through the security team, the HR team will help you with this. This card is valid for a year, if your contract is for less than a year than you card will expire at the end of your contract. You will need your University card to renew your OUH NHS card.

IT system: your IT access is linked to your University Card, if your card is due to expire then you will get an email warning you that your email access will expire.

Diversity and Equality:

The University of Oxford is committed to fostering an inclusive culture which promotes equality, values diversity and maintains a working, learning and social environment in which the rights and dignity of all its staff and students are respected.

To view the Equality Policy and for further information on Equality and Diversity in practice, including how you can help make your workplace inclusive please follow the link below or speak to your personnel officer/administrator. You can contact the Equality and Diversity Unit by email at equality@admin.ox.ac.uk or telephone at (2)89825.

University Staff Networks and Newsletters:

There are a number of University Staff Networks and Newsletters that may be of interest.

BME – Black and Minority Ethnic staff network

The BME Staff Network is open to all Oxford University staff that identify as BME. The Network has an email list that acts as a confidential discussion forum, and also holds various meetings throughout the year, both social and work-related. Membership of the list will be kept confidential. <http://www.admin.ox.ac.uk/eop/race/bmestaffnetwork/> If you would like to join the network please email: hanan.yanny@sbs.ox.ac.uk

DSN – Disabled Staff Network

In January 2015 we launched our Disabled Staff Network for staff with a disability or long-term health condition who work for the University, colleges or Oxford University Press. People sometimes feel a bit isolated in their workplace, so the Disabled Staff Network is a place where you can talk to people who are likely to understand. Since it is often difficult to meet in person, a lot of our 'talk' is likely to be through online forums on our closed WebLearn site. That's the place to post a question, share information or contribute your own experiences. <http://www.admin.ox.ac.uk/eop/disab/resources/> To join the network please email caroline.moughton@admin.ox.ac.uk

LGBT – Lesbian, Gay, Bisexual and Trans* staff network

The LGBT Staff Network is for all LGBT Oxford University staff, academic and non-academic (including OUP and the colleges). The group has an email list that acts as a confidential discussion forum, and also holds various meetings throughout the year, both social and work-related. Membership of the list will be kept confidential.

<http://www.admin.ox.ac.uk/eop/sexualorientation/informationforstaff/#d.en.30485> To sign up send a blank email to: oxu-lgbt-staff-subscribe@maillist.ox.ac.uk

OWN – Oxford Women's Network

The Oxford Women's Newsletter (OWN) is published fortnightly during term time and once a month during the long vacation. It contains a round-up of news, resources and events, and celebrates the achievements of women at Oxford. Members of OWN may also be consulted on key issues relating to gender equality at Oxford from time to time. All members of the collegiate University are invited to join. To be added to the mailing list, send your Oxford email address to: gender.equality@admin.ox.ac.uk

REN – Race Equality Newsletter

The Race Equality Newsletter is a mailing list for people who have an interest in race equality at Oxford. It acts as a clearing-house for services and information (conferences, training courses, relevant news items etc.) As a member you will receive a fortnightly newsletter by email with a roundup of news and events from across the University and higher education in general, Oxford City and the UK. Members of REN may also be consulted on key issues relating to race equality at Oxford from time to time. If you would like to join REN please email race.equality@admin.ox.ac.uk.

Faith Societies, belief groups, and religious centres within Oxford University:

Students and members of staff at Oxford will find that there are a wide variety of places of worship in and around the City centre. For information about places to worship, or about a particular faith society, group or religious centre within Oxford University, please use the below link or speak to your personnel officer/administrator.

<http://www.admin.ox.ac.uk/eop/religionandbelief/faithsocietiesgroupsorreligiouscentres/>

Harassment and Bullying:

The University condemns harassment as an unacceptable form of behaviour, and has a service to support staff and students who think that they are being harassed in any way.

The following people in the Department of Paediatrics are trained Harassment Advisors:

Amarjit Bhomra, South Parks Rd, amarjit.bhomra@paediatrics.ox.ac.uk
Louise Bates, OVG Churchill Hospital, louise.bates@paediatrics.ox.ac.uk
Khaya Rowland, JR Hospital, khaya.rowland@paediatrics.ox.ac.uk

You can contact any of these advisors, or, alternatively, if you would prefer to speak to an advisor outside of the Department, please phone the Harassment Line in confidence on (2)70760 or email harassment.line@admin.ox.ac.uk.

The full policy and further information and advice can be found at <http://www.admin.ox.ac.uk/eop/harassmentadvice/>

Childcare information:

The Childcare services pages <http://www.admin.ox.ac.uk/childcare/team/> offer information on the childcare providers and nursery's in the Oxford area. It also contains information on the salary sacrifice scheme, childcare vouchers scheme and holiday play schemes available. The website also gives links to the Children's Information service <https://www.oxfordshire.gov.uk/cms/public-site/informationparents> and parenting organisations in and around Oxford.

ParentsNet - a forum aiming to put people around the Medical Sciences Division in contact, and to give parents the opportunity to share and find a place where to exchange goods and ideas alike.

The forum has been developed in the Department of Physiology, Anatomy and Genetics (DPAG) following the implementation of their Athena SWAN Bronze Award Action Plan, in consultation with the Divisional Athena SWAN team. The administration and moderation of the forum is shared between DPAG and the Divisional Athena SWAN team.

ParentsNet is hosted on Weblearn and is subscription-based only. If you would like to sign up to the forum, please email admin-pa@dpag.ox.ac.uk

Discounts offered to staff:

A number of companies are also offering independent discounts to University staff. The University does not endorse any of the goods or services offered, nor guarantee any of the offers listed on these pages. To view the details of the discounts being offered, either visit the below webpage. Staff taking up these offers do so at their own discretion and risk. For further information about any of the discounts listed you must contact the companies directly. <https://hr.admin.ox.ac.uk/discounts>

All University staff can purchase a TOTUM discount card (formerly 'NUS Extra'), which gives access to numerous exclusive offers and discounts from many popular retailers. <https://www.totum.com/>

Other staff benefits:

There are a number of benefits for staff at the University, these are updated often and are available from the following link: <https://hr.admin.ox.ac.uk/staff-benefits>

Additional to the benefits already covered in this handbook, University staff can enjoy a range of other benefits, including use of the University Club, and University sports facilities. For further information please visit the following website: <https://hr.admin.ox.ac.uk/well-being>

On production of a University ID card, staff can receive discounts on purchases from University Gift Shops and free access to the Botanic Garden, Harcourt Arboretum and all 45 of the University of Oxford's affiliated colleges.

University staff can buy computer software for their personal computers at reduced prices. There is a list of available software on the IT services website, including Microsoft Office products available from the On The Hub link. <http://help.it.ox.ac.uk/sls/fulllist>

Emergency Response:

Dial **4444** - to be used when there is an immediate risk of violence or aggression, or a crime is in progress.

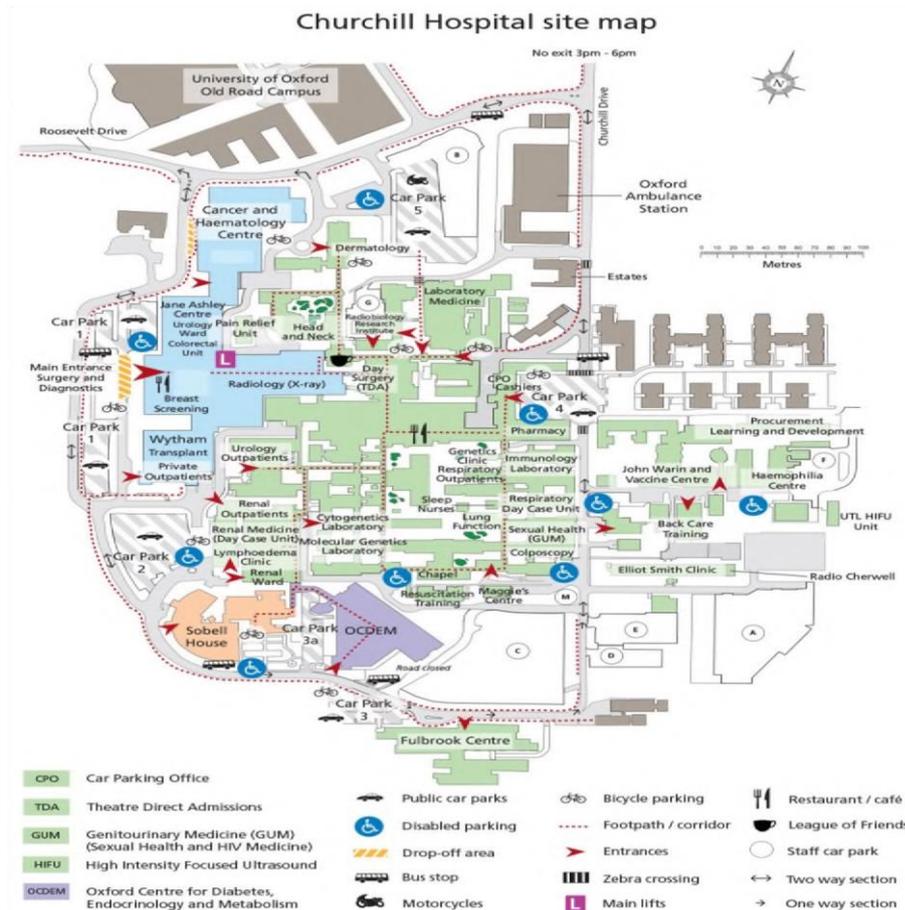
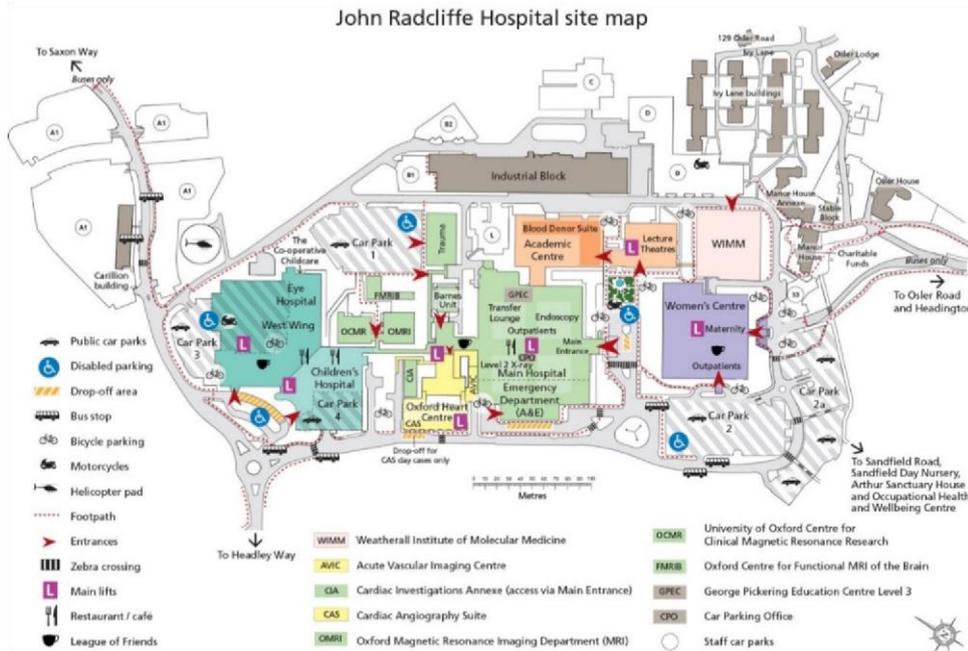
Site Officers	Bleep	Extension	Mobile
John Radcliffe	1371	57727	07500 129310/Internal #6290
Churchill	5080	25466	07500 129311

Buses between the sites:

There are buses which travel between the two sites frequently, namely the 700; details can be found on the OUH webpages: <http://www.ouh.nhs.uk/hospitals/jr/find-us/bus.aspx> or <http://www.ouh.nhs.uk/hospitals/churchill/find-us/bus.aspx>

Maps of the sites:

The department is split across a number of sites, mainly the Churchill Hospital and the John Radcliffe Hospital site. Below are maps of the two sites.



FIRE SAFETY for staff working at the John Radcliffe Hospital

1. The fire alarm system in the hospital is zonal
 - A continuous alarm means that there is a fire or suspected fire in your zone. Exit the zone, move to a zone with no alarm or an intermittent alarm. Always head towards the ground floor in the building if you have to change levels when exiting. If it is safe to do so and will not slow your safe exit, close doors and windows and make safe any equipment in order to slow down the spread of fire.
 - An intermittent alarm means that there is a fire in an adjacent zone, either laterally or vertically. Prepare to leave if the alarm becomes continuous.

2. If you discover a fire:
 - Break the glass in the nearest fire alarm call point to raise the alarm. The fire response team from the JR will respond. If it is safe to do so, confirm that there is a fire by ringing 4444 (the fire response team will be fast bleeped and the fire brigade will be summoned). You can also dial 999 if you do not have access to an internal phone.
 - Exit the area following the protocol above.
 - Fire blankets and fire extinguishers are placed around the Department, only use these if you will not put yourself in any danger and know how to use them properly. Never use a water fire extinguisher on an electrical fire.

3. Only re-enter your work area when the fire alarm has been switched off and the fire response team or fire brigade say it is safe to do so.

4. Please check where your local fire exits are (look out for the green and white signs with running men pictograms and directional arrows). Remember to walk alternative egress routes as you may need to exit the area in a different way to your usual route in the case of a fire situation.

5. Please record that you have had this explained to you at induction and check the safety notice boards regularly to see if instructions have changed.

Signed off.....

Date.....