

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 109

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	✓
Ventilation	✓
Floors/floor coverings	✓
Fire doors, doors and door furniture	✓
Electrical installation	✓
Sanitary Fittings	✓
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	✓
Hygiene	✓
Escape routes/passages	✓
Cable management	✓
Slipping/tripping hazards	✓
Solvent disposal and storage	((
Waste management	✓
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 109a

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	u
Ventilation	u
Floors/floor coverings	u
Fire doors, doors and door furniture	u
Electrical installation	u
Sanitary Fittings	u
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	u
Hygiene	u
Escape routes/passages	u
Cable management	u
Slipping/tripping hazards	u
Solvent disposal and storage	u
Waste management	u
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogonic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 111

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	11
Ventilation	h
Floors/floor coverings	h
Fire doors, doors and door furniture	h
Electrical installation	h
Sanitary Fittings	h
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK NEEDS ATT.
Cleanliness	OK
Hygiene	11
Escape routes/passages	11
Cable management	h
Slipping/tripping hazards	h
Solvent disposal and storage	h
Waste management	11
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	NEEDS ATT. (E+R MAINS BOARD OPEN)
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 112

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	NEED ATT
Heating	OK
Ventilation	''
Floors/floor coverings	''
Fire doors, doors and door furniture	''
Electrical installation	''
Sanitary Fittings	''
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	NEEDS ATT
Cleanliness	OK
Hygiene	''
Escape routes/passages	''
Cable management	''
Slipping/tripping hazards	NEEDS ATT (FLOOR TILES UP)
Solvent disposal and storage	OK
Waste management	OK
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	NEEDS ATT
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 114

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	U
Ventilation	U
Floors/floor coverings	U
Fire doors, doors and door furniture	U
Electrical installation	U
Sanitary Fittings	U
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	U
Hygiene	U
Escape routes/passages	U
Cable management	U
Slipping/tripping hazards	U
Solvent disposal and storage	U
Waste management	U
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation -	
Lasers, UV or bright light equipment -	
Toxic or dangerous chemicals	- NEEDS ATT. (ACIDS MIXED)
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	LIGHTS OUT LH CABINET
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 114a.

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	u
Ventilation	u
Floors/floor coverings	u
Fire doors, doors and door furniture	u
Electrical installation	u
Sanitary Fittings	u
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	u
Hygiene	u
Escape routes/passages	u
Cable management	u
Slipping/tripping hazards	NEEDS ATT. (COMP. LEAKING)
Solvent disposal and storage	u
Waste management	u
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogonic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **115A**

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	"
Ventilation	"
Floors/floor coverings	FLOOR TILE CAP
Fire doors, doors and door furniture	OK
Electrical installation	"
Sanitary Fittings	"
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	"
Hygiene	"
Escape routes/passages	"
Cable management	"
Slipping/tripping hazards	FLOOR TILE.
Solvent disposal and storage	OK
Waste management	"
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 118

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	u
Ventilation	u
Floors/floor coverings	u
Fire doors, doors and door furniture	u
Electrical installation	u
Sanitary Fittings	u
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	NEEDS ATT
Cleanliness	OK
Hygiene	u
Escape routes/passages	u
Cable management	u
Slipping/tripping hazards	u
Solvent disposal and storage	u
Waste management	u
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 119

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	"
Ventilation	"
Floors/floor coverings	"
Fire doors, doors and door furniture	"
Electrical installation	"
Sanitary Fittings	"
Other	CEILING TILES MOVED OUT
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	NEEDS ATTENTION
Cleanliness	OK
Hygiene	"
Escape routes/passages	"
Cable management	"
Slipping/tripping hazards	NEEDS ATTENTION
Solvent disposal and storage	OK
Waste management	"
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Cryogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 120

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A
Other	CEILING TILE MISSING
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	U
Hygiene	U
Escape routes/passages	U
Cable management	NEEDS ATTENTION
Slipping/tripping hazards	U
Solvent disposal and storage	U
Waste management	U
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	BENCH TIDINESS NEED ATTENTION
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 121

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	li
Ventilation	li
Floors/floor coverings	li
Fire doors, doors and door furniture	FLOOD DAM NEEDS RE PLACING.
Electrical installation	PAT NEEDS ATTENTION
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	NEEDS ATTENTION
Cleanliness	OK
Hygiene	OK
Escape routes/passages	NEEDS ATTENTION
Cable management	OK
Slipping/tripping hazards	NEEDS ATTENTION
Solvent disposal and storage	OK
Waste management	OK
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	PAT NEEDS ATTENTION.
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **123**

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	u
Ventilation	u
Floors/floor coverings	u
Fire doors, doors and door furniture	u
Electrical installation	u
Sanitary Fittings	u
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	NEED ATT
Cleanliness	NEED ATT
Hygiene	NEED ATT
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	LOTS OF CUTTINGS ALL OVER FLOOR
Solvent disposal and storage	u
Waste management	OK
Other	BIO WASTE ?
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	WASTE ?
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 134D

Please use the list below as guidelines of things to look for when carrying out the audits on individual rooms. Things that are highlighted or you are uncertain about can be followed up by the appropriate people. Additional comments can be written on the reverse of this form and please consult with local staff and students when doing the audit.

FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	u
Ventilation	u
Floors/floor coverings	u
Fire doors, doors and door furniture	u
Electrical installation	u
Sanitary Fittings	u
Other	NEED ATT (CEILING TILES)
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	NEEDS ATT
Cleanliness	NEEDS ATT
Hygiene	OK
Escape routes/passages	u
Cable management	u
Slipping/tripping hazards	u
Solvent disposal and storage	u
Waste management	u
Other	
EQUIPMENT/EXPERIMENTAL AREAS – (do things appear to be in good/ok/bad condition, are things maintained well/ok/poorly, are users aware/unaware of the hazards associated with the equipment/experimental activities and need/lack of need for maintenance)	
Ionising microwave and other radiation	
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogonic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the labs to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are users aware of legislative things that cover equipment and procedures they are using e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	