

CODE OF CONDUCT & INFORMATION FOR PARTICIPANTS/ATTENDEES WORKING IN CASC

The Clinical Anatomy Skills Centre (CASC) is a joint venture between the University of Glasgow and the Royal College of Physicians and Surgeons of Glasgow. CASC is based in the Anatomy Facility at the University of Glasgow. The Anatomy Facility is a large collection of teaching and research spaces with areas licensed for use in anatomical research and education under the Anatomy Act and its 2006 Amendments.

We hope that your time in CASC is educational, enjoyable and safe. To achieve this, and in order to comply with the Act and local regulations, the following information must be reviewed before coming to CASC. By agreeing to participate in a CASC event you are indicating your understanding and acceptance of the requirements set out below. Should you have any questions or concerns please do not hesitate to contact a member of Anatomy Facility or RCPSG staff. Key contacts are listed at the end of this document.

This code of conduct is written with your personal safety and the safety of others in mind. Please help us ensure your event runs safely and successfully.

- All visitors must register on arrival at CASC.
- Unauthorised visitors are NOT permitted on the premises.
- All personal belongings such as coats and bags must be left in the male and female changing rooms.
- Lockers are available (£1 coin required); keys are kept in the locker doors. Property and valuables are left at your own risk. Please do not take them into the practical areas.
- Food and drink is NOT permitted in the practical areas (laboratories and dissecting rooms).
- Cameras/mobile phones/ tablet computers and other digital devices are NOT permitted in the practical areas (laboratories and dissecting rooms).
- Smoking is NOT permitted in any building on campus.
- Behaviour in CASC must at all times be appropriate and respectful.

Health & Safety

Please remember, under the **Health & Safety at Work Act 1974**, you have a Duty of Care to other users of CASC facilities.

Risk Assessments and COSHH forms for each event are available for inspection. If you wish to consult these documents, please ask a member of CASC technical staff.

Clinical Anatomy Skills Centre (CASC)

Anatomy Facility, University Ave, Glasgow G12 8QQ

RCPSG: Joanne Woollard, 0141 330 2063, Joanne.WoollardED@rcpsg.ac.uk

University of Glasgow: Ann Marie Mellish, 0141 330 4296, annmarie.mellish@glasgow.ac.uk

As far as can be ascertained, donors accepted are free from harmful pathogens or infectious agents, but please treat them as infectious risks at all times.

- Participants are advised to have up-to-date immunizations (eg Hep B, BCG).
- Please note that it is your responsibility to place all needles, scalpel blades and “other” sharps in the containers provided at each station, at the end of each practical session. Sharps must NOT be placed in any other bins. Sharps should be carefully and responsibly handled. Unnecessary movement should be avoided when holding any sharps object.
- Other waste should be disposed of in appropriate colour-coded bags.
- If you get cut, the wound should first be washed in running water and encouraged to bleed freely. Cuts and other accidents/incidents MUST be reported to a member of CASC staff.
- At the end of each day, please make your working area as safe as possible by ensuring all sharps have been disposed of safely, all equipment is turned off, and that your station is tidy, not only for your safety but for those clearing up afterwards.
- Note the location of emergency exits.
- On hearing the emergency alarm (loud, intermittent alarm), immediately exit the building via the nearest route unless there is an obvious reason for not doing so. The assembly point is located at the University Avenue side of the building, outside the Anatomy Facility student entrance.

CASC House Rules

Courses Using:	Fresh/Frozen Cadaver Tissue	Dry Courses
Must wear	Enclosed footwear (heel height ≤ 3cm (NOT provided by CASC) Surgical Scrubs (Provided by CASC) Disposable surgical gowns (Provided by CASC) Disposable surgical gloves (Provided by CASC)	Disposable plastic aprons
Available	Shoe covers Head covers Face Masks/ Eye Shields	Disposable gloves
Recommended (not provided by CASC)	Surgical clogs	

Fresh/Frozen Cadaver Courses

All course participants (faculty, trainees, technical, company staff), should observe theatre/laboratory protocol meticulously. This includes the wearing of surgical scrubs, gowns, gloves, masks and suitable footwear, and the safe disposal of scalpel blades and other sharps. **Remove all protective items (gowns, gloves, masks and aprons BEFORE leaving the practical area.**

You are required to treat the cadavers with respect at all times. Please note that all cadaveric material has been donated directly to the University of Glasgow; all donors are part of our local community.

Equipment:

Dissection tables and large equipment should only be moved by CASC staff.

When using laparoscopic equipment, ensure the camera is replaced into the holder when not in use to avoid accidental damage.

Technical problems or breakages must be reported immediately to a member of CASC staff.

Photography:

Photography (still AND video), is prohibited in ALL areas of the Anatomy Facility (including the Museum), unless permission has been sought in advance of the event, and given in writing by the Anatomy Facility Licensed Teacher of Anatomy. All photographic requests must be submitted prior to the event to ensure consent has been given by the donors. Any photographs/video footage taken remains the property of CASC and can be re-used by CASC as required.

Lead Anatomists:

Professor Fabio Quondamatteo

Email: Fabio.quondamatteo@glasgow.ac.uk

Dr Stuart McDonald

Email: Stuart.McDonald@glasgow.ac.uk

Event Administrators:

Ann Marie Mellish

Tel: 0141 330 4296

Email: AnnMarie.Mellish@glasgow.ac.uk

Joanne Woollard

Tel: 0141 330 2063

Email: joanne.woollarded@rcpsg.ac.uk

Chief Technician and Health and Safety Officer:

David Russell
Tel: 0141 330 6390
Email: David.Russell@glasgow.ac.uk

CASC Technician:

Rachel Girling
Tel: 0141 330 1668
Email: rachel.girling@rcpsg.ac.uk

Note for Clients/Sponsors/Exhibitors – on EQUIPMENT

Details of all equipment being brought into CASC by clients/sponsors/exhibitors, for use or exhibition at the event, must be submitted to the event administrator no later than 2 weeks prior to the event.

The event administrator must be notified of any delivery/collection times, no later than 10 days prior to the event. Equipment can only be delivered/collected from Monday to Friday between the hours of 9 am and 5 pm. Where possible equipment should arrive the day before the event and be collected the day after the event. It is the responsibility of the client/sponsor/exhibitor to clean and pack up all their equipment at the end of the event. It is the responsibility of the client/sponsor/exhibitor to arrange for delivery/collection of equipment to/from CASC. CASC Technicians are not responsible for loading/unloading third party equipment to/from courier vehicles.

Instruments can be autoclaved following an event PROVIDED this is arranged in advance (not less than 2 weeks prior to the event). An additional charge will be made for any autoclaving not agreed in the original contract. It is the responsibility of the client/sponsor to ensure that their instruments are cleaned and placed in appropriate autoclavable trays (not provided by CASC), prior to autoclaving. Where cleaning is required by CASC staff, notice is required and an additional charge will be made. This cannot always be guaranteed on the day of the course