

Risk Assessment Form

Risk- Assessment: **Setup and delivery of school sessions in APM** | Date of Assessment: 23.09.2025 Assessed by: **Anouk Sallansonnet**

School workshops in the APM:

- Sessions take place in the Anatomy and Pathology Museum.
- These sessions are intended to encourage students to study real specimens and make observations.
- Sessions are designed to allow supervised specimen access and skills revision for school students from Year 13 A Level Biology, International Baccalaureate - Biology, | Level 3 BTEC/ T Level Health and Social Care, Physiology, Psychology and Science courses.
- Sessions are supported and tutored by volunteers selected from the Hunterian Museum.
- Museum staff select specimens from a list related to their chosen curriculum-based themes.
- A minimum of one museum staff is required to supervise the event on the day – at no time are the students and tutors left alone with the specimens.
- When setting up the space, both staff members are required to move the specimens according to established manual handling guidelines and practices. Both staff members to be trained in dealing with chemical spills according to department SOP's.
- All students are required to sign a Code of Conduct form (either physically or digitally) before their visit.
- A maximum of 20 students and 3 tutors can attend the Museum.
- No eating or drinking, excepting bottled water, is permitted in the room where the specimens are.
- Photography is not permitted in the museum.
- All bags must be left in the lockers provided, including their phones.
- Teachers are requested to prepare the students before their visit to ensure they understand that they will be looking at Human Tissue.
- Students will receive a briefing before they enter the museum about the HTA.

DEALING WITH SPILLS FROM BROKEN SPECIMEN CONTAINERS

On finding that a container holding a fluid mounted specimen is broken or is leaking

1. Evacuate any staff and public from the area, closing off the room or cordoning off an area around the spill.
2. Anyone who has come into contact with the preservative should be given first aid or advice relevant to the specific preservation fluid. This can be found on that materials COSHH form or Safety Data Sheet.
3. Contact a **Royal College of Surgeons** conservator or the museums Department of the **Royal College of Surgeons** as soon as possible. If possible, they will come and deal with the spill and damaged specimen themselves.
4. Staff dealing with the spill should put on sufficient protective clothing to prevent skin or eye contact with the fluid. This will vary depending on the size of the spill but nitrile gloves should always be worn. If the spill contains formaldehyde a suitable full face respirator should also be worn.
5. Use spillage absorption granules to absorb any fluid that has escaped from the specimen container. Do not pour granules into a broken open specimen container or allow them to come into contact with the specimen itself
6. If possible leave the specimen where it is until a conservator can come and move it. If it has to be moved before then, avoid touching the specimen itself and instead pick it up along with its damaged container or the glass or Perspex plate it is mounted on if there is one. The specimen should be placed in a Stewart box or other container preferably with a lid for transport back to the conservation lab for re mounting.
7. When all the liquid has been absorbed, the spillage granules should be swept up, sealed in a bag and disposed of as chemical waste.

Hazard Descriptions	Who might be affected?	What control measures are in place to reduce the risk of harm from the hazard?	Risk level: Low Med High	Further control measures required?	Implementation date & person responsible
Event setup and takedown					
Lone working	RCS conservation staff	Not to be done alone	Low		
Slips, trips, falls, working from heights	RCS conservation staff	- Maintain good housekeeping standards - Work spaces clear of obstacles - No trailing cables – use of cable covers - Work areas well lit - Limited working at height to reach high shelves required. - Staff trained in use of ladders - Safety step stools and step ladders provided - All breakages and floor spillages to be dealt with immediately - Check route before move and work with 2 staff so one can open doors and move obstructions.	Med		
Manual handling	RCS conservation staff	- RCS staff trained in manual handling - Groups of specimens to be packed in plastic crates with Plastazote and carried by two people when they need to be moved. - Manual handling to be undertaken in line with the manual handling policy on the intranet. - PPE including gloves and steel toe cap boots available and to be used whenever appropriate. - Trolleys available for heavy items. - Assessment of all items before lifting - No one to attempt to lift a load they are not comfortable with. - Trollies not to be overloaded - Route through building taken which minimises use of stairs. - Any specimen too large to be moved as above should not be taken up or down steps. If this cannot be avoided a separate risk assessment should be completed.	Med		
Electric shock, burns	RCS conservation staff	Electrical equipment not used in this process	Low		

Fire	RCS conservation staff	- Staff aware of evacuation procedure - the building is fitted with fire suppression sprinklers - Fire alarm tested every week and is audible in the area.	Low		
Chemicals	RCS conservation staff	- Up to date COSHH assessments preservative fluids available in conservation lab. - Staff to read relevant COSHH assessments before undertaking this task and follow all precautions - Appropriate PPE (gloves and face protection) to be used. - A spill kit is kept in the APM further supplies for dealing with spillage are kept on the spills trolley in the cycle store - Museum staff are trained in dealing with a spill of preservatives. - All spills or breakages to be cleared up immediately.	Med	produce new COSHH assessments or review existing COSHH assessments where necessary	Seb Foxley
On-the day running					
RCS Access by non-delegates	RCS Museums staff, RCS security	- Access to building only to take place when but security staff member and museums' staff member are present in reception area - All entrants to be formally registered and ID checked	Low		
Fire	RCS Museums staff, volunteer tutors, delegates	- At start of all sessions museum staff member provides a health and safety introduction pointing out fire exits and outlining evacuation procedure - Classes to be supervised at all times by 1 staff member to ensure safe evacuation in case of a fire alarm or other emergency	Low		
Manual handling	Volunteer tutors	- Large specimens mounted on trolleys or turntables removing requirement to lift them - Volunteer tutors to be advised if any specimen should not be moved or handled - Only volunteer tutors to handle specimens - Classes to be supervised at all times by 1 museums staff member to ensure best practice is maintained	Med		

Chemical spills	RCS Museums staff, volunteer tutors, delegates	• Spills to be dealt with according to above SOP's • A spill kit is kept in the APM further supplies for dealing with spillage are kept on the spills trolley in the cycle store • Attending museums staff trained in dealing with a spill of preservatives. • All spills or breakages to be cleared up immediately.	Low		
HTA specimen security	RCS Museums staff	• All delegates required to show proof of medical professional status or exam candidacy when registering • Classes to be supervised at all times by 1 staff member to ensure best practice is maintained • Teaching room cleared during breaks – no re-admittance until class restarts and museum staff and tutors are both in place • Staff member remains in reception area to ensure no delegates return to the room • RCS to be cleared prior to movement of specimens to secure storage • Specimens held in secure ELH storage area overnight between setup and sessions	Low		