3i Induction Pack
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Introduction

Welcome to the Department of Infection, Immunity and Inflammation.

We are a research-led department engaged in internationally-recognised research. With strong links with the NHS, we bring together basic and clinical scientists across the following research teams: microbial sciences; respiratory sciences; nephrology and immunology.

We are a large department with over 200 members of staff and postgraduate students, including 35 academic staff. The department is led by Professor David Cousins (Interim Head of Department) with Dr Shaun Heaphy as the Deputy Head of Department.

The department is part of the College of Life Sciences and is located on four sites:

**University campus:**
- Medical Sciences Building (MSB)

**University Hospitals of Leicester:**
- Robert Kilpatrick Clinical Sciences Building (RKCSB) of Leicester Royal Infirmary (LRI)
- Leicester General Hospital (LGH)
- Glenfield Hospital (GGH)

Maps of the campus, hospital sites and the city centre can be found and downloaded from Maps.

This pack contains important information that you will find useful during your time here.
# Key 3i Staff

<table>
<thead>
<tr>
<th>Role</th>
<th>Name</th>
<th>Location</th>
<th>Email* IT username</th>
<th>Phone Extn</th>
</tr>
</thead>
<tbody>
<tr>
<td>Head of Department (Interim)</td>
<td>Professor David Cousins</td>
<td>GGH BRC + MSB 232</td>
<td>dc282</td>
<td>2951</td>
</tr>
<tr>
<td>Departmental Secretary and PA to HoD</td>
<td>Alison Brown</td>
<td>MSB 129</td>
<td>ajb64</td>
<td>2951</td>
</tr>
<tr>
<td>Deputy Head of Department</td>
<td>Dr Shaun Heaphy</td>
<td>MSB 236</td>
<td>sh1</td>
<td>2973</td>
</tr>
<tr>
<td>Interim Departmental Manager and Dept Safety Officer</td>
<td>Dr Hannah Brewin</td>
<td>MSB 436</td>
<td>hmb18</td>
<td>1407</td>
</tr>
<tr>
<td>Business Administration Manager</td>
<td>Judith Jackson</td>
<td>MSB 437</td>
<td>jmj3</td>
<td>2945</td>
</tr>
<tr>
<td>Postgraduate Research Tutors (PhD/MD)</td>
<td>Dr Shaun Heaphy Dr Caroline Beardsmore</td>
<td>MSB 236</td>
<td>sh1</td>
<td>2973</td>
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<tr>
<td>Postgraduate Taught Tutor (MSc)</td>
<td>Dr Alan Bevington</td>
<td>MSB 121</td>
<td>ab74</td>
<td>1402</td>
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<tr>
<td>Technical Services Manager MSB and GGH (Deputy Dept Safety Officer)</td>
<td>Dr Mark Duffy</td>
<td>GGHCS083</td>
<td>smd8</td>
<td>3034</td>
</tr>
<tr>
<td>Deputy Dept Safety Officer - MSB</td>
<td>Dr Marialuisa Crosatti</td>
<td>MSB 212</td>
<td>mc444</td>
<td>3052</td>
</tr>
<tr>
<td>Diversity Champions</td>
<td>Dr Marialuisa Crosatti Furaha Asani</td>
<td>MSB 212</td>
<td>mc444</td>
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**Departmental Administrators:**

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<thead>
<tr>
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<th>Phone Extn</th>
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<tr>
<td>HR</td>
<td>Carole Patrick</td>
<td>MSB 439</td>
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<tr>
<td></td>
<td>Avril Saunders</td>
<td>MSB 439</td>
<td>as147</td>
<td>3060</td>
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<tr>
<td></td>
<td>Sushila Rambhai</td>
<td>MSB 439</td>
<td>sr51</td>
<td>3078</td>
</tr>
<tr>
<td>PGR - PhD/MD</td>
<td>Susan Kapadia</td>
<td>MSB 438</td>
<td>pgr3i</td>
<td>3033</td>
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<tr>
<td></td>
<td>Anna Boyce</td>
<td>MSB 438</td>
<td>pgt3i</td>
<td>1227</td>
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<tr>
<td></td>
<td>Gina Barnett</td>
<td>MSB 437</td>
<td>gb183</td>
<td>4788</td>
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<tr>
<td></td>
<td>Elisabete Sousa</td>
<td>MSB 439</td>
<td>emdds1</td>
<td>1262</td>
</tr>
<tr>
<td></td>
<td>Emma Hemstock</td>
<td>MSB 439</td>
<td>elh31</td>
<td>6273</td>
</tr>
<tr>
<td>PGT - MSc</td>
<td>Sushila Rambhai</td>
<td>MSB 439</td>
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<tr>
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<td>Dr Mark Duffy</td>
<td>GGHCS083</td>
<td>smd8</td>
<td>3034</td>
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<tr>
<td>Athena SWAN Coordinator</td>
<td>Carole Patrick</td>
<td>MSB 439</td>
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<td>cep11</td>
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<td>hmb18</td>
<td>1407</td>
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<td>Carole Patrick</td>
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<td>cep11</td>
<td>1452</td>
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<tr>
<td>Ordering enquiries</td>
<td>Sushila Rambhai</td>
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<td>sr51</td>
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</tr>
<tr>
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<td>Dr Mark Duffy</td>
<td>GGHCS083</td>
<td>smd8</td>
<td>3034</td>
</tr>
<tr>
<td>3i website maintainer</td>
<td>Carole Patrick</td>
<td>MSB 439</td>
<td>cep11</td>
<td>1452</td>
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<tr>
<td></td>
<td>Hannah Brewin</td>
<td>MSB 436</td>
<td>hmb18</td>
<td>1407</td>
</tr>
<tr>
<td>Departmental IT Coordinators (DITC)</td>
<td>Dr Mark Duffy (GGH)</td>
<td>GGHCS083</td>
<td>smd8</td>
<td>3034</td>
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<tr>
<td></td>
<td>Alison Brown</td>
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<td>ajb64</td>
<td>2951</td>
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<tr>
<td></td>
<td>Carole Patrick</td>
<td>MSB 439</td>
<td>cep11</td>
<td>1452</td>
</tr>
<tr>
<td>NIHR Respiratory BRC Director</td>
<td>Professor</td>
<td>BRU</td>
<td>ceb17</td>
<td>258</td>
</tr>
<tr>
<td></td>
<td>Chris Brightling</td>
<td>BRU</td>
<td></td>
<td>3656</td>
</tr>
<tr>
<td>Assistant to BRC Director</td>
<td>Jo Henson</td>
<td>BRU</td>
<td>jh623</td>
<td>258</td>
</tr>
<tr>
<td>College Computer Officer</td>
<td>Jitin Liladhar</td>
<td>MSB</td>
<td>jkl5</td>
<td>3057</td>
</tr>
</tbody>
</table>

*Add @le.ac.uk after IT account username.

A full list of staff can be found on the 3i website at the following address: [Staff List](#).
Generic email addresses

Please note that the Department uses generic email addresses to reflect the business functions of 3Is. This allows a consistent contact point which will not change when staff are absent, change role or leave. The email addresses to use are as follows:

<table>
<thead>
<tr>
<th>Email Account</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:hr3i@le.ac.uk">hr3i@le.ac.uk</a></td>
<td>All HR-related issues and enquiries including recruitment, contract extensions, Unitemps contracts</td>
</tr>
<tr>
<td><a href="mailto:grants3i@le.ac.uk">grants3i@le.ac.uk</a></td>
<td>Costings, Reporting (Grants and MIF), Grant management</td>
</tr>
<tr>
<td><a href="mailto:orders3i@le.ac.uk">orders3i@le.ac.uk</a></td>
<td>All procurement-related issues and enquiries</td>
</tr>
<tr>
<td><a href="mailto:pgr3i@le.ac.uk">pgr3i@le.ac.uk</a></td>
<td>All PGR-related issues and enquiries</td>
</tr>
<tr>
<td><a href="mailto:pgt3i@le.ac.uk">pgt3i@le.ac.uk</a></td>
<td>All PGT-related issues and enquiries</td>
</tr>
<tr>
<td><a href="mailto:safety3i@le.ac.uk">safety3i@le.ac.uk</a></td>
<td>All safety issues and issues relating to equipment</td>
</tr>
<tr>
<td><a href="mailto:enquiries3i@le.ac.uk">enquiries3i@le.ac.uk</a></td>
<td>Everything that isn’t covered by the other email boxes, including IT accounts, access card requests and room bookings. Annual leave and sickness should be reported via this email address.</td>
</tr>
</tbody>
</table>

Emergency calls to Security

- MSB 888
- RKCSB 222
- GGH & LGH 2222

Calls to Emergency services: Fire, Police, and Ambulance:
- 9-999 from an extension
- 999 from mobiles

Please note if Emergency Services are called, Security should then also be notified on either 888 (MSB), 222 (RKCSB) or 2222 (GGH/LGH). This will facilitate access for the Emergency Services as needed.
2. **Access and ID Cards (Staff, Students and Visitors)**

**Staff**

All sites except Glenfield (GGH):

Permanent staff will be issued with an ID card at the Security Lodge once they have a payroll number and an IT account. For visitors, please contact Alison Brown / Office 129, MSB) who will authorise an ID/access card form. Take this to the Security Lodge who will issue your ID/access card. The Security Lodge is open Monday-Friday between 9.00 am and 2.00 pm and is located next to the Fielding Johnson Building on the main campus.

**Glenfield (GGH)**

Access to the Clinical Sciences Wing at GGH requires an identification (ID) card. Doors are fitted with proximity card readers. You will be issued with an ID card during your first week. Please see Mark Duffy who will authorise ID/access. An electronic passport style photo is required which can either be emailed to Mark or a photo can be taken on site. Mark will also advise/arrange access to facilities on the main campus and coordinate access requirements for the BRU building. In an emergency the UHL security office can be contacted. The Security Office is based next to the main entrance to Glenfield Hospital.

**Students**

You will be issued with an ID card when you register. This card is your ID card, Library card and access card. Permissions for access will be added automatically at registration however it may be necessary to amend the permissions. Please contact Alison Brown / Office 129 MSB) to arrange this.

**PLEASE NOTE:** IDENTIFICATION CARDS SHOULD BE WORN AT ALL TIMES WHEN IN THE BUILDING.

3. **Out of hours working (Staff and Students)**

University working hours are from 0800-1800 hours. Outside of these hours, Bank Holidays and University closure days are classed as out of hours. However, access for out of hours can be gained using your ID card, subject to the appropriate authorisation.

Departmental policy is to discourage out of hours working and lone working. The policy for out of hours work is described in the online Health & Safety Manual. (You will need to login using your IT account username and password).

In order to work out of hours, a risk assessment needs to be completed by yourself and your LSS and approved by the DSO.

For more information about lone working please go to the following link: Lone Working.

Undergraduates are not allowed to work unsupervised at any time within the laboratory and outside the hours of 0800-1800 hours.

**MSB ONLY:**

When working out of hours, please ensure that you sign yourself in the ‘Out of hours’ book located at the MSB Reception. This is vital - if there is a fire, Security will need to know who is working in the building and needs to be evacuated. When you leave the building please ensure that you sign yourself out.
4. **Keys (Lockers, Laboratories and Offices) - Staff and Students**

**MSB:** Keys required for offices, laboratories or for lockers can be obtained from Office 439. A £5 deposit will be required for locker keys.

**GGH:** Keys for offices and laboratories can be obtained from Dr Mark Duffy or Dr Amanda Sutcliffe.

Please ensure that when you leave the department you return your keys.

5. **Transport and Car Parking**

**Car Parking (Staff only)**

See the following link to apply for a car parking permit: [Car Parking](#).

**NB:** University staff parking at GGH is limited with more staff wanting permits than are available. Permits are allocated once a year in February. Staff starting after this time are very unlikely to obtain a permit until the following February unless considered high priority under the University parking scheme. Permits are also available through the Hospital Parking Office. **Dr Mark Duffy** can offer advice regarding parking permits for GGH.

**Hospital Hopper (Staff and Students)**

A free bus service is run between GGH Hospital, the LRI and LGH at 30 minute intervals during the working day. A valid staff/student ID card must be shown to the driver. If travelling to the main campus then it’s a 5-10 minute walk from the LRI stop.

Other bus services run between GGH and Leicester city centre. Consult [the public timetables](#) for further information.

**Cycling (Staff and Students)**

**MSB:** [Travelling by Bike](#)

**GGH:** The hospital provides covered and secure cycle parking facilities (run by UHL). Applications to use these facilities must be made to the Hospital Security Office. There is a waiting list.

6. **IT Services**

All new members of staff need to be registered for an IT account with IT Services. Please contact the Departmental IT Coordinators – DITCs - see Page 3.

Visiting staff/non-UoL students/UHL staff who work on projects within the Department can request an associate IT account. To register for an associate account, please contact the DITCs for more information (see Page 3 for contact details).

University of Leicester postgraduate students (PGR/PGT) are automatically registered for an IT account by the Graduate Office when they register.
7. **Health and Safety (Staff, Students and Visitors)**

The University has a legal duty to comply with the Health and Safety at Work etc Act 1974 (HAAWA) and safeguard the health and safety of its employees and those exposed to their activities.

The University and the Department have developed policies and procedures to ensure compliance.

It is your responsibility to comply with the Departmental health and safety policy and procedures.

The Departmental **Health & Safety** web pages contain all the information that you need. (You will need to login using your IT account username and password).

All new members of staff and students (including non-lab based staff) must complete the online-training test for general safety within the first week of work. **This test is MANDATORY.** The Departmental Safety Officers will routinely check that this test has been completed.

In addition to the general test, there are also tests on centrifuges, liquid nitrogen and dry ice for those for whom it is relevant. If you have any queries, please contact DSO or the DDSOs (contact details on Page 3).

Any queries with regards to Health and Safety should be directed to the DSO or the DDSOs (contact details on Page 3).

- If you are trying to be, or think you may be pregnant please read the [Pregnancy Risk Assessment guidance](#).
  
  To ensure you and your baby's safety, a pregnancy risk assessment (PRA) must be performed at the earliest opportunity. Please contact your DSO to make the necessary arrangements. On your return from maternity leave, you will need to review your PRA with the DSO or the individual who performed your PRA. This usually entails downgrading the majority of the original PRA, but it may include new hazards applicable to breastfeeding.

- **PLEASE BE ASSURED THAT CONFIDENTIALITY IS MAINTAINED AT ALL TIMES.**

8. **Display Screen Equipment (DSE) Assessment (Staff only)**

All staff members must have a DSE assessment if they work at a computer for more than two hours a day within University laboratories and offices. This is a legal requirement and, therefore, **MANDATORY.** This is to prevent any occurrences of injuries due to bad posture or incorrect workstation set up.

On starting in the Department, all new staff members will be added to a database and contacted in due course by a trained DSE assessor.

Information about setting up a workstation correctly in the meantime can be found at the following link (you will be asked to login using your IT account and password): [DSE](#).

**NB:** The University is not legally obliged to provide students with a DSE assessment. Please follow the advice in the above link to avoid any injuries due to bad posture or incorrect workstation set up.
9. Purchasing Information

All order requests must be placed via Smarter Purchasing (SP) which uses the Science Warehouse catalogue. For detailed information follow this link: Purchasing (you will need to login using your IT account username and password) or Smarter Purchasing.

All laboratories should have a Smarter Purchasing Manual for details of how to place orders.

There is still the requirement for Sevron assessments and LSS approval. More details can be found on our purchasing webpage or in the Smarter Purchasing manual.

New staff and students will need to be approved as buyers. Please see a member of staff in Office 439 to register.

For any queries the Departmental Purchasing Experts (DPE) are:

- Sushila Rambhai Tel: 0116 2523078
- Judith Jackson Tel: 0116 2522945

Desktop and Laptop computers

The approved supplier of desktop and laptop computers for use by the University of Leicester is Hewlett Packard Limited (HP). Please contact Emma Hemstock for a quote.

Follow this link to IT services information re purchase of computers: Computer Purchasing

For Apple products please get a quote from the College IT Manager, Jitin Liladhar: Tel: 0116 2523057.

- PhD students must seek approval from their supervisor before purchasing items using their bench fee account.

- Please be advised that everything purchased using University funds (Research Grants, MIF accounts and Bench fee accounts) belongs to the University and, therefore, you are not permitted to take these items (e.g. a laptop) with you when you leave the University at the end of your employment or your studies. For more information please speak to Judith Jackson.

10. Human Resources

The Departmental contact for all employment related issues is Carole Patrick (Office 439 MSB): Tel: 0116 2231452.

Salary advice

The University does not issue paper pay slips. Information confirming details of pay is available from the electronic Salary Statement held within the Employee Self Service (ESS) facility. (Log in with your University IT account username and password). You can also update your personal information here, including change of address etc.

Annual Leave

Please book your leave via email to Enquiries. The University annual leave year runs 1 January to 31 December.

At the discretion of the Head of Department, you may carry up to 5 days leave (pro-rata for part time staff) over to the next year. Ensure you always report all leave taken as central records must be accurate and up to date.

University Annual Leave Purchase Scheme

The University offers staff the opportunity to 'buy' annual leave through the Annual Leave Purchase Scheme.
Sickness
On the first day of sickness absence, please contact Alison Brown on 0116 2522951 or send an email to Enquiries. On return to work, you must complete a Personal Sickness Form which should be sent to Enquiries.

Reminder: All sick leave must be reported to the department.

For more detailed information about reporting sickness and booking annual leave go to: Sickness and Annual Leave Reporting.

Parental leave – maternity, paternity or adoption leave, flexible working
For more information go to Parental Leave. Please also notify the department via Carole Patrick for any of these matters.

The Human Resources website is also a useful resource for information about employment-related and other staff issues and services.

Staff wellbeing and staff benefits
The Staff Wellbeing website contains information on staff wellbeing, including events, occupational health and staff support services, including counselling and staff benefits (discounts and offers for high street stores, childcare vouchers, tax-free bicycle purchase scheme).

11. Information for nursing mothers (staff and students)

There is a breast milk expressing room in the MSB located in Room 126 available to all staff and students. Please contact Carole Patrick (Office 439 MSB), Tel: 0116 2231452 / Email: HR for more information.

On the main University campus there is a breastfeeding/milk expressing room available to staff and students, Room 103A located in the Attenborough Seminar Block. For more information go to Breastfeeding.

At Glenfield, clinic rooms in the Respiratory BRC are normally available for expressing milk. Please contact Mark Duffy for information.

12. Childcare Providers

The University of Leicester Nursery caters for children aged from six weeks to five years and is open to all University of Leicester staff and students. The nursery is registered with, and inspected by, OFSTED and delivers the Early Years Foundation Stage curriculum framework. There are separate and shared facilities for babies (under two years) and children (over two years).

Location: The nursery is located next door to - and accessed via - the University Sports Centre on Wyggeston Drive (Entrance 1).

Opening times: The nursery is open from 0800-1800 hours, Monday to Friday for 51 weeks a year and is only closed for Bank Holidays, the week between Christmas and New Year and 2 days either side of the Easter Bank Holiday.

For more information about the nursery and fees go to: Nursery or contact the nursery at Contact Nursery.

There are many parents in the department who use childcare providers. The choice of provider depends on where you live, or where you work. If you need a list of local (to the University) please get in touch with us. Alternatively, the following websites will provide information about childcare provision in the city and the county:

- Leicestershire County Council
- Leicester City Council
- Ofsted
**Childcare Vouchers**
The University of Leicester offers childcare vouchers through an external provider. Childcare vouchers are an employee benefit available to all eligible working parents and can be used to pay for many types of registered childcare including out of school clubs and holiday schemes, for children up to 16 years old.

*Vouchers are eligible up to 1 September following the child's 15th birthday (or 1 September following the 16th birthday if the child is disabled).*

For more information or to join the scheme go to: [Benefits and Discounts](#).

### 13. Working Lives Committee and Equality

The Department is committed to the continuous improvement of the working lives of all staff and students and for providing equal opportunity for everyone to achieve their full career potential. The **Working Lives Committee (WLC)** has responsibility for developing and implementing the Department’s strategy on improving working culture, environment and work-life balance and for monitoring and evaluating the success of our initiatives. Membership of the WLC is drawn from all sections of the department, ensuring that all staff and student groups are represented.

The Department holds a **Silver Athena SWAN award** in recognition of significant and sustained progression and achievement in promoting gender equality. The Action Plan developed as part of our Athena SWAN submission, together with feedback from the Staff Survey, form a substantial part of the Department’s working lives strategy.

More information on the Working Lives Committee can be found here: [Athena SWAN](#).

The Department’s Diversity Champions are: [Marialuisa Crosatti](#) and [Furaha Asani](#).

The **Equalities Unit** provides specialist equalities advice for staff and students. The [Concordat](#) supports the career development of researchers.

**Prayer Rooms**
Chapels and prayer rooms for use by people of any faith or none are available on main campus in the Charles Wilson building and in the [Leicester Hospitals](#).

### 14. Finance and Expense Claims

The Departmental contact for all finance-related issues is [Judith Jackson](#) who is located at the MSB in Office 437 (Tel: 0116 2522945. Please contact Judith if you have any questions or issues concerning bench fees, expenditure from grants, requisitions.

The University will reimburse employees the actual cost of expenses incurred wholly, exclusively and necessarily in the performance of the duties of their employment. For guidance on expense claim procedure and The University Financial Regulations please follow this link: [Expense Claims](#).

In order to claim expenses, you will need to complete an [expense claim form (EC1)](#). Printed **signed** forms should be sent to Emma Hemstock, Office 439 MSB.

If you are not sure whether your expense is compliant with Financial Regulations please check by emailing [Enquiries](#) before making the purchase. Failure to do this may result in you being out of pocket if the claim contravenes the Regulations and is, therefore, not reimbursed.
Use of Personal vehicles
It is the responsibility of each employee to make sure they have adequate insurance for their own private cars used for University business. This includes:

- The use of your private car on and between University campuses;
- Visits to third party premises and locations (eg: for meetings, conferences, student placements and associated activities, and promotional events);
- Undertaking deliveries and transporting University items;
- Research or field work which may also involve transporting students.

The **mileage allowance for expense claims** has been calculated to cover petrol, depreciation and insurance.

Employees are warned that some insurers provide quotes for social, domestic and pleasure purposes only, plus commuting to and from the employee’s normal place of work. **This is not the same as 'business use' and will not cover inter-site travel.**

Equally, if you are named as a driver on someone else's motor insurance, check you are insured to drive for your own business purposes and not just for social, domestic and pleasure purposes.

15. Research Funding

Applying for a grant? There are various processes and procedures that need to be followed before a grant can be submitted. Please send all grant related queries/forms to [Grants](mailto:Grants).

More information can be found on the following websites:

- **Research and Enterprise Division guidance**: [Research Support](#)
- **Research Office guidance**: [Research Support Services](#)

16. Mentoring

The Department and College have a Mentoring scheme available. More information about mentoring, either as a prospective mentor or mentee, please follow this link: [Mentoring](#).

As a new employee, the Department will advise you of the name of your allocated mentor.

17. Mandatory Training

**Information Assurance**
Information assurance (IA) is the practice of assuring information and managing risks related to the use, processing, storage, and transmission of information or data and the systems and processes used for those purposes. For a university, failure to manage information properly could be hugely damaging. All staff have a responsibility to ensure that information that they hold and use is handled appropriately.

**Compliance to the University policies, procedures and training are mandatory.**

Please go to the University’s [IA website](#) to make yourselves familiar with these policies and [IA Training Requirements](#). Training is accessible via Blackboard.

The Departmental Information Assurance Co-ordinator is [Dr Mark Duffy](mailto:Dr Mark Duffy).
Fraud Awareness Training
This mandatory training is accessible via Blackboard.

Equality and Diversity Training
This mandatory training is accessible via Blackboard.

General Data Protection Regulation (GDPR) Training
This mandatory training is accessible via Blackboard.

18. University Library

Follow this link to find out more about the Library.

Our Academic Liaison Librarian is Keith Nockels. For further information see: Keith Nockels Academic Liaison.

19. Ethics (Research Staff)

Ethical Approval must be obtained before the start of any projects that involve use of human tissue samples (including blood and other cellular fluids) and include studies carried out on healthy volunteers.

Much of the work performed at GGH is however arranged through the UHL R&D office. This work does not require additional University Ethics approval. ALWAYS check that approval is in place before starting any work involving human samples.

If you are unsure or need advice please contact either the Departmental Safety Officer or Deputy Departmental Safety Officer in the first instance (see Page 3 for contact details).

The Department’s Ethics Officers are Professor Jonathan Barratt and Dr Mark Duffy who are able to provide advice. Information and links to the forms for ethics approval can be found at: Ethics.

20. Departmental Equipment

Departmental equipment is available for use by all members of the department. The majority of this equipment is located in the two interlabs located on the second floor (229 and 216A) of the MSB and there is an instrument room on the first floor (108). However some equipment is located in research laboratories – you have full access to these items.

Departmental equipment locations are listed in the link: Departmental Equipment.

Please seek training from a member of the technical team before using any equipment.

All equipment must be left CLEAN AND TIDY after each use. If you are unsure how to clean a spill please find a member of staff. Each individual using the equipment is responsible for ensuring that this is the case. If you find equipment that has been left in a messy or unclean state (e.g. there has been a spillage in a centrifuge rotor) please report at once to Hannah Brewin or a member of the Departmental Management Team.

If an item of equipment appears to be broken please report it to Hannah Brewin (Office 436).

If you wish to use equipment that belongs to a specific research group you must seek permission from the group and be trained in its correct use before using it.
Equipment is portable appliance tested by an external company. Any items that individuals require for their own personal use in offices (eg: kettles) must be PA tested before use, please contact one of the departmental technicians to arrange this.

## 21. Department Intranet

The Department intranet can be found at Department Intranet.

If you think we can improve this site, your comments would be most welcome. Please email Carole Patrick.
Appendix 1 MSB only
Laboratory information

1. **DO NOT EAT OR DRINK IN THE LABORATORIES**
2. **Autoclaving:** This procedure takes place twice *per day*, at **9.30 am** and **12.30 pm**. If you need to sterilize media, solutions or tips place them on the trolley in the Media Kitchen, **before** the scheduled time.
3. Bunsen burners will only be used when work is being undertaken on the bench. Do not leave unsupervised at any time. If you leave the lab, switch it off!
4. **Microsol:** The standard disinfectant of choice for the MSB is 10%(v/v) Microsol 3®. Carboys of prepared Microsol can be found in the 1st floor media kitchen. Please use these supplies to refill spray bottles. New spray bottles can be obtained from the media kitchen.
5. **Water:** Distilled and Nanopure water can be obtained from the interlab 229 or in the first floor media kitchen.
6. **Gel Doc systems:** We currently have one geldoc systems located on the first floor. Please follow the appropriate SOP for instructions for using them (details can be found on the website).
7. **Microwaves:** A microwave is available in interlab 229 for melting of solid agar media or agarose. Please follow the correct SOP for use of this equipment. [SOP Safe Use of Microwaves](#)
8. All coats and outdoor clothing should be kept in your locker and not in the laboratory. If bags are brought into the laboratory please ensure they are shut away in a cupboard or pushed right underneath your desk; they should not be placed on the benchtops.
   **NB:** Please note that laboratories are not secure areas and any personal items brought into the laboratory may be at risk.
9. When using computers in the laboratories please ensure laboratory gloves are removed first. Please remember to log off from communal computers after you have finished.
10. **Empty boxes:** Empty boxes for disposal can be placed by the lifts. **DO NOT** leave any hazardous material in them.
11. All laboratory areas, especially communal areas, should be kept clean and tidy.
12. **Waste disposal:** Please consult the relevant information on the departmental Health & Safety webpages. If you don’t know ASK!!!
   **DO NOT** overfill autoclave bags. When the bags are 2/3 fill place in the blue container on the second floor media kitchen.

### Media Kitchen (1st floor)

The following items can be collected from the media kitchen:

- Beakers / Flasks / Glass Bottles or **Durans** (1000mL, 500mL, 250mL and 100mL),
- Measuring cylinders
- Lab coats
- Luria Agar and Luria Broth

### Tissue Culture Facility

There is a communal tissue-culture facility, located in laboratories 214 and 215. The use of this facility is arranged through **Dr Ravi Chana** who will provide an induction and training before use.

### Stationery and Photocopier

The department supplies general laboratory stationery (lab books, notepads, biros, pencils, marker pens etc) which can be obtained from Alison Brown between 10.30 and 11.30 am in Office 129.

Specific items of stationery must be purchased via Smarter Purchasing using specific research grant or University codes.
**Smart Printers**

These machines are supplied by IT services and can print/photocopy and scan (emailed to your IT account).
You will need to log on with your IT account to use the machines. The Departmental managed machines are located as follows in the MSB:

- **1st floor**: Outside the Departmental Secretary’s Office (129)
- **2nd floor**: Outside Office 210
- **4th floor**: Office 427
Appendix 2 - GGH only
Laboratory information

1. **Autoclaving**: This procedure takes place typically 2-3 times each day. If you need to sterilize media, solutions or tips speak to Malcolm (kitchen technician) who will advise you.
2. **Bunsen burners** will only be used when work is being undertaken on the bench. Do not leave unsupervised at any time. If you leave the lab, switch it off! A Bunsen burner is available in CS084.
3. **Balances**: Are provided in both CS089 and the Respiratory BRU Sputum Laboratory. After use any spillages must be cleared up. If a high precision balance is required (ie mg amounts or less) then the CVS one may be used. Contact Mark Duffy to be shown where this is and for rules of use.
4. **pH meter**: Are provided in both CS089 and Respiratory BRU (the respective weighing areas on both floors). Before use calibrate using standard solutions. After use place the probe back into the storage solution.
5. **Distal**: The standard disinfectant of choice for GGH is Distal. This is ordered in bulk and diluted into spray bottles. Contact core staff in the labs for advice.
6. **Water**: Distilled and Ultrapure water can be obtained from the autoclave room. Distilled water is also available in the first floor TC area. If you empty one of the water containers in the labs you must refill using the facilities described above.
7. **Departmental water baths**: Departmental water baths should be kept topped up with distilled water and turned off when finished with.
8. **Microwaves**: A microwave is available in CS084 and also Respiratory BRU Histology Laboratory for melting of solid agar media or agarose. Please follow the correct SOP for use of this equipment. [SOP Safe Use of Microwaves](#)
9. All coats and outdoor clothing should be kept in your office or locker and not in the laboratory. If bags are brought into the laboratory please ensure they are shut away in a cupboard or pushed right underneath your desk; they should not be placed on the benchtops.
   **NB**: Please note that laboratories are not secure areas and any personal items brought into the laboratory may be at risk.
10. **Waste disposal**: Please consult the relevant information on the departmental Health & Safety webpages. If you don't know **ASK!!!**
11. **Refuse store**: This is located on the CVS corridor on the ground floor. There are large bins provided for office waste, clinical waste, autoclaved waste, cardboard and confidential paper. Sharps bins (see below) are also taken here.
12. **Sharps bins**: These must be used in accordance with the Department Safety Manual. Once full (to the indicator line, not above it) the bin must be locked shut, labelled and taken to the refuse store.
13. All areas laboratory areas, especially communal areas, should be kept clean and tidy.
14. Equipment is to be switched off after use (unless specifically specified otherwise – if you require a piece of equipment to be left on-leave your contact details attached to the equipment). Leaving equipment on is a waste of energy and can lead to equipment failing prematurely.

**Routine shared supplies/consumables**

**Storage in Labs**
The following items are stored in the main research labs.
- Beakers
- Glass Bottles or *Durans* (1000mL, 500mL, 250mL and 100mL)
- Measuring cylinders

**Storeroom**
The following items are kept in the store room in CSW. These are reordered frequently. If you use up most of the remaining supply of an item in the downstairs store then this must be recorded on the sheet attached to the door. Failure to do so will result in the item running out.

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- TC flasks/dishes
- Pipette tips
- Blue roll
- Syringes
- Other sundries

**Cold room**
Unopened TC media and other refrigerated supplies are kept in the cold room.

**Shared Tissue-Culture facility**
There is a tissue-culture facility which 3i share with the Cardiovascular Services Department (CVS). This is managed by CVS. Use of this facility is arranged through Martha Hardy who will provide induction and training, lab coats and any other instructions.

**Stationery**
Please see Amanda Sutcliffe.

**Smart Printers**
These machines are supplied by IT services and can print/photocopy and scan (emailed to your IT account). You will need to log on with your IT account to use the machines. There is one machine near CVS in the CSW and a 2nd machine is situated on the 2nd floor in the BRU.
**Version Controls:**

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