

## **BOOKING CONDITIONS**

### **Section 1: General Conditions**

#### **1.1 Bookings**

All bookings for events and training linked to the Griffin Institute (TGI) should be made

online at <https://griffininstitute.org.uk/>

by phone to 0203 9580500 (between 9am and 5pm)

by email to [courses@griffininstitute.org.uk](mailto:courses@griffininstitute.org.uk)

Bookings will usually be processed within 5 working days.

Electronic attendance certificates will be provided for all events so please ensure that name spellings and details are correct at the time of booking.

#### **1.2 Confirmation of Bookings**

Bookings will be received on a first come first served basis. Whilst places can be reserved for 10 working days, bookings will only be confirmed upon receipt of payment.

#### **1.3 Fees**

Registration fees cover the cost of educational materials and resources, light refreshments, lunch (between 9am – 5pm), certification and any required licencing (e.g. Home Office Licence to operate). These fees do not cover travel, accommodation or evening meals.

Payment must be made within 10 working days in order to confirm a booking. If payment is not received within this time, the place will be released and must be re-booked.

Payment methods:

- Online payments. A link to an electronic invoice will be included in your booking message. If you experience difficulties in paying this invoice, please notify TGI Admin to arrange an alternative method of payment
- BACS/ Internet banking. Please use your name as the payment reference.

Bank:	Lloyds PLC
Sort code:	30-93-92
Account number:	01886519
Payable to:	NPIMR

An electronic payment receipt and confirmation of your booking will be issued within 3 working days.

#### **1.4 Invoicing**

Invoices will only be raised on receipt of a valid purchase order number, together with the full name, email and postal address for the relevant finance department. The deadline for receipt of these details is 8 weeks prior to the event date. Bookings will only be confirmed once payment has cleared in our account.

The Griffin Institute is the brand name of Northwick Park Institute for Medical Research (NPIMR),  
a company limited by guarantee No. 3445616 and Registered Charity No. 1129348.

### **1.5 Cancellations/Substitutions**

Cancellations must be received 8 weeks before the event in order to receive a full refund of the fee. Please notify TGI Admin if you need to cancel your place ([courses@griffininstitute.org.uk](mailto:courses@griffininstitute.org.uk))

Substitute delegates are not permitted for in-vivo courses. Substitute delegates are accepted for other events at no extra charge, but their details must be provided to TGI office within 3 working days of the notification of change.

Where no substitute attendee is available, the refund policy is as follows:

- 50% refund for cancellations received 4-8 weeks before the event
- Cancellations with less than 20 working days' notice will incur the full fee
- Failure to attend will incur the full fee

Any refunds issued in the case of cancellations due to exceptional circumstances will be at the discretion of The Griffin Institute. Delegates should notify TGI of such circumstances at the earliest opportunity and will receive a refund decision within 3 working days.

### **1.6 Cancellation by Organiser**

Changes to, or cancellation of, events may at times be necessary, but such changes would not incur a fee. In the event of cancellation, TGI Admin will contact each delegate by email and arrange a full refund or transfer to an alternative event.

### **1.7 It is the Responsibility of the Delegate to ensure that:**

- All contact information is provided to TGI Office to enable effective notification of changes or cancellations.
- Correct names and titles are given at the time of booking to assist in the production of name badges and certificates of attendance.
- Substitute delegates are confirmed to TGI Admin, or cancellation is advised within the due time.
- They arrive in time for the event and sign in at the appropriate entrance point on arrival.
- They familiarise themselves with appropriate safety procedures, licencing guidance, codes of conduct, fire regulations and evacuation procedures for the venue.

## **Section 2 Guidance for application for a personal Home Office regulated training licence (PIL E) – For regulated IN-VIVO courses only**

Home Office Personal Licences (PIL) are a mandatory requirement to train in-vivo. The application must be submitted to the Home Office at least 15 working days before the course starts, so it is essential that you complete the process promptly. If the application arrives after this time, there is a chance the Home Office will not be able to process your licence in time, and all fees will be non-refundable.

Once you return the application form to us, we will begin the on-line application process.

These workshops can rapidly fill up, so please return completed forms and payment as soon as possible to ensure your place. See section 1.5 for our cancellation policy.

Access to the Animals Scientific Procedures e-Licensing (ASPeL) is strictly limited to those in the role of Named Training and Competence Officer (NTCO), Home Office Liaison Contact (HOLC) and to licence applicants/holders. Ms Sheena Wallington and Ms Gwynn Horbury are the Home Office Liaison Contacts (HOLC) for The Griffin Institute.

Applicants must supply all of the information requested by HOLC. Following receipt of this information, TGI will share the relevant delegate details with the Home Office.

The statement of suitability must be completed for each application and must include your job role/training grade, specialty and place of work.

The HOLC will liaise with each delegate should problems arise in granting the PIL E.

Please note that a licence is only applicable to the course you have applied for and will expire at the end of this event. Delegates who wish to attend a later course will need to submit another PIL E application during the booking process.

Delegates cannot attend the same course twice and admittance to advanced courses will only be approved if earlier course attendance has been demonstrated.

### **Section 3: Guidance for working with HTA licenced material – for Human Cadaveric training course only**

This guidance has been written with your own personal safety and the safety of others in mind. Please help us to ensure your training event runs safely and successfully.

Prior to attendance at an event where human cadaveric material will be used for training, all participants are advised to ensure that they have adequate and up to date immunisation against blood borne viruses (e.g. Hepatitis B and BCG). In addition, participants with a compromised immune system, or who are pregnant, are not advised to take part in a hands-on course involving human cadaveric material. Those wishing to participate without appropriate immunisation, or who have an increased risk of infection, do so at their own risk and will be required to sign a disclaimer to this effect.

During Fresh-Frozen Cadaver courses, all course participants (faculty, trainees, surgical resources team) must observe operating theatre protocol meticulously. This includes the wearing of gloves, masks, shoe covers or clogs and the safe disposal of scalpel blades and other sharps.

#### **YOU ARE REQUIRED TO TREAT THE CADAVERS WITH RESPECT AT ALL TIMES**

Under the Health & Safety at Work Act 1974 you have a Duty of Care to TGI staff and to other participants. Any failure to comply with this will be recorded and reported.

Each participant will be required to sign our Code of Conduct form at the start of each course involving cadaveric material.

**NO PHOTOGRAPHY** (including by mobile phone) of cadavers or cadaveric tissue, under the Human Tissue Act (2004).

**SOCIAL MEDIA** - Strictly no photos on social media can be shown of a donor or a specimen. This will be treated as gross misconduct and is a serious breach of the HTA guidelines.

The following safety rules also apply:

- The Visitor Register must be signed on arrival in TGI.
- All personal belongings such as coats and bags must be left in the Male or Female changing rooms
- Lockers are available, the locks and codes can be found inside any empty locker. Property and valuables are left at your own risk. Please do not take them into the practical area
- Please do not bring food or drink into the operating theatre
- Theatre clothes, hats and shoe covers are provided in the changing rooms and must be worn prior to entering the operating theatre
- Safety glasses are provided; these should be used as and when appropriate
- Gloves and aprons are available in the operating theatre and must be worn prior to working with fresh frozen cadaveric material
- At the end of each practical session, please make your working area as safe as possible by ensuring all sharps are disposed of safely, all equipment is turned off and that your station is tidy not only for your safety but for those clearing away
- Remove all gloves, gowns, hats, shoe covers and aprons before leaving the changing room at the end of the training event
- Please report any breakages to a member of the technical team

## Section 4: Health and Safety at TGI

### Summary

Any individual with COVID-19 symptoms will not be allowed on site.

Staff, delegates and visitors who have been instructed to isolate by NHS Track and Trace must not attend TGI.

All staff, delegates and visitors must maintain a distance of 2 metres from any other individual wherever possible. Numbers of delegates and visitors will be strictly limited to facilitate safe social distancing during training events.

Regular hand-washing/ sanitisation must be carried out by all individuals

Personal protective equipment (PPE) is supplied for all individuals working or training in the operating theatres or other training areas. The PPE supplied must be fitted correctly and worn at all times.

### 4.1 Working Principles

- All staff, visitors and contractors working in the theatres and training areas adhere to these instructions to protect yourselves and colleagues. Any PPE/RPE that is worn, must fit and be worn correctly
- Only the minimum number of personnel will be asked to attend training courses. This is to ensure we can control social distancing
- 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 and 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

### 4.2 Personnel

#### 4.2.1 All Personnel

- Any personnel with a cough, cold or flu like symptoms 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
- Whilst the threat of COVID-19 is present, only visitors and contractors that have business to be on site, will be granted access. 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

#### **4.2.2 Visitors from Overseas**

Any company or individual wanting to attend the institute from a country that has not been classified as in a travel corridor with the UK must quarantine for 14 days unless they qualify for a travel exemption. Overseas visitors may be asked to provide the Griffin Institute with proof of the date that they arrived in the UK.

The full list of jobs that qualify can be found here:

<https://www.gov.uk/government/publications/coronavirus-covid-19-travellers-exempt-from-uk-border-rules/coronavirus-covid-19-travellers-exempt-from-uk-border-rules#jobs-that-qualify-for-travel-exemptions>

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

- if they need to self-isolate
- 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/government/publications/staying-alert-and-safe-social-distancing>

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.

#### **4.3 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.

#### **4.4 Best Practice**

##### **4.4.1 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

##### **4.4.2 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

#### **4.5 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

#### **4.6 Entering the 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 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. It is understood that when performing surgical work, a 2 metre distance is not practicable, therefore you work as you need to, keeping in mind to always distance as much as is possible*

##### **4.6.1 Access and Gowning Procedure for 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
- Put on a mob cap and face-mask
- Wash hands and arms with approved soap
- Wear gloves

##### **4.6.2 CT Room**

- Enter the theatres as detailed in Section 4.6.1
- 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

#### **4.7 Leaving the Theatres and Training Rooms**

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

## Section 5: Data Protection

The full TGI Data Protection Policy can be viewed on request to the Data Protection Officer (Mr Keith Malkinson)

TGI makes a commitment to ensuring that personal data, including special categories of personal data and criminal offence data (where appropriate) is processed in line with GDPR and domestic laws and all its employees conduct themselves in line with this, and other related, policies. Where third parties process data on behalf of the Institute, the Institute will ensure that the third party takes such measures in order to maintain the Institute's commitment to protecting data. In line with current data protection legislation, the Institute understands that it will be accountable for the processing, management and regulation, and storage and retention of all personal data held in the form of manual records and on computers.

### 5.1 Types of data held

Personal data is kept in registration files or within the Institute's booking systems. The following types of data may be held by the Institute, as appropriate, on relevant individuals:

- name, email address, telephone number
- job title, qualifications, specialty, employer information
- areas of interest for training

Relevant individuals should refer to the Institute's privacy notice for more information on the reasons for its processing activities, the lawful bases it relies on for the processing and data retention periods.

### 5.2 Data protection principles

All personal data obtained and held by the Institute will:

- be processed fairly, lawfully and in a transparent manner
- be collected for specific, explicit, and legitimate purposes
- be adequate, relevant and limited to what is necessary for the purposes of processing
- be kept accurate and up to date. Every reasonable effort will be made to ensure that inaccurate data is rectified or erased without delay
- not be kept for longer than is necessary for its given purpose
- be processed in a manner that ensures appropriate security of personal data including protection against unauthorised or unlawful processing, accidental loss, destruction or damage by using appropriate technical or organisation measures
- comply with the relevant data protection procedures for international transferring of personal data

In addition, personal data will be processed in recognition of an individual's data protection rights, as follows:

- the right to be informed
- the right of access
- the right for any inaccuracies to be corrected (rectification)
- the right to have information deleted (erasure)
- the right to restrict the processing of the data
- the right to portability
- the right to object to the inclusion of any information
- the right to regulate any automated decision-making and profiling of personal data.

Further information regarding the procedures used to protect, access or disclose data can be



found in the TGI data protection policy, together with the process for managing a breach in data security.