ZSL POST MORTEM (PM) ROOM STANDARD OPERATING PROCEDURE
FOR VISITORS AND CONTRACTORS
SEPTEMBER 2016

- Minimum age requirement for attendance at a post-mortem examination (PME) is **18 years**

- Visitors must be accompanied in the pathology room at all times.
- Contractors must be fully inducted by a ZSL member of staff before working in the pathology room.

- **Personnel specifically prohibited from attending PMEs:** pregnant women, people suffering from immunosuppression, and people receiving immunosuppressive drugs. If you suspect you are any of these, please inform the person leading the PME immediately. Please also inform the supervisor/host if you have a latex allergy before entering the pathology room.

- Food and drink must not be consumed in, taken into, or stored in any of the microbiology, pathology or other laboratories where potentially infectious material is handled.

- The post-mortem changing room is divided into clean and dirty areas, as demarcated by the bench in the middle. Do not cross the bench without appropriate shoe covers or boots, and wearing the appropriate lab coat. Outdoor shoes should be left on the clean side when changing to boots.

- Appropriate Personal Protective Equipment (PPE) must be worn in the PM room **at all times** and will be issued by the supervisor/host before entering

- **All surfaces in the PM room should be considered potentially contaminated,** and should not be touched without wearing protective gloves. Non-latex gloves are available upon request. The desk top and window sill to the microbiology lab are kept clean and regularly disinfected and may be used for paperwork and cameras. However, if these items become contaminated at all, they must be disinfected before they can leave the room.

- Any equipment to be used in the PM room temporarily, such as ladders or photographic tripods should have feet covered appropriately using shoe covers/plastic bags and should be inspected for biological contamination and if necessary disinfected, prior to leaving the room.

- Protective clothing must be removed before leaving the PM changing area. **Hands must be washed using the anti-bacterial soap provided.** Please inform the supervisor/host if you have skin sensitivity issues and a hypoallergenic alternative will be available on request.
• It is strictly prohibited to upload photos from post mortem examinations to social media sites, to send photos to friends, or to use them for any other purpose than illustration of case reports.
• Please inform the supervisor/host immediately if you begin to feel unwell or faint whilst in the pathology rooms.
• Visitors are not permitted to handle laboratory equipment or any biological material directly.
• In the event of an accident, dangerous occurrence or near miss, please report this to the supervisor/host immediately.
• If the fire alarm sounds, remain calm and leave the building immediately with your host/supervisor via the nearest fire exit. Report to the assembly point at the West Entrance to Regent’s Park and await further information from staff/security/fire brigade. If the animal escape alarm is activated, remain inside the building at all times with your host/supervisor unless a member of staff/security or emergency services state otherwise or the ‘all clear’ alarm is sounded.

Declaration

I have read and understood the standard operating procedure for the PM room facility and hereby agree to abide by the “Code of Practice” for the PM room.

Name (please print clearly)

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Institution/Organisation (please print clearly)

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Contact telephone number & email address

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Signed:……………………………………………………………………………………………Date:………………

Name of supervisor/host

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Please note, in compliance with ZSL health and safety guidance, if you have not signed this form you will not be permitted to enter the PM room.