

SOP number	57.012	Version	4.0
Title	GCRF Security and Access		

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SOP category	57 NHSGGC Clinical Research Facility – Administration																																																	
Staff category																																																		
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1. Scope

This procedure applies to all staff working within Glasgow Clinical Research Facility (GCRF).

2. Purpose

The purpose of this SOP is to describe the security and access of all GCRF sites at Queen Elizabeth University Hospital (QEUH), Glasgow Royal Infirmary (GRI), Royal Alexandra Hospital (RAH) and Gartnavel General Hospital (GGH).

3. Procedures

3.1. Security and Access

All GCRF clinical sites operate between 8am-5pm Monday to Friday, access out with these times requires approval by the GCRF management team GRI and QEUH CRF sites are accessed using security card, RAH is accessed by a digital door lock and GGH is accessed by key. Staff are granted access during induction to the facility using the GCRF Induction Checklist, Form 57.015A. Once complete this form is saved into the relevant GCRF Site folder on the shared drive. Principal Investigators and their teams utilising GCRF facilities may have access during working hours approved by GCRF Senior Management.

For safety purposes all visitors to GCRF GRI and QEUH sites must sign in and out at reception using visitor's sign-in Form 57.012B. Visitors to RAH and GGH sites are the responsibility of the GCRF staff member they are visiting. In a health and safety event the member of GCRF staff must ensure the visitor is safely evacuated from the building. At the end of each day, visitor passes must be locked in

the manager's office. Within QEUH CRF, a spare visitor pass is held in a locked box at reception for use out of hours by estates in an emergency.

Members of staff and users of GCRF are responsible for their own belongings when in the department. Staff lockers are provided. CCTV is installed at the QEUH site and monitored by onsite security staff. GCRF Senior Management must submit a formal request to the QEUH Facilities Helpdesk to view CCTV footage.

Staff must alert GCRF Senior Management immediately of a security incident e.g. fraud, theft.

3.2. Lone Working

All lone working staff within GCRF are required to take reasonable care, be aware of any potential risks and to be aware of their own health and safety. No member of GCRF staff may commence lone working without prior approval from their line manager.

NHSGGC Lone Working Policy must be followed. GCRF Health and Safety Committee conduct lone working risk assessments of all GCRF sites annually. Risk assessments must be carried out on all periods of lone working out with GCRF sites i.e. participant home.

3.3. Out of Hours Access

Participant visits out with normal working hours must be agreed by GCRF Senior Management. Users of GCRF sites must have a member of GCRF clinical staff present when conducting out of hour's participant visits. On-call Research Nurse Manager must be informed of any out of hours visits taking place.

GUI 17.006A describes the out of hours access procedures for fridge and freezer alerts.

4. Referenced documents

- Form 57.012B –Visitor sign in
- Form 57.012C – Visitor Pass allocation
- Form 57.015A – GCRF Induction
- GUI 17.006A – Out of Hours Freezer and Fridge Alert
- NHSGGC Lone Working Policy

5. Related documents

- None

6. Document history

Version	Date	Description	Retrospective Implementation
1.0	11/12/2018	First release	No
2.0	10/09/2019	Minor admin changes and to remove reference to West Glasgow ACH	No
3.0	23/06/2023	Update to SOP template v2.0 Addition of RACI matrix Minor administrative changes Form 57.012A obsolete Form 57.015D referenced	No
4.0	27/10/2026	Change to prepared by and released by Transfer to new R&I SOP template v1.0 Clarification to access for CRF sites Addition of Form 57.012B and 57.012C Added information around visitor day passes.	No

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