

Title: Health & Safety – Use of PPE		
Department: Biological Research Operating Theatres & Laboratories	Effective From:	16th December 2021
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Health & Safety Regulations

The level of animal allergens in the Biological Services Unit (BSU), Operating Theatres and associated laboratories is reduced as far as possible by the air conditioning system and good working practices. Despite these efforts, a risk of exposure remains as we are a conventional facility. To protect those entering these facilities of Laboratory Animal Allergens (LAA) and limit the spread of infectious diseases, the wearing of a scrub suit and/or lab coat, gloves and safety shoes is compulsory on Level 2.

Associated Documents

SOP 1:2:32 - Operation of GE Healthcare Innova 4100 Cardiology CT Scanner
 SOP 8:1:11 - Procedure for Entering GLP Compliant Animal Facility
 SOP 8:3:5 - Procedure for Entering & Leaving the GLP Compliant Theatre Suite

SUMMARY

ALL PARTICIPANTS SHOULD TAKE A LATERAL FLOW TEST (LFT) WITHIN 24 HOURS PRIOR TO ARRIVING ON SITE

ANYONE WHO HAS A POSITIVE LFT OR COVID-19 SYMPTOMS WILL NOT BE ALLOWED ON SITE

REGULAR HAND WASHING/ SANITISATION MUST BE CARRIED OUT

PPE MUST BE WORN IN THEATRES, LABORATORIES AND THE BSU

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1 Introduction

This Code of Practice (COP) for Health & Safety – Use of PPE describes where staff and visitors should be wearing Personal Protective Equipment (PPE) around The Griffin Institute and to ensure enhanced hand sanitisation is practised. This COP is intended to be used as a constant reference whereby, you agree to abide and uphold these rules.

2 Working Principles

- All staff, visitors and contractors working in the BSU, surrounding operating theatres and laboratories should adhere to these instructions to protect themselves, colleagues and animals. Any PPE/respiratory equipment (RPE) that is worn, must fit and be worn correctly
- Hand hygiene performed correctly at the appropriate time remains the most important intervention in the prevention and control of the spread of infections
- The Griffin Institute will provide PPE that meets the current standards set out by the Health & Safety Laboratory
- Staff and visitors do not need to wear a mask in the office area as long as social distancing is adopted, but if they would like to then masks will be available
- For coughs and sneezes, *Catch it, Bin it, Kill it*. Use a tissue to catch a cough and/or sneeze, and dispose of immediately before washing and sanitising your hands
- Staff are requested to take regular lateral flow tests and follow current government guidelines in the event of a positive test
- All visitors are requested to take a lateral flow test within 24 hours prior to attending the site and follow current government guidelines in the event of a positive test

3 Personnel

3.1 All Personnel

- Any personnel with a new continuous cough, a high temperature, a loss of, or change in, normal sense of taste or smell will not be permitted on site
- All training course attendees that have to cancel their attendance due to COVID-19 symptoms, will be offered to rebook on to the next available course
- In light of government advice for Labs and Research facilities, The Griffin Institute will continue to insist that only those who have a direct need to be onsite, will be permitted access.
- Surgical masks and visors are available for all, please ask if you would like one when you arrive

3.2 Visitors from Overseas

Any company or individual from overseas wanting to attend The Griffin Institute and who are not fully vaccinated must quarantine in a place they are staying for 10 days. They must then take their COVID-19 PCR tests as described on:

<https://www.gov.uk/guidance/travel-to-england-from-another-country-during-coronavirus-covid-19>

Any company or individual considered to be fully vaccinated (complete course of an approved vaccine), and who have not been in a red list country in the last 10 days should take a COVID-19 test on or before day 2 of their arrival in England.

Some people may be exempt from some or all of the requirements, please see the following:

<https://www.gov.uk/government/publications/coronavirus-covid-19-travellers-exempt-from-uk-border-rules/coronavirus-covid-19-travellers-exempt-from-uk-border-rules>

This guidance lists the jobs that qualify for an exemption and tells people:

- if they need to quarantine
- if they need to complete a passenger locator form
- any conditions they will need to meet or evidence they will need to show

If you do one of these jobs, you still need to follow the same health guidance as people who live in the UK. Check the guidance for staying safe in England here:

<https://www.gov.uk/guidance/covid-19-coronavirus-restrictions-what-you-can-and-cannot-do>

Travellers exempt from quarantine on arrival **MUST obtain a negative COVID-19 test** that can be presented to The Griffin Institute **at least 24hrs before they are due on site.**

All individuals from overseas **MUST wear a face covering at all times** when on site and the only exception is to eat or drink.

If visitors cannot wear a face mask for medical reasons, they will not be permitted on site.

3.3 Respiratory Protective Equipment (RPE)

The Griffin Institute do not have an RPE policy. Visitors that require respiratory protection must bring with them, their own supply of P3 masks, half-mask or powered respirator.

3.4 Best Practice

3.4.1 SURGICAL MASKS

- Wash hands before and after donning and removing a mask
- Masks are single use and once removed must be replaced by a new one
- If the mask becomes moist or damaged it must be changed
- Do not touch or play with the mask

3.4.2 GLOVES

- Wash hands before putting on gloves and after taking off
- Do not touch your face with your gloved hands
- Remove gloves without touching your skin, pull them inside out as you remove them and dispose of via the clinical waste stream
- Never reuse gloves

4 Hand Hygiene

It is the responsibility of the individual to ensure that hand washing/ sanitisation is carried out frequently and adequately. Personnel can do this by using a 70% alcohol hand gel or rub, liquid soap and water and/or anti-microbial soaps. When washing hands with soap and water, wash for at least 20 seconds.

- Jewellery is discouraged as it can harbour germs on and under it
- False nails should be avoided and nail length kept short to avoid bacteria and micro-organisms getting trapped under them
- If you suffer with a skin condition such as eczema or dermatitis please bring an emollient to maintain skin health

5 Entering Level 2 Laboratories

- Access to the laboratories is gained from entering the main stairwell from the Level 3 concourse
- Outdoor clothes and shoes are permitted, but must be covered with a lab coat and overshoes
- Gloves must be worn, changed regularly and be disposed of via the clinical waste stream

- Masks are provided for if you are sharing lab space or for those who wish to wear them
- Use back-to-back or side-to-side working (rather than face-to-face) whenever possible

5.1 Leaving the Level 2 Laboratories

- Discard overshoes, mob caps, masks and gloves
- Leave the labs via the same route as entering

6 Entering the BSU

- All personnel that are not entering the facility transiently, must change into scrub suits, located in the changing rooms on Level 3
- Access to the BSU is gained from entering the main stairwell from the Level 3 concourse
- Access to the BSU is for authorised personnel only. If you do not have authority to enter, you must be escorted by a member of staff who has authorised access
- Upon entering the BSU, you must wear gloves, a mob cap and overshoes, and if not wearing scrubs, then a gown must be worn

7 Entering the Operating Theatres

- Change into clean theatre scrub suits and leave outdoor clothing in a locker, keeping your own shoes on
- Put on overshoes at the entrance to the theatres and animal facility and don a mob cap, gloves, mask and eye wear/visor/ gown, if required

If personnel are wearing the full quota of PPE, masks, gloves, mob caps and scrubs, the risk of transmission is minimal.

7.1 Access and Gowning Procedure for Operating Theatre Work

- Theatre suites are accessed via the male and female changing rooms on level 3
- Change out of outdoor clothes into theatre scrub suits
- Leave your shoes on or wear theatre clogs
- Exit changing rooms via the back door and descend the stairs
- At the foot of the stairs, if wearing outside shoes, put on overshoes
- For **THEATRE 1**: Enter the theatre corridor and turn right until you reach the scrub room
- For **THEATRE 2**: Enter the theatre corridor and turn right until you reach the main concourse. Follow the corridor on the right to the very end, to the prep/scrub room
- For the **ROBOTIC SUITE**: Enter the theatre corridor and left until you reach the lift lobby, take the door to the left of the lifts and turn left to enter the robotic suite access doors
- For the **MIS training room**: Enter the theatre corridor and turn left until you reach the lift lobby, take the corridor on the RHS of the lifts and enter the MIS training room.
- Put on a mob cap and face-mask
- Wash hands and arms with approved soap
- Wear gloves

7.2 CT Room

- Enter the theatres as detailed in **Section 7.1**
- Lead aprons must be worn over PPE when operating the CT scanner
- Further details can be found by reading the local rules document for working in the CT room and SOP 1:2:32

8 Leaving the BSU, Operating Theatres & Laboratories

- Discard overshoes, mob caps, masks, gloves and disposable gowns (if worn) at either entrance of the theatres or training rooms
- Place all launderable PPE in the laundry bins within the changing rooms before getting dressed into your outdoor clothes

8.1 The Griffin Institute Clean Down of Operating Theatres

TGI staff shall establish mandatory routine disinfection of the theatre area on a daily basis. The theatre area shall go through increased disinfection procedures before all surgeries and courses, this includes:

- Chairs
- Tables
- Trolleys
- Operating table
- Operating lamp
- Anaesthetic machine
- All doors and handles leading to the training area
- Any other equipment that may have been used during the course
- The hand washing area should be thoroughly cleaned
- All clinical waste bags sealed and properly disposed of
- Topping up of all PPE and maintaining hand washing facilities

THIS COP ISSUED BY Alison Rosen, CEO

Sign:  **Date:** 21/12/21.

