

Standard Operating Procedure for West Theatres Night-Time Shutdown – Alexandra Hospital.

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Approved by:	Theatres Governance meeting
Approved by Medicines Safety Committee: <i>Where medicines included in guideline</i>	N/A
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Aim and scope of Standard Operating Procedure

The aim of this SOP is to ensure the secure and safe closure of the West Theatres department at the Alexandra Hospital, at the end of the operating lists prior to night-time hours.
This SOP applies to all staff who work in the West Theatres department at the Alexandra Hospital.

Target Staff Categories

This Standard Operating Procedure is intended for all clinical and non-clinical staff involved in the evening or end-of-day shutdown of the West Theatres at the Alexandra Hospital. All staff must be familiar with the procedure outlined to ensure patient safety, medicine security, and departmental integrity outside of core operating hours.

Key amendments to this Standard Operating Procedure

Date	Amendment	Approved by:
20/08/2025	New Document	

Introduction

As outlined in the Trust's Safety Strategy (WAHT-CG-809), all those who work in, use or provide services to the NHS have a collective responsibility to ensure that property and assets relevant to the delivery of NHS healthcare are properly secure. It is everyone's responsibility to ensure the security of the department. Any shortcomings relating to security arrangements and the procedure outlined in this SOP must be communicated to management as soon as possible.

Key Responsibilities

Senior Managers/Matron

- Senior managers will ensure that effective measures are implemented to establish a safe and secure environment.
- They are responsible for the day-to-day implementation of this SOP.
- They will also be responsible for the initial investigation of any incident related to a security issue in the workplace.

All staff

- All employees must ensure that they are compliant with this SOP.
- Any incidents relating to security must be reported on Datix and to the Trust's Local Security Management Specialist (LSMS).
- Staff must ensure that all records held on Trust premises are securely stored in suitable areas. All staff must also receive regular training on Information Governance.
- It is everyone's responsibility to ensure that the work area is secured at the end of the working day, and that departmental keys are always held in a secure place. In the event of the loss of any keys, this must be reported immediately to the Theatre Manager and the Estates Department.
- Further to this, security codes should be changed every 6 months, or whenever it is felt that the code may have become compromised.
- All staff are responsible for the safe keeping of their own property and any discovery of lost property or the loss of personal belongings must be reported immediately to your line manager. A Datix must also be completed for every loss or theft incident.
- West Theatres is a restricted access area which is controlled by security locks. Access to these areas will be monitored and controlled by the manager designated as responsible for the building (WAHT-CG-034).

Procedure for West Theatre Night-Time Shutdown

- Ensure all operating activities have concluded and all patients have been safely transferred to the ward.
- Check the department and adjacent areas to confirm that no personnel or patients remain.
- Secure all medicines by storing them in designated locked cupboards or storage units.
- Ensure that all cupboards, drawers, and storage units are securely locked. This includes, without exception, all medicine cupboards and any storage areas containing flammable or hazardous substances.
- All essential documentation must have been completed and registers locked away. Any patient records must be appropriately filed or disposed of as appropriate.
- Turn off all non-essential electrical equipment and lights, including computers/laptops. This is in line with the Trust's commitment to the NHS Net Zero Strategy.
- Ensure the resuscitation trolley is plugged in and charging.
- Ensure all telephones are returned to their charging hubs.
- Ensure all doors, including emergency exits and internal access doors, are properly closed and locked.
- Check all windows are shut.
- Ensure all theatre areas have been cleaned in accordance with Worcestershire Acute Hospitals NHS Trust Infection Prevention and Control standards. This includes:
 - Environmental cleaning: All surfaces, including theatre tables, trolleys, anaesthetic machines, and high-touch areas (e.g. door handles, light switches).
 - Reusable equipment: Items such as eye protection, masks, and hoods must be decontaminated.
 - Linen and waste: All scrubs disposed of appropriately, including any contaminated scrubs, which must be disposed of in red linen bags. Waste must be segregated and disposed of in accordance with Trust waste management procedures. Recyclable materials must be placed in the correct disposal unit.
- Conduct a final walkthrough of the department to confirm that all security and safety measures have been implemented.
- Record the completion of the shutdown procedure on MECASA and on the Shutdown Procedure Checklist (appendix 1).

References

- Royal College of Surgeons of Edinburgh (RCSEd) *Intercollegiate Green Theatre Checklist*. [online] Available at: <https://www.rcsed.ac.uk/policy-guidelines/sustainability/environmental-sustainability-and-surgery/intercollegiate-green-theatre-checklist> [Accessed 10 Jul. 2025].

Shutdown Procedure Checklist

Checklist Item	✓ - to confirm completion				
	Monday	Tuesday	Wednesday	Thursday	Friday
The department and adjacent areas have been checked for remaining personnel or patients.					
All medicines have been stored away in locked cupboards or storage units.					
All cupboards, drawers, and storage units are securely locked (including medicines and flammables).					
All essential documentation is complete, and theatre registers are locked away.					
The department is free of any loose or unfiled patient records.					
All non-essential electrical equipment and lights are turned off (including laptops and computers).					
The resuscitation trolley is plugged in and charging.					
All telephones are returned to their charging hubs.					

All doors, including emergency exits and internal access doors are properly closed and locked.					
All windows are shut.					
All theatre areas have been cleaned (including surfaces, equipment, linen, and waste segregation and disposal).					
Completion of MECASA app.					
Final walkthrough conducted to confirm all security and safety measures are fully implemented. Signature to be added in the box, as well as the date & time the walkthrough was completed.					