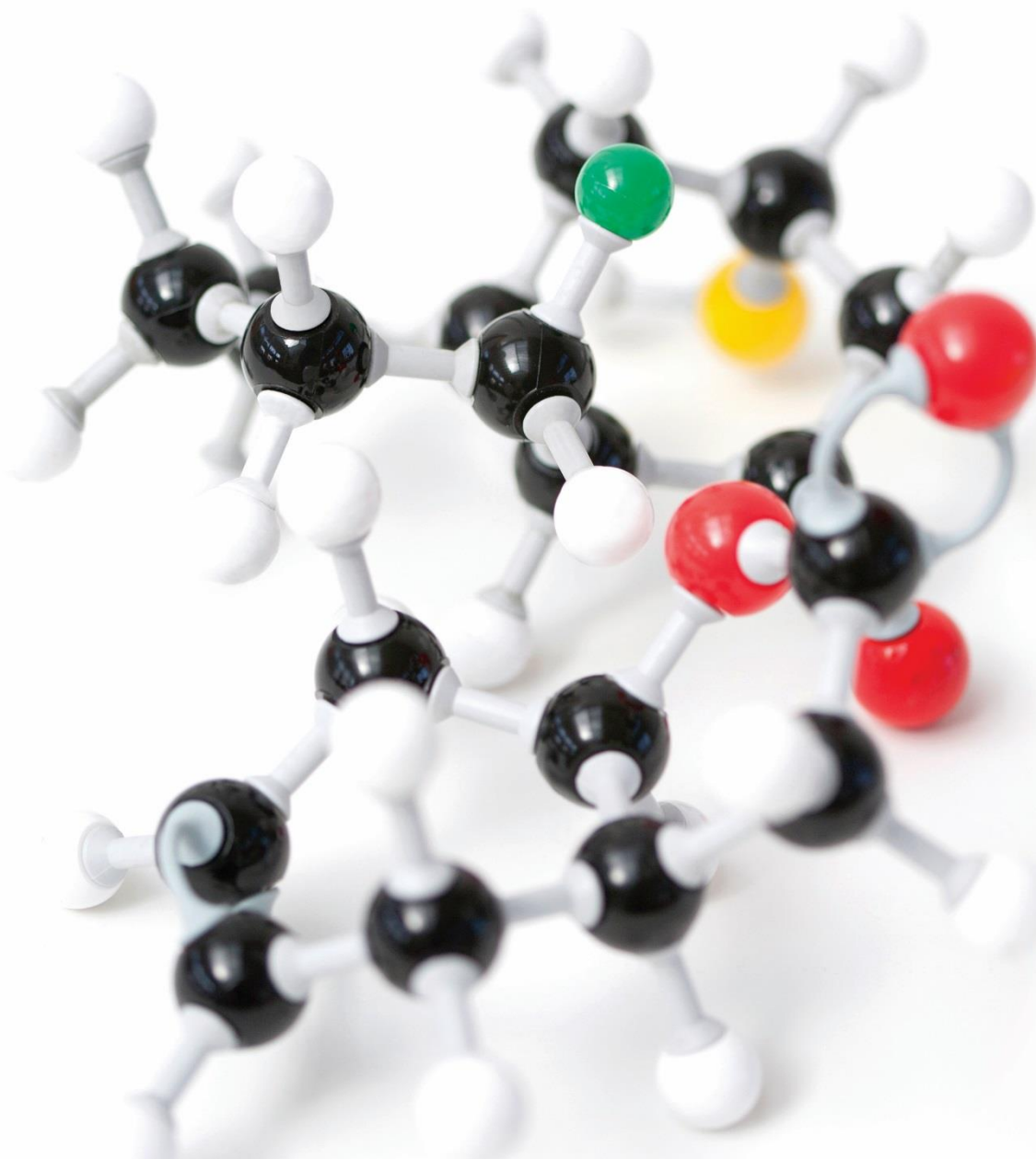




UNIVERSITY OF
OXFORD



Welcome to Chemistry

Department of Chemistry
Part II Handbook 2018/19

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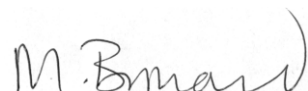
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Section A: Welcome and introduction

1 Welcome

Welcome to Part II

Welcome back to Oxford, on behalf of all the academic and support staff of the Department, for the start of your Part II year. For many Oxford Chemists, the Part II experience (which has had a very similar format for 100 years) is very much the jewel in the crown of the Oxford Chemistry course. You will have the opportunity to engage your mind, and use the knowledge and understanding of chemistry you have developed, to carry out research that may be at the cutting edge of the field. You will develop new skills and qualities that should stand you in good stead for whatever direction your life takes beyond this year. And, as with all things in life, what you get out of this experience will depend on how much you are prepared to commit to it – so we hope that you immerse yourself fully in the excitement of ‘real research’ and above all have an enjoyable and productive year.



Professor Mark Brouard

Head of the Department of Chemistry

2 About the Department

a Academic sections

The Department is organised into three main sections: Physical and Theoretical Chemistry; Inorganic Chemistry; and Organic Chemistry. A further sub-section focuses on research into Chemical Biology. The Department is led by the Head of Department, Professor Mark Brouard.

Research in the Department is carried out across three main buildings. The Physical and Theoretical Chemistry Laboratory (PTCL) and Inorganic Chemistry Laboratory (ICL) focus on work in physical and inorganic chemistry respectively. However, chemists from all sections carry out research in the Chemistry Research Laboratory (CRL). This building is the focus of work in organic chemistry and chemical biology. There is a new Chemistry Teaching Laboratory, accessible from Mansfield Road, which was handed over to the Department in July 2018.

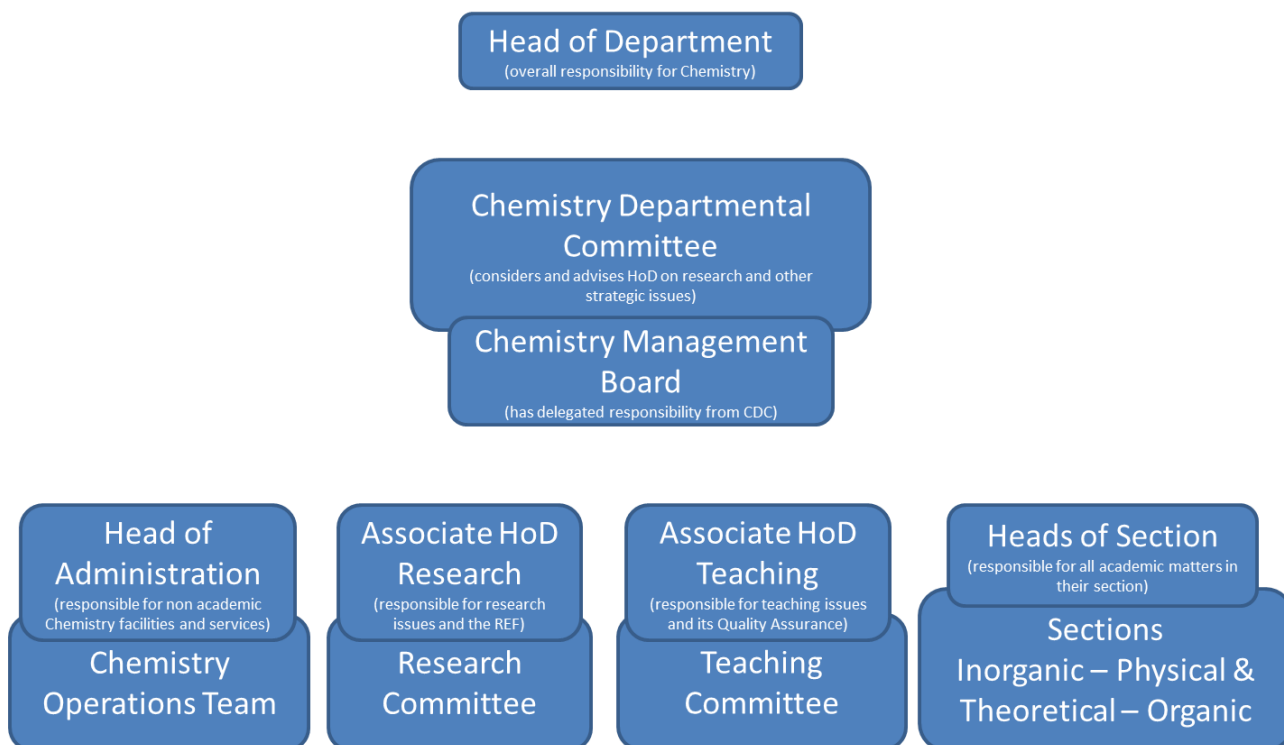
⇒ For a map of the Chemistry Department and University Science Area, please see page 7

b Administration

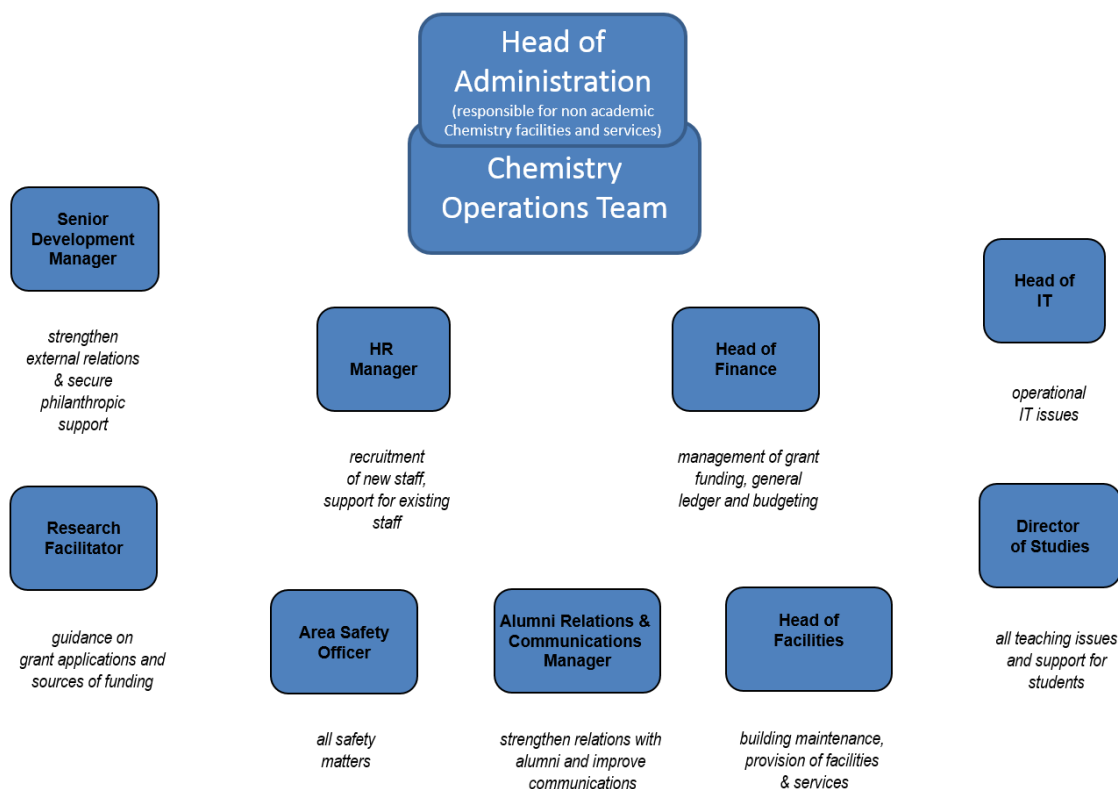
Academic work in the Department is supported by an administration team providing services such as finance, building maintenance, stores, workshops, personnel and IT, and guidance on issues such as safety, and research funding.

⇒ For organisational charts and contact details of administration staff see <https://intranet.chem.ox.ac.uk/support-staff-teams.aspx>

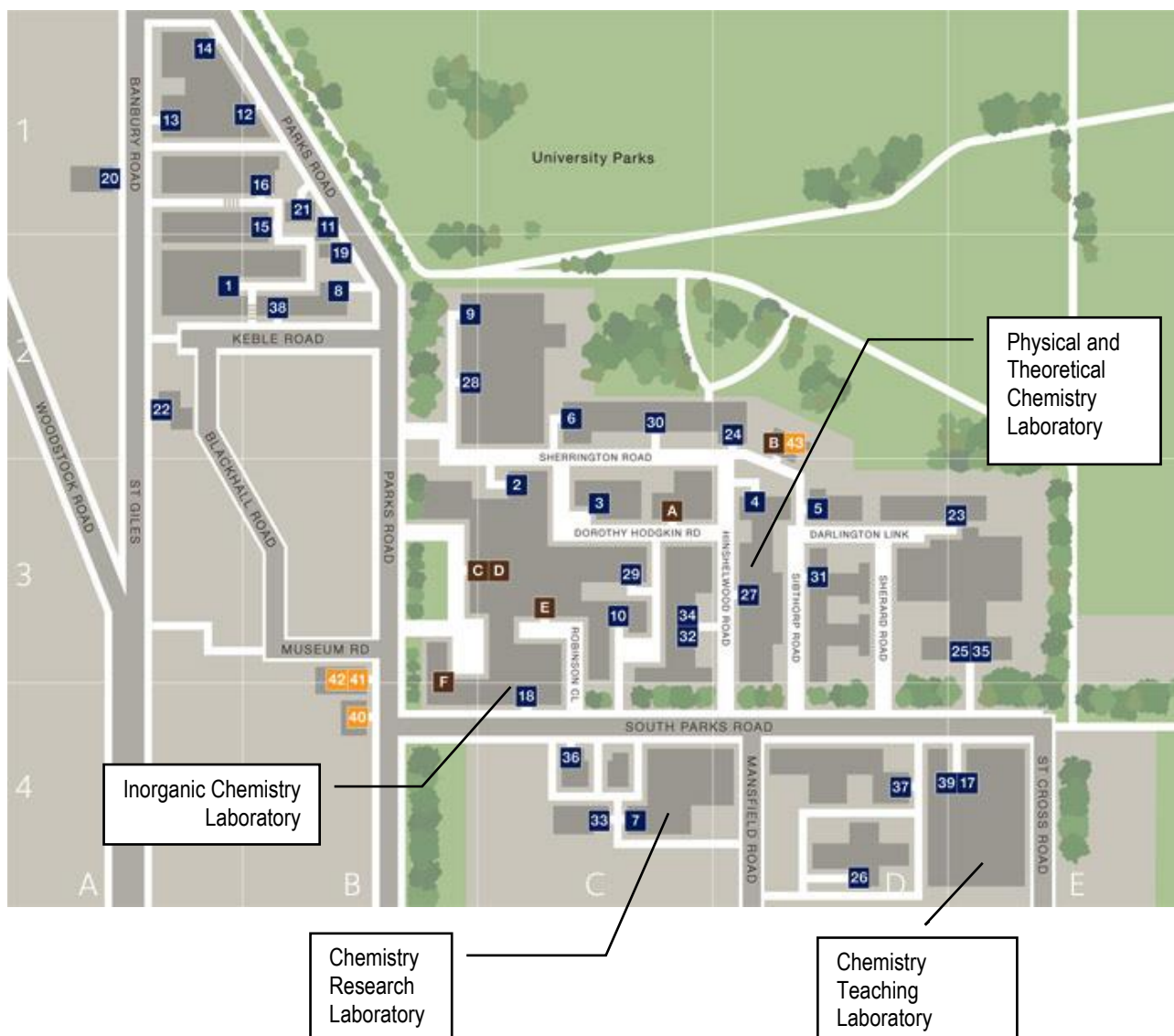
3 Who's who?



⇒ For information about post holders and committee structures see <https://intranet.chem.ox.ac.uk/structure-of-department.aspx>



4 Map of the Department



5 Addresses and key phone numbers

- Physical and Theoretical Chemistry Laboratory, South Parks Road, Oxford OX1 3QZ. Tel: +44 (0)1865 275400
- Inorganic Chemistry Laboratory, South Parks Road, Oxford OX1 3QR. Tel: +44 (0)1865 272600
- Chemistry Research Laboratory, Mansfield Road, Oxford OX1 3TA. Tel: +44 (0)1865 285000
- Chemistry Teaching Laboratory, South Parks Road, Oxford OX1 3PS Tel. +44 (0)1865 281505

6 Things you need to find out

Some information that you need to know will be particular to where you are working and can't be covered in a general handbook, but will be covered in your building-specific induction.

Make sure that you find out the following from your supervisor or your colleagues when you start work:

- a your nearest fire exit and route to the fire assembly point for your building
- b the names of first aiders in your area – so you know who to go to in the event of an accident
- c the nearest first aid boxes to your location

Section B: Emergencies, accidents and fire

Everyone working or studying in the Department should familiarise themselves with the location of fire extinguishers, fire exits, safe escape routes and assembly points in the building in which they are working in case of emergency.

1 Emergency calls

Emergency telephone calls can be made from any telephone on the University network by dialling 9-999.

2 Fire

If you discover a fire, activate the nearest alarm. Dial 9-999 to **notify the emergency services and inform them that their assistance is required**. Only tackle a fire, with the appliances provided, if it does not put you at personal risk. Go to the local command centre for your building to explain what happened. Always follow the instructions of the senior fireman in charge or a safety officer.

On hearing the fire alarm, leave the building by the shortest approved route. Do not use lifts. Proceed to the assembly point. Do not re-enter the building until you are told it is safe to do so by the senior fireman in charge or a safety officer.

3 Medical emergencies

In the event of a serious/life threatening medical emergency call 9-999.

If the injury is less serious call Oxford 9-01865 220208 for Accident Service, John Radcliffe Hospital, Headington.

If it is an EYE accident: send the injured person to the Eye Hospital and call 01865 224800 to warn the hospital of their arrival (24-hour service). Please note that the Eye Hospital is in the West Wing at the John Radcliffe Hospital. The Eye Emergency Department operates a booking system, although patients with urgent, painful or sight threatening conditions will be seen promptly, so ensure that you phone ahead. First aiders may, of course, assess that ambulance transport is needed for some injuries.

⇒ □ For a full list of first aiders, with contact details, see <http://safety.chem.ox.ac.uk/first-aiders.aspx>

4 Accidents causing injury

Serious Injury: call for medical help without delay (see above for emergency contact details and appendices for safety officers/first aiders).

Eyes: if a chemical gets into an eye, wash out the substance at once and continue washing for at least ten minutes: **CALL A FIRST AIDER**.

Minor cuts and burns: make sure you know where first aid boxes are kept and where to find a first aider.

Skin contamination: take immediate action to remove the contamination:

DO NOT WAIT FOR PAIN OR OTHER UNPLEASANT SYMPTOMS TO DEVELOP.

Delay can have very serious consequences: some highly toxic substances such as hydrofluoric acid, aromatic amines and alkyl sulphates are readily absorbed through the skin yet do not cause immediate pain.

If the injured person requires hospital treatment and they can be moved, they should be sent by private car to either the Accident and Emergency Department at the John Radcliffe Hospital (tel: 9-01865 220208) or the Emergency Eye Department in the hospital's West Wing (tel: 9-01865 224800). If possible, call the hospital to warn them in advance. Ask at your local reception to arrange for a taxi to take you to the hospital.

Record in the **Accident/Incident Report Book** (kept in Reception in the CRL, ICL and the PTCL, or ask teaching lab staff) as soon as possible:

- All accidents causing injury,

- Incidents that do not cause injury but which under other circumstances might have done so – near misses.
- Incidents that result in damage to property, for example water damage from leaking equipment.

It is very important that all accident / incident reports are completed fully and promptly. The completed form, and Accident Book, must be returned upon completion. The form will then be given to the Area Safety Officer for processing.

⇒ See <http://safety.chem.ox.ac.uk/first-aiders.aspx> for details of first aiders

5 Other emergencies

eg security issues, gas or water leaks

During working hours: contact a member of the Facilities Team or a safety officer. Call reception in the building you are working in if you don't know the number or can't get hold of anyone.

Outside working hours: call University Security Services on (01865 2)89999.

⇒ See <http://safety.chem.ox.ac.uk/emergency-contacts.aspx> for details of the Facilities Team and Safety Officers

The Non-Emergency Police (Thames Valley) Number is (9)101, if you need to contact the local Police force.

⇒ □ For details of your local stores and finance contacts, see <https://intranet.chem.ox.ac.uk/stores--logistics.aspx> and <https://intranet.chem.ox.ac.uk/finance.aspx>

6. Opening hours

Reception

	AM	PM
CRL	8.00 am	5.15 pm
PTCL	8.00 am	5.15 pm
ICL	8.00 am	5.15 pm
CTL	9.30 am	5.15 pm

Stores

	AM	PM
CRL Mon – Thurs	9.30am	5.30pm (no lunchtime closure)
Fri	9.30am	4.00pm (no lunchtime closure)
PTCL Mon - Fri	Swipe Card Access	Swipe Card Access
ICL Mon - Fri	Swipe Card Access	Swipe Card Access

7. Useful University contacts

For e-mail and telephone details for University employees, see www.ox.ac.uk/applications/contact_search/

Mathematical, Physical and Life Sciences Division

Departments within the University fall under four Divisions. The MPLS oversees the work of the Department of Chemistry.

Visit 9 Parks Road or see www.mpls.ox.ac.uk/

Safety Office

10 Parks Road, www.admin.ox.ac.uk/safety or call 70811

For hazardous waste disposal (which includes most chemicals), contact Frances Russell on 70815 or frances.russell@safety.ox.ac.uk

