

# **STANDARD OPERATION PROCEDURE**

**Assessor:** Katy Cressy

**Date of assessment:** August 2020

**Approved:**

**1. Title of the procedure: Procedure for conducting training sessions at the Guy Hilton research centre**

**2. Hazard Assessment :**

- There is potential of coming into contact with a person infected with COVID 19

**3. Precautions and Personal Protection Equipment :**

- A laboratory coat must be worn at all times whilst in the laboratories.
- Disposable gloves should be worn where necessary for carrying out lab procedures. Lab users should not touch their face whilst in the laboratories even if they are wearing gloves.
- On entering the laboratory, hands must be washed or sanitised following the guidelines for correct hand washing or sanitising.
- On leaving the laboratory, hands must be washed or sanitised following the guidelines for correct hand washing or sanitising.
- Hand washing facilities or hand sanitiser dispensers are available in all labs for this.
- The correct protocol must be followed for hand washing and sanitising. Posters are displayed next to each sink and dispenser which show the correct protocol.
- A face visor and face mask must be worn when working closer than 2m to someone else

**4. Decontamination Procedures:**

- Before and after using a lab, all areas to be used must be cleaned thoroughly using 1% distel solution.
- Face visors must be cleaned regularly using an alcohol wipe. It is the responsibility of the individual using the visor to ensure that the visor is cleaned.

**5. Specific Procedures:**

- Where it is essential for supervision or training of staff/students to be carried out, all personnel involved will wear a face mask and visor.
- Whilst training sessions are being carried out, lab capacities can be increased and staff/students may work closer than 2m from each other, providing that they wear a face mask and visor at all times.
- If training sessions are carried out in multi user labs, the training group must follow the social distancing rules with anyone else working in the lab (anyone not involved in the training session).
- Training sessions can only be carried out whilst in the laboratory. When the training session has ended, and the personnel leave the laboratory, the face mask and visor should be removed and personnel should follow the social distancing measures in place in the building.

- The laboratory used for the training session should be booked on the lab booking spreadsheet. The names of everyone involved in the session should be listed. When booking you should ensure that the number of people involved in the training session does not cause the building capacity to be exceeded (building capacity is 35).
- Use of a face mask
  - Personnel involved in training sessions will be provided with a face mask.
  - Before touching the mask, wash or sanitise your hands.
  - Place the mask on your face, ensuring your nose and mouth are covered. Make sure there are no gaps between your face and the mask.
  - Do not touch the mask whilst wearing it, if you do, clean your hands, or change the gloves that you are wearing.
  - To remove the mask, only touch the straps, do not touch the front of the mask.
  - Discard the mask into a closed, clinical waste bin.
  - Face masks should only be used once.
- Use of a face visor
  - Personnel involved in training sessions will be provided with a face visor to use throughout the academic year.
  - The headpiece should be adjusted so that it fits correctly around your head.
  - Face visors can be used more than once but should be replaced if they are damaged. If they are lost it will be your responsibility to replace them.
  - Face visors should be cleaned and then stored on your lab coat peg. They should be marked with your name to ensure that the visors don't get mixed up.