Core Surgical Anatomy Programme

Induction to the Programme & the Human Anatomy Unit
Core Surgical Anatomy Programme
Programme Introduction

The aim of the Programme is to review the anatomy of the whole human body with a clinical slant, using cadaveric prosections, osteology, museum pots, model and imaging.

Key features of the Programme
- Compulsory (a minimum 80% attendance is required)
- Trainees will be given a minimum 8-week notice for any changes to the Programme to allow rotas/clinics to be adjusted
- Regular formative assessments will take place to support learning
- Any concerns and information about attendance, assessment and feedback is shared with HEE on a regular basis

Trainees:
- Will receive a reminder a week before the session
- Who miss two consecutive sessions will be reported to HEE
- Will need to provide feedback after each session
- Can swap between triplicated sessions if agreed in advance

First of its kind in the UK, tailored to the needs of CT1 trainees in order to provide more in-depth knowledge in surgical anatomy and to prepare trainees for their Anatomy Demonstrator role as a CT2.
Programme Personnel

- Head of Programme – Professor George Hanna

- Programme Director – Anatomy – Professor D. Ceri Davies
d.ceri.davies@imperial.ac.uk

- Programme Manager – Dr Stella Mavroveli
  s.mavroveli@imperial.ac.uk

- Programme Administrator – Debbie Gilpin
  d.gilpin@imperial.ac.uk, 020 3312 2249

- Anatomy Technical Officer – Áine Dowling
  a.dowling@imperial.ac.uk, 020 3312 2249
General Information

Locations

All anatomy sessions will be held at the Human Anatomy Unit, Imperial College London, Charing Cross Campus

Train the Trainer and Radiology, Pathology, and Pathophysiology training days will be held at St Mary’s Campus

Access

In order to gain access to the Human Anatomy Unit, you will be loaned a guest access card for the academic year.
# General Information

**Programme Dates & timings** – Please see the website for full timetabling and session details

<table>
<thead>
<tr>
<th>Date &amp; Time</th>
<th>Session Title</th>
<th>Location</th>
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<tbody>
<tr>
<td>TBC</td>
<td>Train the Trainer</td>
<td>St Marys Hospital</td>
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<tr>
<td>21\textsuperscript{st} &amp; 22\textsuperscript{nd} October 2019 AM/PM</td>
<td>Thorax 1</td>
<td>HAU, CX Campus</td>
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<tr>
<td>18\textsuperscript{th} &amp; 19\textsuperscript{th} November 2019 AM/PM</td>
<td>Thorax 2</td>
<td>HAU, CX Campus</td>
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<tr>
<td>26\textsuperscript{th} &amp; 27\textsuperscript{th} November 2019 AM/PM</td>
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<td>10\textsuperscript{th} &amp; 11\textsuperscript{th} December 2019 AM/PM</td>
<td>Abdo 1 + Thorax Assessment</td>
<td>HAU, CX Campus</td>
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<td>Abdo 2</td>
<td>HAU, CX Campus</td>
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<tr>
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<td>Abdo 3</td>
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## General Information

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<th>Date &amp; Time</th>
<th>Session Title</th>
<th>Location</th>
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<tr>
<td>18th &amp; 19th February 2020</td>
<td>Pelvis &amp; Perineum – Male</td>
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<td>25th &amp; 26th February 2020</td>
<td>Pelvis &amp; Perineum – Female + Abdo/Pelvis Assessment</td>
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<tr>
<td>10th &amp; 11th March 2020</td>
<td>Limbs Overview</td>
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<td>25th &amp; 26th March 2020</td>
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<td>21st &amp; 22nd April 2020</td>
<td>Upper Limb 1</td>
<td>HAU, CX Campus</td>
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<td>AM/PM</td>
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<td>5th &amp; 6th May 2020</td>
<td>Upper Limb 2</td>
<td>HAU, CX Campus</td>
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<tr>
<td>AM/PM</td>
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<td>19th &amp; 20th May 2020</td>
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<td>AM/PM</td>
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<tr>
<td>1st &amp; 2nd June 2020</td>
<td>Neck</td>
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<td>AM/PM</td>
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<td>15th &amp; 16th June 2020</td>
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## General Information

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<td>TBC</td>
<td>Back, Head, Neck, Neuroanatomy Assessment</td>
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Example Session Timetable

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<tr>
<th>Time</th>
<th>Details</th>
<th>Group</th>
<th>Area</th>
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<tr>
<td>08:30-08:50</td>
<td>Registration &amp; Introduction</td>
<td>All</td>
<td>PMSR</td>
</tr>
<tr>
<td>08:50-09:00</td>
<td>ROTATE</td>
<td></td>
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<tr>
<td>09:00-09:50</td>
<td>Rotation 1</td>
<td>1</td>
<td>DR1</td>
</tr>
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<td></td>
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<td>2</td>
<td>DR2</td>
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<td></td>
<td></td>
<td>3</td>
<td>PM</td>
</tr>
<tr>
<td>09:50-10:00</td>
<td>ROTATE</td>
<td></td>
<td></td>
</tr>
<tr>
<td>10:00-10:50</td>
<td>Rotation 2</td>
<td>1</td>
<td>DR2</td>
</tr>
<tr>
<td></td>
<td></td>
<td>2</td>
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<td>3</td>
<td>DR1</td>
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<td>10:50-11:05</td>
<td>Break</td>
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<td>11:05-11:10</td>
<td>ROTATE</td>
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<tr>
<td>11:10-12:00</td>
<td>Rotation 3</td>
<td>1</td>
<td>PM</td>
</tr>
<tr>
<td></td>
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<td>DR1</td>
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<tr>
<td></td>
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<td>3</td>
<td>DR2</td>
</tr>
<tr>
<td>12:00-12:30</td>
<td>Feedback Session</td>
<td>All</td>
<td>PMSR</td>
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DR 1/2 – Dissecting Room (14th Floor)
LR – Locker Room (14th Floor)
PM – Pathology Museum (11th Floor)
PMSR – Seminar Room (11th Floor)
ASL – Anatomy Skills Lab (13th Floor)
General Information

Learning Outcomes & Reading Materials
Learning objectives for each session can be found on the Human Anatomy Unit website, https://www.imperial.ac.uk/human-anatomy-unit/education-and-training/core-surgical-anatomy-programme/ as well as a selection of reading materials that may prove beneficial to you – such as web links, textbooks and resources on Blackboard.

Assessment & Feedback
Assessment is a compulsory feature of the Programme and will take place at the end of each module. Assessment will be formative and augmented with a feedback session. All dates will be posted on the Programme webpages before the formal start date of the teaching sessions. Clinical scenarios will be used to reinforce learning.

Blackboard Access
Log in details will be sent to you via email.

Group Allocation
You will be allocated to a group upon registration.
Booking and Attendance Policies

Booking System
You will sign up to each teaching session via an online form. Dates for each session will be added on the ‘Training dates’ section of the website, and links to the booking system will be sent to you in your session reminder emails.

You will **NOT** be able to attend a session if:

- You have **NOT** signed up for the session online
- You have **NOT** requested and received confirmation that you can swap sessions

If you arrive late for your scheduled session (after 9am for the morning session or 2pm for the afternoon session) you will not be able to join your group until the next rotation.
Human Anatomy Unit
At Imperial College the safety of all staff, students, contractors and anyone else affected by the College’s activities is recognised as being of prime importance. Senior management are fully committed to achieving a strong safety culture and believe that nothing is so important we cannot take the time to do it safely. Establishing and maintaining such a culture requires high standards of safety management, demonstrable leadership and personal commitment from everyone.

You have a role to play and the following information is provided to help you get started;

- Please make sure you read and understand all of the Health and Safety documents and local rules relating to the HAU teaching sessions.

- 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, concerns or need assistance for any reason. Email: r.waddington@imperial.ac.uk Tel: 020331 ext.17027
Smoke Free Imperial

From 1 August 2017, all Imperial campuses and properties will be smoke-free. This means that smoking by staff and students will not be permitted on or within 20 metres of College land. This change supports Imperial’s commitment to creating and maintaining a healthy environment for its community and visitors. Evidence shows that smoke-free policies are associated with reductions in the prevalence of smoking and exposure to second-hand smoke, and fewer cigarettes smoked.

The new Smoke-Free Policy will bring us into line with the NHS policy, which has required all our hospital campuses to be smoke free for the past two years. The new policy will only be a change for three of the College’s campuses.

A range of support is available via the College and the NHS for staff and students who are considering quitting smoking. For example, staff and students can self-refer to Occupational Health to receive six free weekly sessions, delivered by a trained advisor.
HAU Personnel

- Head of Human Anatomy Unit
  - Professor D. Ceri Davies
d.ceri.davies@imperial.ac.uk

- HAU Manager
  - Rachael Waddington, 02033117027
r.waddington@imperial.ac.uk

- Senior Teaching Fellow
  - Maniccam Thavarajah
m.thavarajah@imperial.ac.uk

- Embalming Officer
  - Geraldine Anderton, 02033117039
g.anderton@imperial.ac.uk

- Anatomy Prosector Technician
  - Desiree Botana, 02033117039
d.botana-machando@imperial.ac.uk

- Pathology Museum Officer
  - Elizabeth Eastlake, 02033117331
e.eastlake@imperial.ac.uk

- Anatomy Technical Officer
  - Áine Dowling
a.dowling@imperial.ac.uk
HAU Teaching Areas

- HAU Office – 14th Floor 14L10
- Dissecting Room (DR), Lab Block, 14th Floor – 14L09
- Anatomy Skills Laboratory (ASL), Lab Block 13th Floor – 13L05
- Student Locker Room, Lab Block 14th Floor – 14L12
- Pathology Museum, Lab Block 11th Floor – 11L07
- Pathology Museum Seminar Room, Lab Block, 11th Floor – 11L07 (through museum)

A walk through of all areas will take place after the induction presentation including information on the local area.
Emergency Contacts

- The 24 hour College Emergency Telephone Number is **020 7589 1000**

- From College phones at CX, the extension number for Security is **4444**.

- 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.
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

- In the event of discovering a fire, gas leak, security incident or other serious issue you must raise the alarm by activating the nearest alarm call point or calling security control.

- To evacuate the building, leave via the nearest signposted evacuation route to the designated assembly point.

- Lifts must **NEVER** be used to evacuate the building, use the stairwell instead as this is generally a fire protected area.

- Do not re-enter the building until given permission to do so by College Fire Safety/Security officers 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.
PEEP – Personal Emergency Evacuation Plan

A Personal Emergency Evacuation Plan, is required when a permanent or temporary medical condition (such as breaking a leg) occurs. The individual must obtain advice from the safety department in conjunction with the Colleges disability advisory service and HAU manager to ensure a plan is undertaken.
**Fire Drills/Testing**

- Fire drills are not publicised and 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.

- You are required to co-operate with fire wardens

**14th Floor** – Miss Rachael Waddington

Email: r.waddington@imperial.ac.uk
Tel: 02033117027

**13th Floor** – Ms Geraldine Anderton

Email: g.anderton@imperial.ac.uk
Tel: 02033117039

**11th Floor** – TBC
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 entrance to all HAU areas.
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:

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<thead>
<tr>
<th>COLOUR</th>
<th>MEANING</th>
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<tbody>
<tr>
<td>BLUE</td>
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<tr>
<td>RED</td>
<td>Prohibited</td>
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<tr>
<td>GREEN</td>
<td>Safe</td>
</tr>
<tr>
<td>YELLOW</td>
<td>Hazard</td>
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(not shown here)
Charing Cross Campus Map
Safety Personnel

- **HAU Safety Co-ordinator** – Rachael Waddington, 02033117027
  r.waddington@imperial.ac.uk

- **Faculty Safety Manager** – Heather Combe, 02033132218
  h.combe@imperial.ac.uk

- **OH Director** – Claire O’Brien, 020 7594 9385
  c.obrien@imperial.ac.uk

- **Fire Safety Advisor** – Jonathan Ryan
  j.ryan@imperial.ac.uk

- **Building Manager** – Anna McDadd
  a.mcdadd@imperial.ac.uk
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 A MEMBER of HAU STAFF
First Aid Arrangements

HAU Anatomy
Emergency First Aiders

- Rachael Waddington
  020331 17027/17039

- Geraldine Anderton
  020331 17027/17039

- D. Ceri Davies
  020331 17026

- Desiree Botana
  020331 17039

- Maniccam Thavarajah
  020331 17321

- Margaret Lever
  020331 17331

- Áine Dowling
  020331 17039

- First Aid boxes are located in all HAU Areas – seek a member of staff for assistance
- Emergency first aid can also be sought through Security on the campus emergency number 4444.
- Serious injuries must be escalated to A&E for further medical attention.
Conduct in the HAU

The HAU is regulated by the Human Tissue Authority and licensed under the Human Tissue Act 2004. The HAU is licensed to carry out anatomical examination: this includes education, training and research.

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.

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.

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

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

Dissecting Room (14L09)

- 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 or be registered upon entry to the DR.
- All entrants to the DR must wear appropriate Personal Protective Equipment (PPE)
- No item is to be removed from the DR unless specifically authorised by HAU staff
- Mobile phones, cameras, personal iPads and MP3 players are not allowed in the DR
- Photography is not allowed in the DR
- Personal belongings are not allowed in the DR. Lockers are provided in room 14L12
- Consumption of food or drink is forbidden in the DR
- Loose/long hair must be tied back
- Footwear must cover the dorsum of the foot
- Return instruments to trays and check that none are left in or around the cadaver after use.
- Ensure your work area is tidy and stools are tidied away after use
- 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
**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.

Each donor and specimen are given a unique Id number. Please ensure that any material that is separated from a specimen is notified to a member of HAU staff, in order that it can be reunited.
**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;
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.
PPE – Personal Protective Equipment

- PPE **must** be worn at all times in the Dissecting Room and comprises of:
  - Blue thumb loop gown – **Trainees**
  - 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)*

Please discuss any queries about PPE or potential hazards with HAU staff.
Important Points to Note

Hand washing sinks **ONLY**

Specimen Sinks

WASTE BINS
PPE & paper only
Pathology Museum
The Pathology Museum
The Pathology Museum 11L07 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. All persons must sign the visitors book and/or sign in sheet for the relevant tutorial.

Type of Work that can be Carried Out in the Pathology Museum
Pathology teaching including microscopy. No wet tissue tutorials.

Attitudes and conduct
All specimen pots contain human tissue donated for teaching and research therefore must be respected.

Failure to comply with HAU policies and Local Rules will result in exclusion from the Pathology Museum and disciplinary action will be instigated
Pathology Museum and Seminar Room (11L07 & 11L07I)

- 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
- HAU property is **not to be removed** from the area unless specifically authorised by HAU staff
- Mobile phones, cameras, iPods and MP3 players **must** be stowed away at all times and **must not be used**.
- Photography is **not allowed** in the Museum or Seminar Room
- Consumption of food or hot drinks is forbidden at all times
- Personal belongings must **not** block main thoroughfares.
- Only HAU staff trained in manual handling techniques are allowed to move museum pots, please ask a member of staff for assistance if necessary
- Please replace chairs and catalogues and ensure your work area is clean and tidy before leaving
- Log–off computer stations after use
General Information

- 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 your blackboard homepage.

- Further Information on these committees and other details can be found on the safety website. [http://www3.imperial.ac.uk/safety](http://www3.imperial.ac.uk/safety)

- Further information, help and support can be found on the Imperial Health and wellbeing website [Imperial Health and Wellbeing](http://www3.imperial.ac.uk/safety)

- Your information will be held as part of HTA licensing requirements. All information is governed under Imperial Good Data Protection Regulations; [http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/](http://www.imperial.ac.uk/admin-services/legal-services-office/data-protection/)

Please see Rachael Waddington if you have any queries.