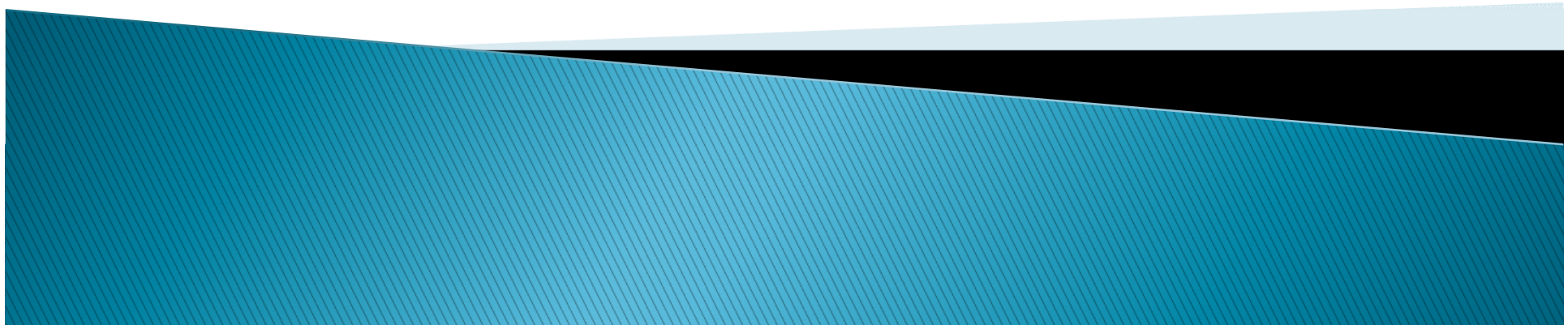



Human Anatomy Unit

Anatomy

Introduction to Health & Safety for Students

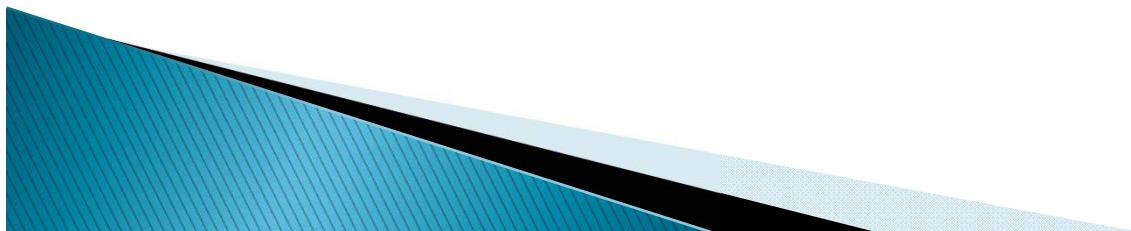


HAU Personnel

- ❖ Head of Human Anatomy Unit – Professor D. Ceri Davies
d.ceri.davies@imperial.ac.uk
 - ❖ HAU Manager & Prosector
(HAU Health & Safety Co-ordinator) – Rachael Waddington, 02033117027
r.waddington@imperial.ac.uk
 - ❖ Embalming Officer – Lee Dennis, 02033117039
l.dennis@imperial.ac.uk
 - ❖ Anatomy Technician – Laura McMinn, 02033117039
l.mcminn@imperial.ac.uk
 - ❖ Senior Teaching Fellow – Maniccam Thavarajah
m.thavarajah@imperial.ac.uk
 - ❖ Pathology Museum Curator – Vin Chauhan
v.chauhan@imperial.ac.uk
 - ❖ Campus Safety Manager – Sukwinder Singh, 02033132218
sukwinder.singh@imperial.ac.uk
- 

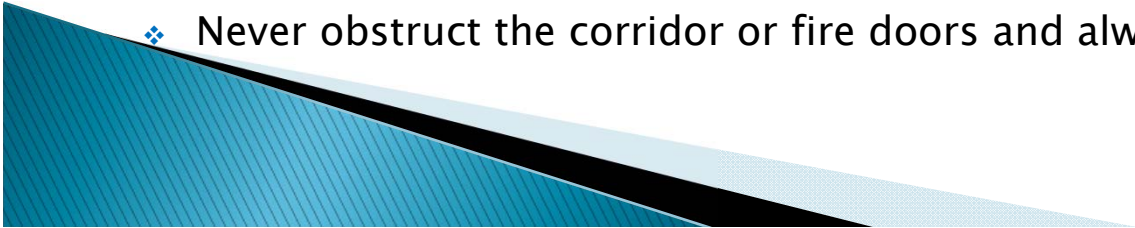
HAU Areas

- ❖ Dissecting Room, Lab Block , 14th Floor
- ❖ Anatomy Skills Laboratory, Lab Block 13th Floor
- ❖ Anatomy Surgical Skills Laboratory, Lab Block, 13th floor (through the ASL)
- ❖ Student Locker Room, Lab Block 14th Floor
- ❖ Pathology Museum, Lab Block 11th Floor
- ❖ Pathology Museum Seminar Room , Lab Block, 11th Floor (through museum)



Evacuation and Fire Alarms:

PLEASE FOLLOW HAU STAFF INSTRUCTION IN THE EVENT OF A FIRE ALARM

- ❖ An *intermittent* alarm means standby – be prepared to evacuate building
 - ❖ A *continuous* alarm means evacuate the building
 - ❖ To evacuate the building, leave via the nearest signposted evacuation route to the designated assembly point.
 - ❖ If a fire is discovered, the alarm call point must be activated, all fire doors should be closed and the building evacuated. When security arrive, inform them of the fire location.
 - ❖ Lifts must **NEVER** be used to evacuate the building, **ALWAYS** use the stairwell.
 - ❖ Do not re-enter the building until given permission to do so by the Security Co-ordinator or the Fire Brigade.
 - ❖ Report any other alarms or flashing beacons to a member of HAU staff or Security.
 - ❖ Never obstruct the corridor or fire doors and always keep fire doors shut.
- 

Emergency Contacts

- ❖ The 24 hour College Emergency Telephone Number is 020 7589 1000
- ❖ From College phones at CX, the extension number for Security is 3333.
- ❖ Security must always be contacted in preference to dialling 999. The College campuses generally have complex roadways and Security will be able to meet and direct the Emergency Services to the exact location of the emergency.



Fire Drills/Testing

- ❖ Fire drills are held at least annually
- ❖ Fire alarms are tested regularly; tests are characterised by short bursts at irregular intervals.
- ❖ If you become aware that an alarm is not working, tell a Fire Warden or Security.

Fire Wardens

- ❖ Fire Wardens assist personnel to leave the building and direct them to escape routes and assembly points.
- ❖ **Please co-operate with them.**
- ❖ Fire wardens for the 14th & 13th Floor Laboratory block are:
- ❖ **14th Floor – Miss Rachael Waddington**

Email: r.waddington@imperial.ac.uk
Tel: 02033117027
- ❖ **13th Floor – Miss Laura McMinn**

Email: l.mcminn@imperial.ac.uk
Main Office: 02033117039

Location of Emergency Equipment/ Information

Please familiarise yourselves with the following emergency equipment/information locations within the HAU areas

- ❖ **Location of Fire Call Points**

You must know where these are in your work area. They are located on all floors and indicated by the adjacent sign:



- ❖ **Location of Emergency exits and Evacuation routes**

You must know where the nearest fire exits are for your work area. They are located on all floors and indicated by the adjacent sign:



- ❖ **Location of Assembly points**

Indicated by the adjacent sign:

Assembly Point: **Reynolds Building Car Park – Margravine Rd side**



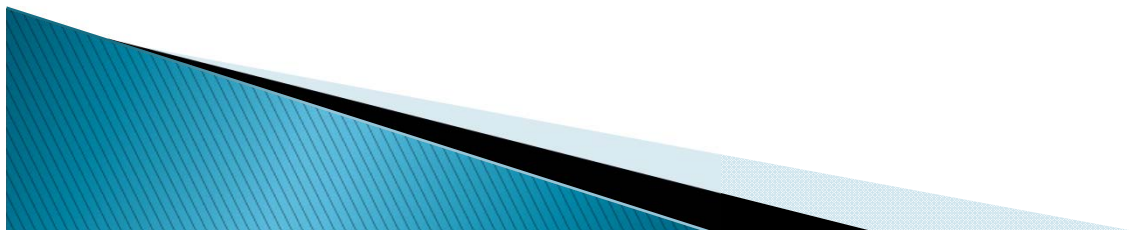
- ❖ **Location of Fire Extinguishers**

Located on all floors and indicated by the adjacent sign. New staff must attend the College Fire safety course.



- ❖ **HAU Safety Notice Boards**

Located outside the Dissecting Room and Anatomy Skills Laboratory.



Fire Action Notice

If you discover a fire:

-  1. Raise the alarm immediately by operating the nearest break-glass fire alarm call point.
-  2. Telephone 3333 on the nearest phone and inform the operator of the location of the fire.

If you hear the alarm bells:
An intermittent alarm means: **STAND BY - DO NOT EVACUATE**
A continuous ringing means: **EVACUATE**

NON PATIENT CARE AREAS.

-  1. Leave the area immediately, quickly and calmly by the nearest exit. Go to your assembly area.
-  2. Stay as a group, do not wander away. Report any missing persons to the Fire Officer or Security.
- 3. Use the stairs

DO NOT USE THE LIFTS
DO NOT STOP TO PICK UP PERSONAL BELONGINGS

-  4. Your assembly point is:
REYNOLDS BUILDING CAR PARK

DO NOT RETURN TO THE BUILDING FOR ANY REASON UNTIL AUTHORISED TO DO SO.

PATIENT CARE AREAS.

PROGRESSIVE HORIZONTAL MOVEMENT.
The evacuation procedure is to move patients from the affected area to an adjacent unaffected ward or department.

-  Senior staff will co-ordinate the evacuation of patients, removing those closest to the fire first.
-  **REMEMBER.** Use wheels wherever possible. Beds, wheelchairs, office chairs are all on castors. Family or visitors should be asked to assist if possible.

What the COLOURS mean:











BLUE = Mandatory

RED = Prohibited

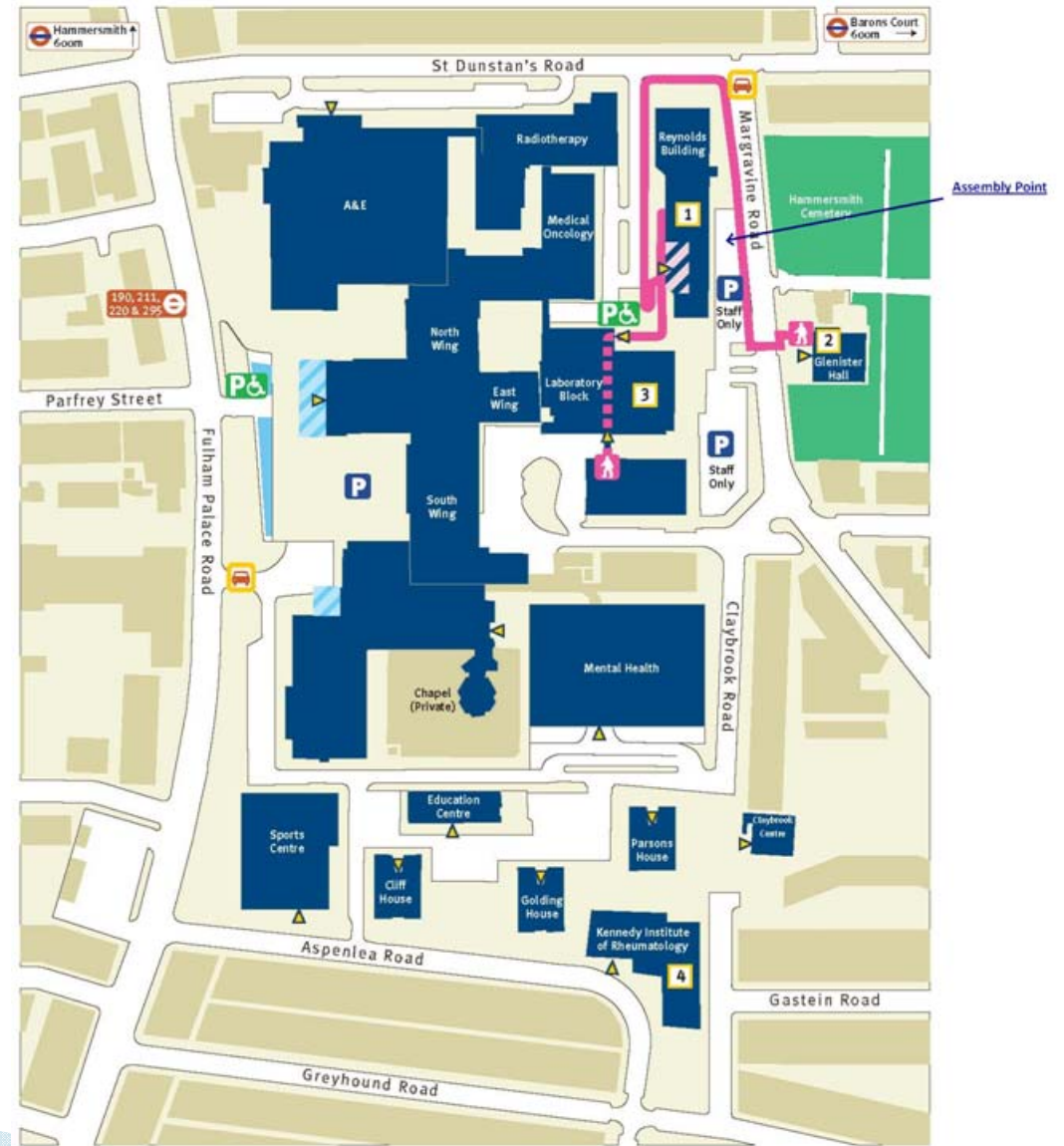
GREEN = Safe

YELLOW = Hazard
(not shown here)

Charing Cross Campus Map

 College main entrance
 Hospital main entrances
 Underground station
 Bus stops
 Vehicle entrance
 Parking
 Building entrances
 Disabled car park
 50 metres


1	Reynolds Building
2	Glenister Lecture Hall
3	Laboratory Block
4	Kennedy Institute of Rheumatology



Safety Personnel

- ❖ HAU Safety Co-ordinator – Rachael Waddington, 02033117027
r.waddington@imperial.ac.uk
 - ❖ Campus Safety Manager – Sukwinder Singh, 02033132218
sukwinder.singh@imperial.ac.uk
 - ❖ Safety Director – Ian Gillett, 020 7594 9420
i.gillett@imperial.ac.uk
 - ❖ Divisional Laboratory and Health & Safety Manager – Ken Miller, 020 3312 1942
kenneth.miller@imperial.ac.uk
 - ❖ OH Director – Alan Swann, 020 7594 9385
a.swann@imperial.ac.uk
 - ❖ Chief Fire Officer – Tim Ashton , 020 7594 8907
a.swann@imperial.ac.uk
 - ❖ Building Manager – Julie Pinhorne
j.pinhorne@imperial.ac.uk
- 

First Aid Arrangements

HAU Anatomy Emergency First Aiders

- ❖ Rachael Waddington
020331 17027/17039
- ❖ Laura McMinn
020331 17027/17039
- ❖ D. Ceri Davies
020331 17026
- ❖ Lee Dennis
020331 17039
- ❖ Maniccam Thavarajah
020331 17321

First Aider Location Poster

First Aid

Your first aiders are:-

<input type="text"/>	Tel: <input type="text"/>
<input type="text"/>	Tel: <input type="text"/>

The nearest first aid box is situated:-

- ❖ First Aid boxes are located in both the Dissecting Room and Anatomy Skills Laboratory
- ❖ Emergency first aid can also be sort through Security on the campus emergency number 3333.
- ❖ Serious injuries must be escalated to A&E for further medical attention.

Accident Procedures

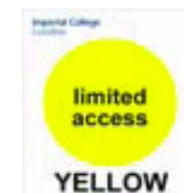
- ❖ Report accidents, near misses and occupational ill-health to a member of the HAU staff or local first aider **immediately**.
- ❖ No injured persons are to leave the HAU areas without authorisation from the academic leader or HAU first aiders.
- ❖ All accidents or near misses **must** be reported using SALUS, available on the Safety Web Pages <http://www3.imperial.ac.uk/safety>
- ❖ HAU Staff will complete the forms and forward to the relevant personnel.

IF YOU FEEL UNWELL AT ANY POINT, PLEASE TELL SOMEONE



Significant Hazards

- ❖ A hazard is anything with a capacity to cause harm, i.e. chemicals, sharps, biological hazards.
- ❖ Risk assessments are carried out for hazardous procedures and is the responsibility of those who control the work or equipment. Identified safety measures must be used – work must be stopped if concerns arise.
- ❖ Main DR hazards are:
 - Contact with embalming/preservation Fluid – (ingestion, skin or eye contact)
 - Slips & Trips
 - Use of Sharps – always use the least sharp instrument necessary for the task
- ❖ Risk assessments and any additional health and safety information will be presented on your relevant intranet pages. Please ensure you read these before attending any session.
- ❖ COSHH assessments are available for viewing at all times, located in the DR Anatomy Skills Lab and HAU Offices – please ask the HAU H&S Co-ordinator if further information is required.
- ❖ Some areas within the HAU have restricted access the level of restriction is indicated by the different coloured circles on the doors, shown below;



Conduct in the Dissecting Room

The Dissecting Room

The Dissecting Room 14L09 is a restricted area under the control of the Human Anatomy Unit, and this area and the use of its resources must comply with the provisions of the Human Tissue Act 2004.

Access

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

Type of Work that can be Carried Out in the DR

Anatomical Examination: this includes education, training and research.

Attitudes and conduct

Human cadaveric material must be treated and handled with the respect and dignity befitting the dead and the expectations of the donor. Unprofessional behaviour will not be tolerated in the DR.

HAU staff and demonstrators are responsible for your safety during sessions. Please ensure you follow instructions at all times

Failure to comply with HAU policies and DR Local Rules will result in exclusion from the DR and disciplinary action being instigated



DR Information and Local Rules

- ❖ The DR is a restricted area and not open to friends or the public.
- ❖ All persons must wear appropriate College ID badges or relevant ID and sign the attendance register.
- ❖ HAU staff must be present in the DR when students and other visitors are working there.
- ❖ The leading Academic and Demonstrators are responsible for managing the health and safety of students during practical classes.
- ❖ Bags and personal items of clothing are not allowed in the DR. Lockers are provided in room 14L12.
- ❖ **Mobile phones, cameras, iPods and MP3 players are not allowed in the room.**
- ❖ Eating, drinking, chewing gum and applying makeup are forbidden.
- ❖ All workers in the DR must wear appropriate Personal Protective Clothing (PPE).
- ❖ Loose hair must be tied back



DR Information and Local Rules Cont...

- ❖ **Footwear must cover the upper surface of the foot and protect it from falling sharp instruments.**
- ❖ **Manual handling:**
 - Only 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.
- ❖ Return instruments to trays and check that none are left in or around the cadaver.
- ❖ Replace organs, tie skin flaps, cover specimen in cloth and close the body bag or replace the plastic covering.
- ❖ Tissue trimmings must be placed in the appropriate container
- ❖ Good Hygiene must be employed at all times.

Please see the HAU safety Co-ordinator if you have any questions or concerns.



Cadaver Acceptance and Preparation

Cadaver Acceptance

All donor medical records are screened for evidence of infectious communicable diseases and only 'safe' cadavers are accepted.

Cadaver Preparation

Cadavers are embalmed with a formaldehyde based solution. Any concerns regarding fume levels should be communicated to HAU staff, who will carry out monitoring and take appropriate action.

Prosections and other wet specimens are kept in a 0.5% phenol solution. COSHH forms for all solutions are available for inspection at all times.



Specimen Care

Care of Cadavers/ Prosections

- ❖ All preserved human tissues are easily damaged and if allowed to dry out become unusable for further study
- ❖ Ensure that the cadaver/prosections are sprayed periodically with the solution provided, to prevent drying out
- ❖ When not in use, all specimens should be kept covered under moist cloth and plastic covers or in body bags.
- ❖ Demonstration specimens are the result of careful preparation and prosection, and are difficult to replace. All specimens must be handled carefully as a mark of respect for the donor and for the benefit of other users.
- ❖ **Prosections supplied for study must never be dissected further.**
- ❖ Care is needed when handling bones or articulated skeletons, which are easily damaged if handled roughly. If any bone parts become separated, or metal fixings become detached, please inform HAU staff so that the situation can be remedied.
- ❖ Anatomical models are expensive. Please ensure all parts are reassembled after use and report any damage.



Safe Dissection Technique

The following points must be followed when dissecting to ensure a safe dissection technique is carried out and the risk of injury is minimised.

Instruments provided in order of least hazardous;

Artery clamps, toothed and un-toothed forceps, seeker, scissors, bone clippers/nibblers, chisels, hammer, saws and scalpels.

Students may dissect only when directly supervised.

- ❖ Wear appropriate personal protective equipment (PPE): plastic gown, nitrile gloves, and safety spectacles.
- ❖ Check wheels of trolley/tabletop are locked so it cannot move.
- ❖ Find a comfortable steady standing or seating position.
- ❖ Avoid over-reaching or over-balancing and adjust position when necessary. Take a break when required.
- ❖ Use the least hazardous instrument adequate to complete the task, eg, use scissors rather than scalpel blade if possible. Blunt dissection can be just as effective as a dissection method.
- ❖ Replace instruments in the tray when not in use. **NB: scalpel handles with blades are kept in a separate tray at all times.**
- ❖ Be aware of others dissecting the same cadaver. Communicate with persons around you to avoid injury to those dissecting or to onlookers.
- ❖ After cutting bone beware of sharp bone edges especially when using fingers to search 'blind'.
- ❖ Never walk about while carrying sharp instruments in hands, such as scalpels. Always use a tray.
- ❖ When finished place all surgical instruments back into the trays and check all are present, and not left inside the cadaver or body bag. (Staff will clean instruments after use).
- ❖ Place all tissue/trimmings into the corresponding yellow lidded tub and ensure you work area is clean tidy and the cadaver covered as per the DR rules.
- ❖ If tissue needs supporting use artery clamps or forceps, and **not** fingers, which should be kept away from sharps. The 'inactive hand' should be behind the blade.

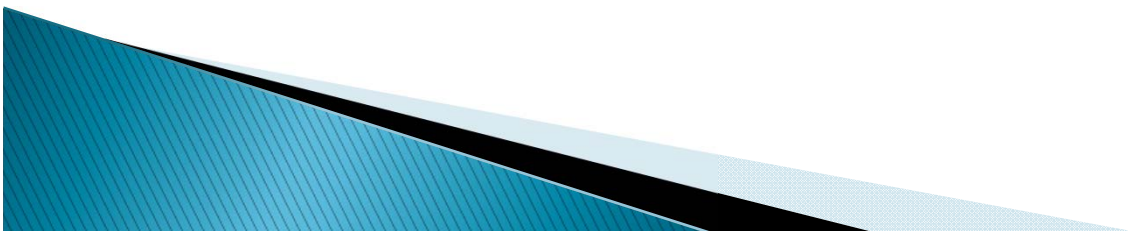
HAU Staff will remove/replace scalpel blades. Please let a member of HAU staff know if you need assistance.

Please let a member of HAU staff know if you need any assistance.

PPE – Personal Protective Equipment

- ❖ PPE must be worn at all times in the Dissecting Room and comprises of:
 - ❖ Blue thumb loop gown – Students
 - ❖ Yellow thumb loop gown – Teaching /HAU Staff
 - ❖ Safety glasses
 - ❖ Gloves – Various sizes and types available
(Inform a member of HAU staff if skin irritation occurs whilst using gloves)
- ❖ Surgical masks are not required but available on request

Please discuss any queries about PPE or potential hazards with HAU staff.



Health & Safety Forums

- ❖ The HAU Manager & Safety Co-ordinator is the main contact for raising concerns or suggestions. These will be taken forward as appropriate.
- ❖ Any changes to legislation or local rules will be reported to you.
- ❖ All documentation is available for viewing on request or on the shared drive (internal staff only).
- ❖ The HAU is an active member of the Campus, Departmental and Estate safety committees. Each committee is held quarterly .
- ❖ Further Information on these committees and other details can be found on the safety website. <http://www3.imperial.ac.uk/safety>



Important Points to Note

Hand washing sinks ONLY



Specimen Sinks



WASTE BINS
PPE & paper only

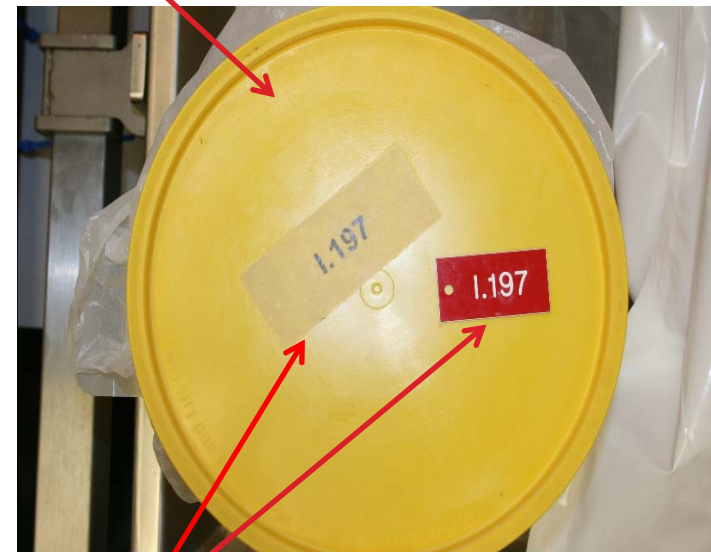


- ❖ Each cadaver has its own unique ID, *e.g.* I.197
- ❖ All tissue derived from an individual subject must be placed in the appropriate container



Cadaver Tissue Bins – NO OTHER WASTE
STAFF USE ONLY

Trimmings
Tub



Ensure red tag number & trimmings tub number correspond to the cadaver you are working on before starting dissection.



- ❖ Ensure Safe Dissection Technique is followed at all times.
- ❖ Scalpels must be kept in the small tray when not in use.
- ❖ Ensure **ALL** other instruments are replaced in large the tray after use

- ❖ Upon completion of the session ensure the cadaver/prosections are left tidy:
 - Replace organs and tie skin flaps
 - Tissue trimmings must be placed in the appropriate container
 - Replace body cloth and close the body bag.
 - Stools/chairs should be replaced in the storage area.



Anatomy Skills Laboratory

- ❖ Mobile phones must be switched off during teaching sessions
- ❖ No food or hot drinks to be consumed in the lab.
- ❖ **All Bags, coats, phones and non essential items must be placed in the Anatomy Surgical Skills Lab and not at your work station.**
- ❖ Tell a member of staff if parts detach from the skeletons
- ❖ Ensure half skeleton parts are returned to the correct boxes
- ❖ Put used wipes and pencil sharpening in the bins provided
- ❖ Please replace the chairs and ensure the work area is clean and tidy before leaving



Things to Do!

- ❖ Please make sure you read and understand all of the Health and Safety documents and local rules relating to the HAU teaching sessions.
- ❖ You must sign to confirm you have received and understood all induction records/attendance sheets and relevant documents.
- ❖ Familiarise yourself with the HAU areas including the emergency exits, call points and safety equipment
- ❖ Please contact the HAU Health and Safety Co-ordinator and HAU Manager, Rachael Waddington if you have any questions or concerns.

Email: r.waddington@imperial.ac.uk

Tel: 020331 ext.17027

Failure to comply with the HAU rules and regulations will result in exclusion from the relevant areas until appropriate disciplinary action has been taken.

