

**Human Dissection Room – Course Organiser Agreement**

Course:

Date:

**Financial arrangements**

Please refer to the Human Anatomy Teaching Group (HATG) website for further details on payment options and Conditions of Sale.

Please see attached course estimate, dated \_\_\_\_\_, to the value of £ \_\_\_\_\_ [to be completed by the HATG].

**Please choose one of the following options and complete the details indicated:**

- I have raised a Purchase Order for the above value. Purchase Order Number: \_\_\_\_\_  
[to be completed by the purchaser]

**or**

- I agree to full payment of the value stated above 7 working days in advance of the course. Please issue an invoice with the following details [to be completed by the purchaser]:

Invoice for the attention of:

Full postal address:

**Equipment requirements:**

PAT-tested and serviced electrical equipment required for the course may be brought into the facility only by prior agreement.

Please note, the Dissection Room is not a 24-hour facility. Please liaise with HATG staff concerning a good date and time for the pre-delivery of any bulky equipment. Equipment is left on site entirely at your own risk.

**Attendance register:**

Please provide a list of delegates in advance of the course. Delegates must display visitor ID (this will be provided by the Department Physiology, Development and Neuroscience).

[PTO]

## Human Anatomy Teaching Group Code of Conduct

Please be aware of, and ensure delegates to adhere to, the following requirements:

- Donors and donor specimens are to be treated with respect at all times.
- The Dissection Room is a restricted area. Only persons authorised by staff of the Human Anatomy Teaching Group may enter.
- Photography within the Dissection Room is expressly forbidden.
- Mobile phones, cameras, pagers, laptops, tablets, and other personal devices are strictly prohibited in the Dissection Room.
- Matters related to activities within the Dissection Room are strictly confidential.
- No human tissue will leave the Dissection Room.
- Eating and drinking are not permitted in the Dissection Room.
- Damage to specimens must be reported to a member of HATG staff immediately.
- Injuries must be reported to a member of HATG staff immediately.
- White coats, goggles and gloves will be worn at all times in the Dissection Room. However, gloves should not be worn if handling bones.

*For your own health and safety, and that of course delegates, it is advised that:*

- Long hair is tied back and up.
- Closed footwear should be worn (no sandals or open footwear).
- In case of pregnancy, it is advised that delegates do not enter the Dissection Room. Please speak to a member of HATG staff for further information.
- If a fire alarm sounds, please follow instructions given by members of HATG staff to safely evacuate the Dissection Room.

**I confirm that I have read and understood all sections above, and that I agree to abide by the requirements**

Name (print):..... Date:.....

Signature:.....