

HAU Local Rules

HUMAN ANATOMY UNIT

Division of Surgery

Department of Surgery & Cancer

Charing Cross Campus



Introduction

The Local Rules apply to all persons working in or visiting the Department at any time, including service personnel and contractors. The HAU consists of the following main areas in the laboratory block of Charing Cross Hospital Campus;

- Pathology Museum, Pathology Seminar Room & Curators office – 11th floor
- Anatomy Skills Laboratories - 13th floors
- Dissecting Room & Main HAU offices - 14th Floor

These Local Rules accord with the Health and Safety at Work etc. Act, (1974) and Human Tissue Act 2004

Human cadaveric material must be treated and handled with the respect and dignity befitting the dead and the expectations of the donor. Failure to comply with HAU policies or unprofessional behavior will result in exclusion from the area and disciplinary action being instigated.

Only Anatomy academic staff, support staff, appointed Demonstrators, Imperial College students and authorised visitors are allowed entry and must comply with the local rules.

The rules are designed to minimise the risks to health and safety, both to you and others. If followed, they will ensure as far as is reasonably practicable, the well-being of everyone working in or visiting the Unit.

These rules are supplementary to the Health and Safety Policy of Imperial College London, and provide instruction and guidance specifically for the activities undertaken in the Human Anatomy Unit and Pathology Museum.

This document is not intended to override direct instructions issued by senior members of HAU staff at any time. Please ask staff if you require assistance with any matter.

Staff

Head of unit	Professor Ceri Davies	d.ceri.davies@imperial.ac.uk
HAU Manager	Miss Rachael Waddington	r.waddington@imperial.ac.uk
Museum Curator	Mr Vin Chauhan	v.chauhan@imperial.ac.uk
Senior teaching Fellow	Dr Mannicam Thavarajah	m.thavarajah@imperial.ac.uk
Embalming Officer	Mr Lee Dennis	l.dennis@imperial.ac.uk
Anatomy technician	Miss Laura McMinn	l.mcminn@imperial.ac.uk

HAU Local Rules

Dissecting Room

- The DR is a restricted area, access to authorised persons only
- College ID badges or relevant ID must be worn at all times
- All persons must behave in a professional and respectful manner
- All Students, visitors and staff external to the HAU must sign in upon entry to the DR.
- No item is to be removed from the room unless authorised by HAU staff and relevant forms completed
- Mobile phones, cameras, iPods and MP3 players are not allowed in the DR
- All workers in the DR must wear appropriate Personal Protective Clothing (PPE)
- Personal and non-teaching materials are not allowed in the DR. Lockers are provided in room 14L12
- Consumption of food or drink is forbidden at all times in the DR
- Loose/long hair must be tied back
- Footwear must cover the dorsum of the foot
- Use the 'Good Dissection Technique' at all times when dissecting. Return instruments to trays and check that none are left in or around the cadaver. Ensure your work area is tidy and stools are tidied away
- Tissue trimmings must be placed in the assigned container
- Good hygiene must be employed at all times
- Manual handling: Only HAU staff trained in manual handling techniques are allowed to move the heavy museum pots. Cadavers may be manipulated by team lifting providing it is supervised by HAU staff

Please see a member of HAU staff if you have any questions or concerns.

Failure to comply with HTA regulations, HAU policies, Local Rules and HAU staff instructions will result in exclusion from the area and disciplinary action being instigated

HAU Local Rules

Anatomy Skills Laboratory & Anatomy Surgical Skills Laboratory

- The ASL & ASSL are restricted areas, access to authorised persons only
- College ID badges or relevant ID must be worn at all times
- All persons must behave in a professional and respectful manner
- All Students, visitors and staff external to the HAU must sign in upon entry to these rooms
- No HAU property is to be removed from the rooms unless authorised by HAU staff and the relevant forms completed
- Mobile phones, cameras, iPods and MP3 players must be turned off at all times
- Personal and non-teaching materials must be stored in the ASSL during teaching sessions
- Consumption of food or hot drinks is forbidden at all times.
- Ensure half skeleton parts are returned to the correct boxes
- Do not draw on the couches and put used wipes and rubbish in the bins provided
- Please replace the chairs and ensure the work area is clean and tidy before leaving
- Tell a member of HAU staff if parts detach/break off from the skeletons or models

Please see a member of HAU staff if you have any questions or concerns.

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Pathology Museum and Seminar Room

- The Pathology Museum is a restricted area, access to authorised persons only
- College ID badges or relevant ID must be worn at all times
- All persons must behave in a professional and respectful manner
- All Students, visitors and staff external to the HAU must sign in upon entry to the area
- No HAU property is to be removed from the rooms unless authorised by HAU staff and the relevant forms completed
- Consumption of food or hot drinks is forbidden at all times
- Mobile phones, cameras, iPods and MP3 players must be turned off at all times
- Personal and non-teaching materials must be stored out the way of main thoroughfares.
- Only HAU staff trained in manual handling techniques are allowed to move the museum pots , please ask a member of staff for assistance
- Please replace the chairs, return all catalogues and ensure the work area is clean and tidy before leaving
- Computer stations must be logged off when not in use

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