

NDMRB – University of Oxford NDMRB-SOP-024 Issue 001 – March 2016 (AKK)

**NDM Research Building
Organising and booking rooms and/or arranging tours/visits**

1.0 Introduction

The NDMRB is a working research building and its rooms and seminar spaces are in high demand. Because it is one of the newest buildings on the old road campus it is not uncommon for groups to be shown around the building, in particular the TDI. It is imperative that as much notice as possible is given (preferably a month) to the facilities team and lab managers to ensure that your needs can be met in a timely manner.

2.0 Booking tours

Contacts for arranging visits and tours in the NDMRB:

| | |
|----------------------------------|--|
| NDM Strategic | kimberley.bryon-dodd@ndm.ox.ac.uk |
| Business manager | leonora.dempsey@ndm.ox.ac.uk |
| Buildings and facilities manager | Ling.jinks@ndm.ox.ac.uk |
| Lab managers | andrea.keepence-keyte@ndm.ox.ac.uk tiphaine.bouriez@ndm.ox.ac.uk |

There is also guidance on the NDM website that can be found in the SOP tab under create podcasts.

Tour organisers must consider and instigate the following:

In the first instance the business manager, buildings manager and the relevant laboratory manager must be contacted to discuss the need of the tour/visit. This must be done as soon as you think a tour may take place. The NDMRB tries to accommodate visits, even at short notice but the more time and information that can be given will ensure that the team in the building can provide the best possible event. There may be circumstances where there is not enough notice given and therefore the tour cannot be arranged sufficiently, in this instance the tour may not be able to go ahead. The disruption to the work that is carried out in the NDMRB will also be considered and there may be instances where the date and time is not suitable due to work that is being carried out in the building.

A risk assessment is held internally for tours which will be sent out to you and must be signed at returned. If the existing risk assessments are not sufficient for the tour then the tour organiser must carry out an assessment, provide it to the building team. The agreed-on risk assessment then must be passed to the University Insurance office, they will need to

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confirm that the public liability insurance will be in place. It is imperative that the tours are given by NDMRB based staff, therefore tours are normally organised in conjunction with these members of staff and corresponding lab managers.

You will need to provide the following details as a minimum to the business manager, buildings manager and the relevant laboratory manager:

- What is the rationale and aim of the tour? Which department/division is the tour being organised for? What do you hope is the outcome of the tour?
- Delegate information
 - Age range (e.g. under 18/over 18/undergraduate/post doc etc.)
 - First language – is a translator required
 - Science background?
 - Mobility issues (for emergency exit requirements)?
- Tour information
 - Oxford university contact
 - Tour contact, group representative and
 - Date
 - Times
 - Number of delegates
 - How are they getting to the ORC?

The maximum number of people who can be in the laboratories on a supervised tour at any one time is 10, for groups larger than this the group must be split to accommodate this limitation. If there is a larger group it is worth considering how the groups which won't be on the tour (but waiting) will be entertained. Please complete the form at the end of this SOP to book your tour/visit

2.1 Tour Types

Certain considerations need to be given for different types of tour. The demographic is the main consideration.

2.1.1 Young people

If there is a school tour there must be enough teachers/supervisors to sufficiently supervise the pupils at all times. Supervisors are arranged via the school or institution, not by the NDMRB. People under the age of 16 are not permitted in the labs unless specifically arranged and risk assessed before the visit.

There must be insurance in place both from the university and the school/institution

2.1.2 Non-scientist general public/Academic visitors

It is important that we know the background of the people taking part, the science that is carried out in the NDMRB is advanced and complex, however, the message should be positive and it is important that the information that is conveyed is done so in such a way that the tour group will understand the science. Mobility issues may need to be considered for this group of people as well as the language barrier.

2.1.3 VIP visitors

VIP visitors need to be accompanied by the relevant people; ideally the PI or group leader for the area of interest should be available. The level of security required should be considered before the visit and OUSS must be informed of any VIP visit. The level of security required will also dictate the level of confidentiality that is expected, information will be disseminated throughout the building (sometimes just floors that are involved), normally a couple of days before a visit to ensure that work spaces are tidy and that any confidential work is not carried out. It is imperative that the level of confidentiality is communicated to the NDMRB staff that are involved in arranging the tour. Film crews may also be involved in the tour, for further information regarding this please see 2.1.4.

In the case of VIP's that may attract unsolicited media/general public interest it is imperative that the tour and the route is arranged in such a way that the VIP is protected from such attention. Suitable entrance and exit plans must be in place for this type of visitor. The NDMRB business manager must be informed of such visitors as soon as possible.

2.1.4 Film crews

Film crews can be accommodated in the NDMRB either as part of a tour or for publicity surrounding research. If the filming is not in association with the work taking place within the NDMRB then the business manager withholds the right to refuse such filming.

There is a risk assessment in place for non university filming and photography which is available on request. This assessment must be read, signed and returned before the visit, if the filming includes anything outside of the scope of the risk assessment then the person arranging the visit must carry out a suitable risk assessment before the visit.

The university press office must be informed of any publicity that is arranged as part of a visit, they will also be able to deal with any media storms.

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3.0 Room bookings

Room availability and booking (if required) can be made internally using the NDMRB internal pages on the website.

For external requests please contact reception who can place the booking for you.

Please note that room availability is in high demand and priority will always be given to NDMRB based staff. It is advised that you make your booking as early as you possibly can, preferably at least 4 weeks in advance. If you are organising an event for external delegates you will need to provide names and titles, company/organisation and confirm if any delegates have mobility issues (for emergency exit requirements). Details of catering will also be required, which includes times (collection and delivery) and the locations for the catering.

4.0 Review

This document shall be reviewed every three years by the relevant person as and when procedures change.

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VISIT BOOKING FORM

Section one – tour organiser’s details

| | |
|--------------------------|--|
| Name | |
| Email | |
| Contact telephone number | |
| Department | |
| Section | |
| NDMRB association | |

Section two – tour details

| | |
|--|--|
| Date and time | |
| NDMRB tour reps | |
| Details of tour Include: <ul style="list-style-type: none"> • Number of delegates • Contact for the group • Age range (if under 18) • Mobility issues • Science background | |
| Details of areas that the visit would like to view (consult with lab/buildings manager is advised) | |

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| | | |
|---|------------------------------|-----------------------------|
| VIP - If so provide details and if special requirements need to be made | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have security been informed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Have the media office been informed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Will a film crew be present? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Additional room booking required | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| Catering booked | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| If catering booked please provide details (including drop off and collection times) | | |
| Parking permit required? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| What type of vehicle will delegates arrive in? | | |

Please email this form to the following:

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