

**GENERAL INFORMATION FOR NEW
MEMBERS**

ACADEMIC YEAR 2010-2011

UNIVERSITY OF OXFORD



ASTROPHYSICS

**Denys Wilkinson Building
Keble Road
Oxford OX1 3RH**

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Error/amendments to this information during the year, please advise Administrative Secretary

Head of Astrophysics: Professor Patrick Roche

PA to Head of Astrophysics: Vanessa Ferraro-Wood

Astrophysics Finance Administrator: Yunley Oakley

Astrophysics Secretary & PA to Savilian Professor: Ashling Morris

IT Manager: Ian McArthur

STAFF COMMITTEE

Professor Pat Roche (HoSD)

Professor Steve Rawlings

Professor Roger L Davies (Wetton Professor of Astrophysics)

Professor Joseph Silk

Professor Jocelyn Bell Burnell

Professor Katherine Blundell

Professor Pedro Ferreira

Professor Isobel Hook

Professor Mike Jones

Professor Philipp Podsiadlowski

Professor Niranjan Thatte

Professor Ghassan Yassin

Dr Andrew Bunker

Dr Martin Bureau

Dr Garret Cotter

Dr Gavin Dalton

Dr Joanna Dunkley

Dr Tony Lynas-Gray

Dr Lance Miller

Dr Adrienne Slyz

Dr Suzanne Aigrain

Student Representatives: Amy McQuillan & Francesco Fermani

Postdoctoral Representative: Dr Aprajita Verma and Dr Ryan Houghton

THEORETICAL ASTROPHYSICS

Head of Theoretical Physics: Professor James Binney

Professor James Binney

Dr John Magorrian

EMERGENCIES – IMMEDIATE ACTION

**FIRE, POLICE, AMBULANCE – DIAL 999, using any telephone
(NB: Always send somebody to meet and direct the emergency vehicle)**

For Serious Accidents or Fires on University Premises, and immediately after arranging for the Emergency Services, inform:

a) The University Security Services (telephone 89999 – 24 hours)

and

b) The University Safety Office (telephone 70810).

Accident/Incident Reporting

ALL ACCIDENTS/INCIDENTS MUST BE REPORTED TO:

Reception

Level 4

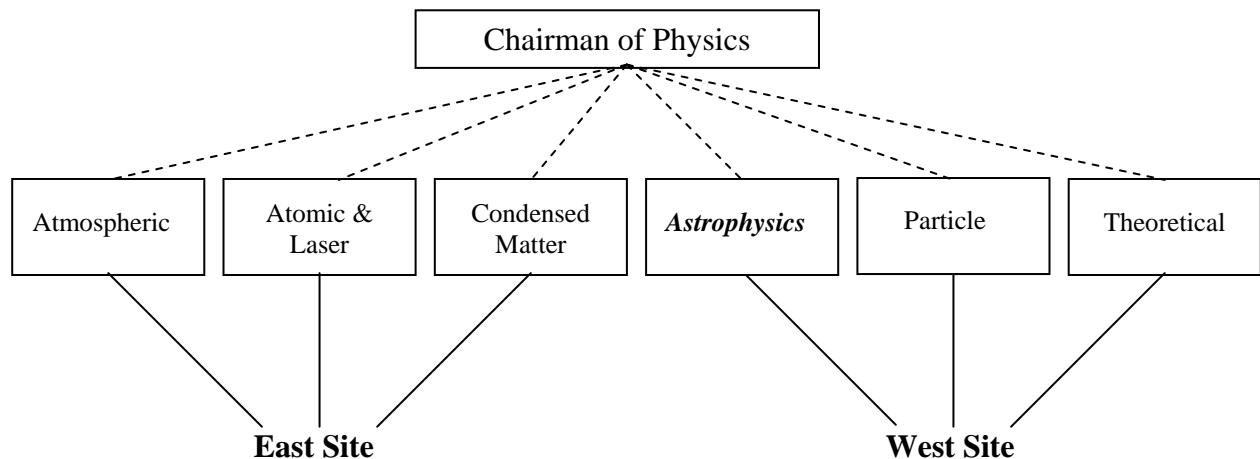
Ext. 73333

Outside office hours, telephone University Security on 72944

The accident/incident book is kept in the Main Stores, Clarendon Laboratory, room 071, Ext. 72305 and in Reception, Level 4, of the Denys Wilkinson Building, Ext. 73333

Investigative procedures will be actioned by the Physics Area Safety Officer,
Mrs Diane Thomason

The Physics Department of Oxford University is made up of six sub-departments - Condensed Matter; Atomic & Laser; Atmospheric, Oceanic & Planetary; Particle Physics; *Astrophysics*; and Theoretical split into two sites - East and West.



The Sub-departments of Particle Physics and *Astrophysics* are situated in the Denys Wilkinson Building (**West Site**). There are also a number of non-physics groups sharing the Laboratory.

Theoretical Physics is located in the houses on Keble Road adjacent to the Denys Wilkinson Building.

Welcome to *Astrophysics*, we hope your time here will be enjoyable and productive. This brief guide attempts to answer the common, practical problems which arise in your first few days. Comment and suggestions are particularly welcome. The following website addresses will be invaluable as you begin to get to know the University of Oxford.

University of Oxford (homepage) <http://www.ox.ac.uk>

Astrophysics (homepage) <http://www-astro.physics.ox.ac.uk>

Skills Training

The Skills Portal is a new website created for all research students, postdoctoral researchers and their supervisors at Oxford. It brings together a range of information about transferable skills development and has details of skills training courses, seminars and workshops offered throughout the University in a searchable database. There are links to online resources and tips on subjects such as project management and teaching skills. It also gives advice on getting the most from your time at Oxford and putting yourself in the best possible position to succeed in your career, whatever it might be. The Skills Portal Forum is the place to ask questions, discuss issues with other researchers and make your views known to the people who organise the training.

Visit www.skillsportal.ox.ac.uk

University Identity Card and Swipe Card System

This card is issued to all members of staff and contains a picture of the individual to whom it is issued. It has two functions: that of identification and security access, allowing access to certain areas of the building using the swipe key pads. The card can be used outside office hours. The card also facilitates access to other University services such as the Computing Service and libraries, and the bicycle shed. If the card is lost, this should be reported to the Astrophysics Administrator or if unavailable please contact DWB Reception immediately so that the relevant entry on the swipe card system can be invalidated. Please liaise with the Astrophysics Administrator for any other concerns with your card ie: expiry date etc... Photographic sessions are organised within our Photography Department for a security photograph, a copy of this photo can also be used for the University Identity Card. You will be advised of a session date. Students will have their card issued through their college.

Salary

New members of Physics staff who will be paid a salary by the University need to register with Payroll (Physics Finance) and provide bank details, your P45 form if appropriate and National Insurance number.

To obtain an N.I. number please contact the Benefits Agency on Floyds Row (off St Aldates) tel 443369 to make an appointment and remember to take along passport and employment contract.

Bank Account

Please liaise with Astrophysics Administrator who will organise a bank appointment for you. You will need to provide for your appointment with the bank (passport, letter from the department confirming address in UK, permanent home address overseas, length of stay in UK and reason for visit).

Health and Safety

All new members of staff should be issued with a safety pack comprising of two letters, one from the Chairman of Physics and the other from the Safety Officer: together with a set of forms part of which is to be completed by the new member of staff and the other part by his/her supervisor. The University application form will not be submitted until the safety forms are fully completed and the new person has attended **the Safety Lecture, which is held bi-weekly on a Wednesday morning at 11.15am.**

The Physics Area Safety Officer is Diane Thomason. Further information can be found on the Oxford Physics Home Page under 'Information for Staff'.

<https://www.physics.ox.ac.uk/Healthsafety/>

Electricity

Please switch off the lights and computer monitors when not in use. Please report immediately any faults with lights or electrical equipment to Warwick Clifton (73476) who will arrange for inspection or repairs to be carried out. All new or personal electrical equipment brought into the building must be electronically tested prior to being used; please contact Nick Windle (73457) for the Denys Wilkinson Building and Theory (1-4 Keble Road).

Security

Doors: The University Identity card will also open the rear entrance door on level 3, the gates in the security fence and the bicycle shelter. The back door and the bicycle shelter are kept locked at all times. On working days, the outer front door is open between the hours of 8.30 to 17.00, the inner front door is locked at all times.

Windows: Members, particularly those with rooms on the ground floor, are asked to shut and secure their windows (and where applicable, close blinds) when they leave the building.

Thefts by intruders unfortunately do take place and you are advised to lock the door to your room whenever it is left unoccupied, and keep money and other valuables on your person.

Smoking

Please see <http://www.admin.ox.ac.uk/ps/staff/codes/smoking.shtml> for the University's policy on no smoking.

Common Room

The **Common Room** on Level 5 is open at the times given below to all staff, post-graduate students and visitors.

10:00 – 16:30	All Day Café
10.:00 – 11:30	Breakfast
12:00 – 13:30	Lunch

Vending machines selling coffee, tea, hot chocolate etc are located beside the entrance on level 3. There are three machines situated in the teaching Course on level 2, a food vending machine, a hot drinks machine and also a cold can vending machine.

Additionally in the **Interaction area** on Level 7 and in the **Coffee Area in the BIPAC (which has an honesty box)**, **Astrophysics** staff, students and visitor are invited to use the hot drink machine.

Telephones

Dial 9 to get an outside line, not all telephones have a Direct Dialling facility; please check with the Receptionist the type of facility available on your telephone. If you do not have outside dialling facilities the receptionist will get the call for you.

The general enquiry number and switchboard for the Denys Wilkinson Building is (01865) 273333 and this will be operated during normal office hours (8.30 to 17.00). Full details of the telephone system are given in the University Telephone Directory, which you will find in your office.

In accordance with the Data Protection Act 1998, provision is made for certain personal information to be excluded from the internal telephone directory and from the online telephone and e-mail directories, where staff are concerned that release of such information into the public domain might put them at risk. Staff may request that their personal title be omitted from the telephone directory - no further authority is required for this. Those staff who wish to be ex-directory may request that their name and/or job title be omitted from the printed/online telephone and e-mail directory. In such cases, the Head of Department or college must be consulted.

Requests to have personal details omitted from the printed and/or online telephone directory should be addressed to the departmental/college Telecommunications Co-ordinator, not directly to the Telecommunications Section. Further information is available at:

<http://www.admin.ox.ac.uk/telecom/internaldirectory.shtml>

To request that e-mail addresses should be omitted from the online e-mail directory, Heads of Departments and colleges or their representatives should contact registration@oucs.ox.ac.uk. Further information is available at:

<http://www.oucs.ox.ac.uk/email/oxford/index.xml.ID=Directory>

Please note that if you have a problem with junk email, exclusion from the directory is unlikely to ameliorate this, but will cause problems for anyone who genuinely wishes to contact you.

In the first instance, all queries related to email and spam filtering should be directed to ITsupport@physics.ox.ac.uk

Private calls must be made via the switchboard telephone number 73333. Call information logging equipment records details of every call made. Please inform the receptionist that your call is private so that you can be charged. Telephone messages received in the office will normally be forwarded by email.

Videoconferencing

There is a videoconference facility on level five of the Denys Wilkinson Building, equipped with a Tandberg 990 MXP system permitting links using up to six ISDN lines and also IP. The facility is available 24 hours per day after initial training on the system. Contact Ian Campbell, Paul Flint or Stig Topp-Jorgensen for further information.

Conference calls: see <http://www.physics.ox.ac.uk/IT/mediaservices/videoconferencing/> for more information.

Fax Machine

Outwards:

There is a fax machine in the *Astrophysics* office on Level 7 (tel 01865-273390) this can be used during office hours, otherwise there is a fax machine in the interaction area of level 7 and another situated beside the reception office on level 4. The machine records details of all faxes sent. The number is 01865-273418.

Incoming: For faxes received in the *Astrophysics* office normally an email will be sent to advise the intended recipient - any faxes received at Reception will be placed in pigeonholes.

Mail

Incoming mail: This is placed in the pigeonholes on level 4 by Reception. Mail not marked *Astrophysics* or Denys Wilkinson Building could get delivered to other Sub-departments.

Our mailing address is: Astrophysics
 University of Oxford
 Denys Wilkinson Building
 Keble Road
 Oxford OX1 3RH

Outgoing mail: Official University mail must be placed in the mail tray outside the Administrative Secretary's office on Level 7, or alternatively in the outgoing mail section in the pigeon trays on level 4, clearly addressed by 3.30 each day and will be sent 2nd class unless otherwise marked. Any items not recognised as official mail will be questioned. Heavier parcels are dealt with by Stores (Goods Inwards) on level 3 and you will normally be notified via email if a parcel comes for you.

Internal Physics Mail to other buildings i.e. Clarendon, Theoretical Physics etc is collected from Reception at 11.00 each working day. The mail tray for this is on reception on level 4.

Messenger Service

There are two collections each working day for light mail to all other Departments in the University (9.00 and 14.00). Bulkier items need special arrangements. The mail tray for this is on reception on level 4.

Colloquia/Seminars

Physics Colloquia occur most Fridays at 16.15 during term time in the Martin Wood Theatre and are designed to be of interest to a general physics audience.

Astrophysics seminars are held at 16.15 on Tuesdays during term in the Dennis Sciama Lecture Theatre. Tea & coffee is served from 15.45 in the interaction area of level 7 and the seminars are usually followed by a wine and nibbles reception in the foyer of level 5.

Lecture Theatres

The Denys Wilkinson Building has one Lecture Theatre (Dennis Sciama Lecture Theatre), one Conference Room, two Seminar Rooms (Fisher Room & Room 501) and a Video Conference Room. For room reservations contact reception on 73333. Bookings for the Beecroft Meeting Room can be taken by the Astrophysics Office staff. Room bookings for the east side can be taken by Hannah Glanville (72200) and for the west side by Mel England/Tracey Stuart (73333). Details of all lecture theatres/meeting rooms for the whole of the Physics Department can be found on:

<http://www.physics.ox.ac.uk/administration/rooms.htm>

A number of other informal talks and seminars are organised within the department, you will see them advertised on Astrophysics' noticeboards and they will also be emailed to you on a weekly basis during term time. They can also be found on:

<http://www.physics.ox.ac.uk/seminars/>

Library

Due to the increase use of online journals the Physics Library has been relocated to a store on level 3. We have installed a small reading collection of text books applicable to the graduate course in the BIPAC. This is due to be completed Michaelmas 2010.

<http://www2.physics.ox.ac.uk/library>

Photocopiers

There are 4 photocopiers in the Denys Wilkinson Building; one in the tower on Level 7 and one on Level 6, one on level 5 by MSU Office, and one on level 4 by reception. Use your 7 digit ID card number to operate the machine.

Physics Media Services Unit

The Unit is situated on level 5 of the Denys Wilkinson Building. It offers a wide range of digital imaging techniques including audio visual aids, location and studio photography, video recording and duplication to DVD. Digital files are accepted on CD, USB stick, Zip or via the network. Output available to CD, with printing to dye sublimation, inkjet and electrostatic printers. A large format HP printer and laminator is available for the production of display material and research posters up to A0 size. Please contact Paul Flint or Steven Lee for further information and assistance with any imaging queries. The Unit also provides audio-visual assistance and holds a range of portable data projectors for seminar use. Telephone 73414 or refer to their web site:

Printing

Large printing jobs should be submitted to the Media Service Unit (MSU) in the Print Room on level 5, room 567, tel. 73414. Colour and black and white volume duplication is up to A3 size and leaflets and booklet production facilities are available. Jobs may be submitted as hard or soft copy.

<http://www.physics.ox.ac.uk/IT/mediaservices/>

Stores and Goods Inwards

Stationery etc. can be obtained from the stores department situated on level 3. Any order or items sent or received by courier should be arranged through Goods Inwards which is situated outside the back door.

Notice Boards

Astrophysics notice boards are situated on Levels 5 and 7. The Level 5 (by MSU) notice board is for information for Graduate Students. The Level 7 notice board in the Interaction Area is for Conference and Seminars and any urgent message from the Head of Astrophysics. The second notice board located in the Tower is for job vacancies and Royal Astronomical Society news. General notices are located on Level 5 near the Common Room.

Bicycle Shelter

The University Identity Card opens the lock on the gate to the bicycle parking area located beside the main stairs on Keble Road.

Season Ticket Loan Scheme

The University offers staff an interest-free loan for the purchase of reduced fare bus or train season tickets. For further information please read the relevant entry on the University Web pages at the following address:

<http://www.admin.ox.ac.uk/estates/travel/bus.shtml>
<http://www.admin.ox.ac.uk/estates/travel/trainpass.shtml>
<http://www.admin.ox.ac.uk/estates/travel/ticket.shtml>

Parking

Parking within the Science area requires a windscreen permit. New members wishing to apply for a parking permit should email s.beckett@physics.ox.ac.uk. Off-peak permits for use after 16.30 and at weekends are available to all staff. There is now a charge for both off-peak and peak-parking. Peak-time permit allocations are strictly allocated on a number of factors and parking space is very limited. **The regulations do not allow permits to be issued to students.** A list of parking conditions will be issued on application for a permit. A copy of these must be signed before a permit is issued. **Wheel clamping and tow-away regulations exist; these involve heavy penalties.** For further information please read the relevant entry on the University Web pages at the following address:

<http://www.admin.ox.ac.uk/estates/travel/carparking/>

Absence

Please inform PA to Head of Astrophysics by email if you are going to be away for more than one day.

Departure

Please inform the Administrator and the Head of Astrophysics by letter if you are leaving the department. The letter must include your official end date and a forwarding address. Please ensure that all keys, travel advances and books etc. are returned before your departure.

Newcomers Club

This is an organisation run by the spouses of University staff to help partners of new members of the university, whether visiting or permanent, to meet Oxford people and one another. The club's headquarters are at 13 Norham Gardens, where a coffee morning is held each Wednesday. There is an information board, and an equipment pool from which visitors may buy second hand household and baby equipment, and it may be possible to sell it back at the end of their stay. The club organises various excursions during term time and there are a variety of other activities people can join in, for example a Craft Group, Antiques Group, and Garden Group and there is also an informal Conversation Group for newcomers wishing to improve their English.

<http://www.wolfson.ox.ac.uk/clubs/newcomers/>

Oxford University Club

New members who are not attached to a College may wish to join the Oxford University Club. The Club has sporting facilities and common room facilities similar to senior common rooms in colleges. Cafeteria meals are available on weekdays at reasonable prices. There are common rooms, a games room and thirteen guest bedrooms for the use of members' friends and relatives on short visits. Social events are held frequently. There are facilities for soccer, cricket, tennis, squash and archery. Enquiries should be addressed to the Club Secretary, telephone 71899, or website:

<http://www.club.ox.ac.uk>

Gym and Classes

Check Club website.

DEPARTMENT OF PHYSICS RULES FOR COMPUTER USE

Computer Misuse

All use of the computing and network facilities in the Department of Physics, as well as all other computing and network facilities throughout the University of Oxford and associated Colleges, is subject to certain rules. These rules concern what is considered unacceptable behaviour and misuse, as well as what may infringe licence terms or may be otherwise illegal. Note that all use is permitted for bona fide purposes only, and is subject to proper authorisation.

System administrators have the right to access users' files and examine network traffic, but only if necessary in pursuit of their role as system administrators, and they must conform to the advice given in Advice to IT Facility Providers. System Administrators must make all reasonable effort to avoid explicitly examining the contents of users' files.

Users must always give due consideration to the need to maintain the reputation of the Department, the University and its members.

The University and the Department regard computer misuse as a serious matter, which may warrant disciplinary (or even criminal) proceedings, and withdrawal of network access.

Misuse of computing and network facilities and unacceptable behaviour include (but are not limited to) the following:

- attempting to gain unauthorised access to a facility;
- making offensive material available over the Web;
- generating, sending or receiving pornographic material;
- using someone else's username and/or password;
- disregarding the privacy of other people's files;
- giving your username or password to someone else, or being otherwise careless with them;
- generating messages which appear to originate with someone else, or otherwise attempting to impersonate someone else;
- sending messages which are abusive or a nuisance or otherwise distressing;
- displaying offensive material in a public place;
- introducing programs with malicious intent;
- trying to interfere with someone else's use of the facilities;
- disregard for "computer etiquette";
- sending chain email;
- being wasteful of resources;
- software piracy (including infringement of software licences or copyright provisions);

- using the facilities for commercial gain without explicit authorisation;
- physically damaging or otherwise interfering with facilities.
-

Software Rules

The Software supplied by the Department, and computer-readable databases made available over the network, may be used subject to relevant licence agreements. The specific licences applying to individual items of software and data are available on request.

Combined Higher Education Software Team (CHEST).

In general, all software and data use is subject to the Code of Conduct produced by the CHEST. The full Code of Conduct relating to the use of software or computer readable data provided through CHEST deals is available for inspection in the Help Area at OUCS and is held online at <http://www.chest.ac.uk/conduct.html>

Other Rules

Attention is drawn to the following other requirements relating to use of computing facilities in the Department (and elsewhere):

- University Disclaimer of Liability (August 1993);
- Computer Misuse Act 1990 - See the HMSO pages for a summary of this;
- Data Protection Act 1998;
- Copyright Laws;
- Federation Against Software Theft (FAST) guidelines;
- United Kingdom Education and Research Network Agency (UKERNA) rules, codes of practice and guidelines.

Excerpts from the Proctors' Memorandum Computer Misuse

The University regards computer misuse as a serious matter, which may warrant disciplinary action.

Use of computing equipment and computer software owned and/or controlled by the University (including computer networks and systems accessed via the network) is permitted for bona fide purposes subjected to the necessary authorisation. Use of such equipment, which has not been authorised, explicitly or implicitly, may lead to proceedings under the University's disciplinary procedures. The University reserves the right forthwith to withdraw the permission to use such equipment pending investigation of allegations of unauthorised use.

Unauthorised use of computing equipment may also give rise to legal proceedings under the provisions of the Computer Misuse Act 1990.

Explicit authorisation will normally, in the case of multi-user facilities, involve the assignment of a username and password for the purpose in question. In the case of smaller-scale facilities, such as a departmental micro-computer system open to general use, less formal authorisation procedures will often be appropriate.

Examples of implicit authorisation include services which are advertised by the University as being freely available, e.g. currently the LIBRARY and INFO Services on the University Data Network, or usernames on password-protected systems for which the password is openly published for use within the University. Implicit authorisation to use facilities not controlled by the University should not be assumed, as responsibility for regulating the use of such facilities lies within the organisations concerned.

Data Protection Act 1998

Any member of the Department holding or intending to keep personal data of any kind on a computer must comply with the provisions of the Data Protection Act.

Please note the web-link for rules and useage of university and department computers is available at <http://www.physics.ox.ac.uk/it/general/policies/rules.htm>

SEXUAL AND OTHER FORMS OF HARASSMENT

Council has formulated and published a code of practice relating to sexual and other forms of harassment which the Department is required to adopt. For full details see <http://www.admin.ox.ac.uk/eop/>. We are also required under Section 3 of the code, “to appoint two advisers, one of each sex, with either of whom questions (whether or not amounting to a complaint) of harassment may be raised in the first instance. The names of these advisers will be published.”

The Confidential Advisers for Physics:

Carol Saverimuttu Room 303.2 (Clarendon) Tel 72371

Roman Walczak Room 676 (DWB) Tel 73324

ORDERING OF GOODS AND SERVICES

The following sequence of actions should be followed with no order commitments being made and no order numbers given out before the transmission of the completed order on the accounts computerised system. Individuals may not quote University addresses, accounts or order numbers prior to this:

- (a) Completion of 'Request to Order' form including allocation code and signature of Budget Holder; this will be checked for correct coding and availability of funds within the terms of the allocation when presented at the Accounts Office. 'Request to Order' forms are available from <https://www.physics.ox.ac.uk/finance/>
- (b) Signature of order by Accounts.
- (c) Transmission of order original to Supplier by hand, FAX or first class mail as required by the originator of the 'Request to Order' form.
- (d) Order copies distributed to
 - White > Actual order, sent under signature
 - Blue > Originator
 - Pink > Stores
 - Green > Accounts Offices filing (any quotes to be attached),
Request to Order' to be attached.
- (e) All incoming deliveries go to Stores where they will be signed in. All services/repairs must be signed off through Stores before payment of invoices will be made. Delivery notes to be filed in the Accounts Offices after checking against the related invoices. All electrical goods are checked by the tester prior to being released.
- (f) Invoices to Accounts Offices for payment; any invoices arriving for payment that do not have a Physics order number will be returned to the Supplier (except in very exceptional circumstances) and the Suppliers asked to (i) act only on official orders from the Department and (ii) make sure that they quote the order number on their invoice. It is a requirement that Invoices, Statements and other correspondence are addressed to the Accounts Office.

There must be no 'Records Only', 'Goods/Services Already Received' orders without reference to the Finance Administrator.

TRAVEL - ORDERS and EXPENSES

Completion of the Travel Plan form is essential before any commitment or expenditure is incurred which includes an overnight stay either in the UK or abroad. This form ties together a permanent record for all aspects of the trip (insurance, travel agents, estimated costs, approvals, advances, etc.) and ensures that claims, when presented with receipts, can be paid and properly charged to allocations without subsequent problems. This form is used to log the trip on the University Insurance scheme and is obtained from the Beecroft office or from the interaction area on Level 7.

Purchase of Air tickets is within the normal ordering of goods and services procedure with the order number being logged on the Travel Plan; invoices without order numbers are not acceptable and will be treated as part of the final expense claim with the traveller paying the bill. It is appreciated that travel firms can require rapid processing of order requests and Accounts will deal with this. *Astrophysics* has an account with the Oxford Travel Agency (01865-241141) which makes it unnecessary for individuals to pay themselves for airline tickets in advance. Students are encouraged to use STA Travel (01865-792800) with their ISIC card in order to get cheaper tickets. Members will be informed by phone or email when their tickets have been received by the office. If tickets have been purchased by the department (i.e. Oxford Travel) this expenditure does not then have to appear again on any subsequent expense claim – the record is already held.

Travel loans (for current Physics payroll staff and registered Oxford students) of 75% of estimated (rounded to nearest £10) cash costs will be made available by the Accounts Offices on the basis of the Travel Plan, provided it is clear where the costs will be finally charged. Please allow at least two weeks for the funds from a requested advance to be available in your account. Unless there is an evident reason, payments of advances will be processed no more than four weeks prior to the journey.

Travel Expenses should be claimed on the standard University Travel Expenses form available from the office or Interaction area, with original receipts (not debit/credit card slips as these do not carry the VAT information), as soon as possible but in all cases within one month. *The University rule is actually within one week of your return if you have received an advance for your trip.* Please note that the University does not pay a ‘per diem’ but only reimburses actual expenditure sensibly incurred. Under no circumstances should anyone pay directly for someone else’s expenses and charge it to their own travel expenses claim; payments made to a third party cannot be easily traced and the full cost of the other person’s trip is not accurate – this has audit implications. We suggest receipts are kept in an envelope/pocket as every receipt is copied and a surfeit of stapling prolongs this procedure considerably!

Medical & Travel Insurance

All members of this department must be insured when travelling on business under the Physics travel insurance scheme. When booking your trip please obtain additional insurance information from the office before travelling. For any official travel on behalf of the department it is essential that you complete a Travel Plan to ensure you have medical insurance cover. Any activities (example SCUBA diving, skiing etc....) undertaken whilst overseas will need to be covered by your **own** insurance.

Funds for Travel

Any request for sub-departmental funds to pay for travel and subsistence expenses must be

submitted to the P.I. or Head of Department for approval. The request must include a reasonably accurate estimate of the cost of the trip. It is unlikely that the full cost of any proposed visit can be met from Departmental funds. Staff members should seek support from other sources such as: **Lockey Bequest (Physical Sciences Faculty), Astor Fund (visits to USA) and the Royal Society. Graduate students should seek funds from PPARC (OF1 forms available from office), colleges, Johnson Fund & Scott Fund (details from Director of Graduate Studies) or the University Travel fund. It is essential that support from these sources be sought well in advance of the proposed travel. Do not wait for confirmation of attendance before applying. RAS meetings are an exception and all members of the department may claim travel expenses (not subsistence) without prior permission.**

MEDICAL TREATMENT - PATIENTS GUIDE FOR OVERSEAS VISITORS

For new arrivals it is essential that you register with a medical practice as soon as you arrive.

Most People working in the UK are eligible for free medical care in the NHS. It is important to register with a General Practitioner. Details are available from The Family Health Services, tel. Oxford 741174.

This is a summary, taken from the Patients Guide for Overseas Visitors, outlining when free National Health Service (NHS) is available.

Free NHS care is available to the following people:

1) Anyone who at the time of receiving treatment has been in the UK for the previous 12 months

2) Anyone who has come to the UK to take up permanent residence

3) Anyone who has come to the UK for employment (whether as an employed or self-employed person); this includes students and trainees whose course requires them to spend not less than 12 weeks in employment during their first year and unpaid workers with voluntary organisations providing certain services similar to those of Health Authorities and Local Authority Social Services departments.

4) Nationals of the European Economic Area (the twelve European Community member states of Belgium, Denmark, France, Germany, Greece, Ireland, Italy, Luxembourg, Netherlands, Portugal, Spain and the UK plus Austria, Finland, Iceland, Norway and Sweden) who are resident in any of them; refugees and stateless people living in them. (This exemption applies only to treatment the need for which arose during the visit)

5) Nationals (list A) and residents (list B) of the following countries with which the UK has reciprocal agreements who

a) require treatment the need for which arose during the visit to the UK

b) are referred to the UK for treatment (usually only from those countries marked (*)) under arrangements made by appropriate authorities in those countries

List A	
Bulgaria	
Czech & Slovak Republics	
Gibraltar (*)	
Hungary	
Malta (*)	
New Zealand	
Russia and former Soviet Union States (except Latvia, Lithuania and Estonia)	
Yugoslavia (*)	
List B	
Anguilla (*)	Isle of Man (*)
Australia	Montserrat (*)
Barbados	Poland
British Virgin Islands	Romania
Channel Islands (*)	St Helena (*)
Falkland Islands (*)	Sweden
Honk Kong	Turks & Caicos Islands (*)
Iceland	

6) A person living here for a settled purpose for not less than 6 months will be accepted as ordinarily resident and therefore not liable to charges under the regulations. A student enrolled in a course of study, the prescribed duration of which is not less than 6 months, is similarly entitled

NB. The husband or wife and children (under the age of 16, or under the age of 19 if at school or a college of further education) of any person described above in (1) to (6) is also exempt NHS hospital charges.

7) NHS hospital charges do not apply to the following services:

a) treatment in Accident and Emergency departments, **N.B.** a patient who is admitted to hospital as an in-patient, even from an Accident and Emergency department, as would generally happen for serious injuries, is liable to be charged, as would a patient referred to an outpatient clinic.

b) diagnosis and treatment of certain communicable diseases, including sexually transmitted diseases (for HIV/AIDS see paragraph 9).

c) compulsory psychiatric treatment (i.e. when the patient is detained, or when it is a condition of a probation order that the patient should receive psychiatric treatment).

8) There are no NHS charges for district nursing, midwifery or health visiting, for emergency ambulance service or for family planning services.

9) Free treatment for HIV/AIDS at a special clinic for the treatment of sexually transmitted diseases is limited to a diagnostic test for the evidence of infection with HIV and counselling associated with that test or its result. An overseas visitor with HIV/AIDS referred to a hospital from such a clinic will be liable for charges unless otherwise exempt. Hospital outpatients must pay for any drug or medicine that is designed to treat HIV.

Any further advice should be obtained from the Patient Services Manager at the hospital where treatment is to be sought.

NB. Further general information can be obtained by telephoning the NHS Direct – 0845 4647.

UNIVERSITY OCCUPATIONAL HEALTH SERVICE AND UNIVERSITY MEDICAL ARRANGEMENTS

The University Occupational Health Service

The University Occupational Health Service (UOHS) is based at 10 Parks Road, Oxford - tel. Oxford 282676 and is open on weekdays from 8.30am to 5pm.

The purpose of the UOHS is to prevent work related ill health. The following is a summary of some of the services provided:

- **Referrals** - individuals may be referred to the Occupational Physician by their manager or supervisor, they may self-refer (in confidence) or be referred by their General Practitioner (GP) on any work related health matter. This may be a health problem affecting an individual's work or a work problem affecting an individual's health.

- **Travel Clinics** - individuals travelling on University related business may attend these clinics where they will be advised by the Infectious Diseases consultant on any appropriate measures they should take. Any necessary vaccinations or anti-malarial drugs are offered. This service is free to users. It is important to contact the UOHS in good time in order to obtain advice on any necessary immunisations etc. Health travel advice for non University business should be obtained from the individual's GP.

- **Health Surveillance** - this is biological monitoring of individuals exposed at work to known risks with measurable effects. It includes, for example, individuals working with animals, potentially infected blood or fieldworkers etc.

The appropriate health surveillance varies according to the risks concerned and may vary between keeping exposure records, biological monitoring or ensuring that relevant immunisations are current. Anyone concerned that their work necessitates health surveillance should discuss the matter with their supervisor, in the first instance, before contacting the UOHS.

- **Workplace Assessments** - assessing workplaces, and making the appropriate recommendations, for individuals such as those using display screen equipment or those who have particular workplace requirements such as wheelchair users.

- **Pre-Employment Health Assessment** - to ensure that existing health problems of individuals are not exacerbated by the intended work.

- **Advice / Information** - the UOHS gives advice on work related health matters such as sickness absence, fitness for work, food handlers, and the relevant health and safety legislative requirements to supervisors, individuals, staff representatives and other professionals such as GPs and nurses.

- **Training** - the UOHS provides specific and general training on potential health hazards at work and the prevention of harmful effects.

- **Treatments** - the UOHS does **not** provide a treatment service.

Anyone who is injured or taken ill at work should follow the "Procedure for Medical

Emergencies on University Premises”.

- **GP Registration** - The UOHS cannot provide General Practitioner (GP) services or refer individuals for treatment such as physiotherapy. Individuals who have not done so are strongly advised to register with a GP to ensure that any necessary primary care or referrals can be arranged.

- **Confidentiality**

Any information about an individual is confidential to the UOHS and may not be released to a third part without the informed consent, in writing, of the individual concerned.

Procedure for Medical Emergencies on University Premises

Call the nearest First Aider.

A list of qualified First Aiders is given alongside all first aid kits located throughout the department and in the Statement of Safety Organisation kept on safety notice boards and in Departmental Libraries.

If a locally based First Aider is not available contact the University Security Services (tel. 89999) where 24 hour first aid cover is maintained.

If the patient cannot be moved:

Telephone the Ambulance Service (dial 999 on any telephone within Physics), explain the situation and ask for an ambulance to respond. If for any reason an ambulance cannot come, telephone the Jericho Medical Centre (Oxford 311234) for Dr Kenworthy-Browne.

Ensure that somebody meets and directs the ambulance and/or doctor to the patient.

If the patient can be moved, either:

- a) Decide whether the patient should be taken to an appropriate Accident Service (see addresses below) or
- b) Contact the patient's general practitioner and ask for assistance.

If in doubt call an ambulance (tel. 999). The patient will be taken to the appropriate Accident Service either at the John Radcliffe Hospital or the Ear, Nose and Throat Department or the Oxford Eye Hospital. The Accident Department should be warned in advance that the patient is being sent.

Note: Use of private cars by members of the University for transporting patients and without specific insurance cover for use on University business is covered by the University's insurers, but against third party claims only.

FIRE SAFETY

• FIRE ACTION

If You Discover a Fire:

- 1 Immediately sound the alarm by operating the nearest fire alarm call point.
- 2 Call the Fire Brigade - telephone 999 - and report the fire.
Somebody should meet the Fire Brigade to inform them of the location of the fire.
- 3 Attack the fire, if possible, with the appliances provided **without taking personal risks**, otherwise leave immediately and proceed to the Assembly Point (listed below).
- 4 Do not stop to collect personal belongings.
- 5 Close all doors as you leave.
- 6 Use the nearest available exit.
- 7 Do not use the lifts.

On Hearing the Fire Alarm:

- 1 Leave the building immediately and proceed to the Assembly Point (listed below).
- 2 Do not stop to collect personal belongings.
- 3 Close all doors as you leave.
- 4 Use the nearest available exit.
- 5 Do not use the lifts.
- 6 Ensure that the Fire Brigade has been called to every fire or suspicion of fire.

Somebody should meet the Fire Brigade to inform them of the location of the fire.

- 7 Do not re-enter the building until authorised to do so.

To Call the Fire Brigade:

- 1 Dial 999, using any telephone.
- 2 Give the operator your telephone number and ask for "FIRE".
- 3 When the Fire Service operator replies state distinctly "FIRE AT" followed

- 4 by the appropriate address listed below.
Do not replace the receiver until the address has been repeated correctly by the Fire Service.

Somebody should meet the Fire Brigade to inform them of the location of the fire.

NB If you set off an alarm by mistake, follow the evacuation procedure as normal. Once outside the building, tell an appropriate person (e.g. the Safety Officer or the Fire Officer) what has happened, but **do not** tell anyone else and **do not** try to stop people from leaving the building.

Address

Assembly Point

Clarendon Laboratory
Parks Road, Oxford, OX1 3PU
Telephone: Oxford 272200

Front of the Lindemann Building, or
Front of the Townsend Building , or
Rear of the Simon/Townsend Building

**Atmospheric, Oceanic and Planetary
Physics Laboratory**
Parks Road, Oxford, OX1 3PU
Telephone: Oxford 272901

Rear of the Simon/Townsend Building
of the Clarendon Laboratory

Denys Wilkinson Building
Telephone: Oxford 273333

Theoretical Physics Department
Keble Road, Oxford OX1 3RH
Telephone: Oxford 273999



Pavement areas of Keble Road Junction
with Blackhall Road

Old Physiology Building
Department of Biochemistry
South Parks Road, Oxford, OX1 3QU
Telephone: Oxford 275263

Front of Biochemistry Laboratory

• FIRE ALARM TESTING

Fire alarms are tested briefly every week throughout Physics:	
Clarendon Laboratory and Atmospheric, Oceanic & Planetary	10.30am on Tuesdays
Physics Laboratory	10.30 am on Fridays
Denys Wilkinson Building	10.00am on Mondays
Theoretical Physics Department	10.30am on Tuesdays

Notices will be displayed at main entrances to buildings if additional tests of the alarm systems are to be carried out.

• FIRE DRILL

There will be a total fire drill in either Michaelmas Term or Hilary Term to practise the evacuation procedure. (Confidential information will be available to those likely to be starting experimental runs that might be difficult to leave unattended).

• COLOUR CODING OF PORTABLE FIRE EXTINGUISHERS

Portable fire extinguishers supplied after the 1st January 1997 will conform to the European standard BS EN 3 whereby a minimum of 95% of the extinguisher will be coloured RED. Prior to this date in the UK, only water or water based extinguishers were coloured red. Under the new standard the familiar black, blue, cream and green body colours of carbon dioxide, dry powder, foam and vaporising liquid extinguishers (BCF) respectively will gradually be replaced as they become life expired or unserviceable. Written instructions concerning usage still appear on all types of extinguishers as normal.

Please note that both pre and post BS EN 3 portable fire extinguisher will be in use at the same time within University premises until the change over to those manufactured to BS EN 3 is complete.

A small zone of colour, limited to a maximum of 5% of the surface area of the extinguisher, will be permitted to identify content in the UK version of BS EN 3. The colour coding used for this small zone is the same as that used previously for the complete extinguisher body to indicate the type of fire for which the extinguisher is suitable, namely

Classification of Fire Risk	Type Of Extinguisher / Colour Coding				
	Water <i>Red</i>	Foam <i>Cream</i>	CO ₂ Gas <i>Black</i>	Powder <i>Blue</i>	BCF <i>Green</i>
A - Paper, Wood, Textile & Fabric	X			X	
B - Flammable Liquids		X	X	X	X
C - Flammable Gases			X	X	X
Electrical Hazards			X	X	X
Vehicle Protection				X	X

In order to assist with the identification of which type of extinguisher is suitable for use on which type of fire a supplementary colour coded written instruction label is positioned adjacent to each extinguisher within the Department.