

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 212 (B2-15)

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 but dirty
Fire doors, doors and door furniture	OK
Electrical installation	numerous power strips, insufficient wall plugs
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	things on top of shelving (6'+)
Cleanliness	very dusty
Hygiene	OK
Escape routes/passages	OK
Cable management	poor, driven by lack of outlets
Slipping/tripping hazards	by computer, tangle of cables on floor
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	no laser goggles in sight
Lasers, UV or bright light equipment	class II signage, interlock appears to be working
Toxic or dangerous chemicals	squeezed bottle of alcohol on shelving
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	not bad
Display Screen Equipment	OK
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?	no one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	not available
Is first aid information and equipment in place and known about?	"
Excessive noise and exposure checks?	N/A
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.	no one here
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. *Hallway (OUTSIDE 216)*

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	<i>cardboard box near near ceiling</i>
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	<i>O₂ sensor in place</i>
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	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **2136**

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	adequate but dim
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	power strip to optical with flex, too many power strips on floor under optical table
Sanitary Fittings	N/A
Other	ceiling tile missing
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	cardboxes on floor, computer on floor, CRT + instrument stored too high not restrained
Cleanliness	
Hygiene	filter on exhaust is not very dirty
Escape routes/passages	
Cable management	trailing cable on floor
Slipping/tripping hazards	trailing cables and laser on floor
Solvent disposal and storage	N/A
Waste management	N/A
Other	overhead framework is unearthed
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	signage, lite sign/buzzer works, laser interlock in place but not used
Lasers, UV or bright light equipment	class IV no laser goggles in sight
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	laminar fume hood over optical table - doesn't look very good / wing rigged
Gases and gas control equipment	N/A
Crogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	1
Display Screen Equipment	CRT monitor on top of shelving / not restrained should be suppressed
Other	smaller optical table not accessible for use, power strip plugged in, table should be earthed on its own, not by power strip
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?	No one here
Is accident/incident reporting system in place and understood?	11
Has fire safety training session been attended?	11
Are risk assessments in place, read and understood?	not available
Is first aid information and equipment in place and known about?	11
Excessive noise and exposure checks?	N/A
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.	no one here
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 211a

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 adequate but dimmer
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK, pallet with electronics under optical table
Electrical installation	power strip on optical table needs fixed wiring
Sanitary Fittings	N/A
Other	power switches to water pump etc are inaccessible
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	adequate but could use storage cabinet
Cleanliness	fiber spools on floor
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	None
Solvent disposal and storage	N/A
Waste management	not enough
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	no laser goggles in sight
Lasers, UV or bright light equipment	Class IV adequate signage, mains power supply to interlock too long
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	solder station w/o local exhaust
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	pretty good
Display Screen Equipment	N/A
Other	solder station not vented
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?	2 yrs ago
Is accident/incident reporting system in place and understood?	guessed
Has fire safety training session been attended?	no
Are risk assessments in place, read and understood?	none available
Is first aid information and equipment in place and known about?	No first aid
Excessive noise and exposure checks?	N/A
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.	yes
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 211

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, adequate but dim
Heating	OK
Ventilation	OK
Floors/floor coverings	dirty
Fire doors, doors and door furniture	OK
Electrical installation	no fitted wiring to power strip on optical table, it is cabled, OK
Sanitary Fittings	N/A
Other	unused computers should be surplused power fixed outlets may be inadequate for room (plugs on wall)
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	no storage cabinets
Cleanliness	floor could use cleaning
Hygiene	N/A OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	N/A
Solvent disposal and storage	N/A
Waste management	not enough
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	Signs in place, power main for laser and on/off switch with not easily accessible
Lasers, UV or bright light equipment	laser sign power switch is not conveniently placed Class IV laser
Toxic or dangerous chemicals	N/A no laser goggles in sight
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N ₂ tank, in holder
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	some, sporadic, needs some way out of date
Display Screen Equipment	Monitor with must not be used sign should be surplused
Other	Monitor and computer at ~5ft in height not restrained.
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?	No one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	Not a specific risk assessment available
Is first aid information and equipment in place and known about?	none available
Excessive noise and exposure checks?	N/A
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.	No one here
Other	Sign

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 210a

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 but
Fire doors, doors and door furniture	OK
Electrical installation	power strip on framework, framework not earthed
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK except for things on floor
Cleanliness	paper all over optical table
Hygiene	OK
Escape routes/passages	hard to maneuver around table
Cable management	trailing wires
Slipping/tripping hazards	trailing wire, boxes of junk preventing easy movement around table
Solvent disposal and storage	N/A
Waste management	small bin under optical-table
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	power for interlock not working, long mains cables
Lasers, UV or bright light equipment	class IIIb, signage, lite sign not working
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	not bad
Display Screen Equipment	monitor not restrained on arm
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?	no one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	not available
Is first aid information and equipment in place and known about?	"
Excessive noise and exposure checks?	N/A
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.	yes no one here not here
Other	

and routed behind metal duct, hard to reach
no laser (?)

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **210b**

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 could use cleaning
Fire doors, doors and door furniture	OK
Electrical installation	table power strips should be fixed wiring, few
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	storage high up should be moved, stacked parts bin
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	None
Solvent disposal and storage	N/A
Waste management	no bin
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	no microwaves readily available, good ones on shelf by door
Lasers, UV or bright light equipment	Class IV, light not on, but paper, interlock does not connect to Class IV laser
Toxic or dangerous chemicals	N/A, large area of polystyrene for
Biological hazards	N/A optical table is fire hazard
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Crogonic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	reasonable, table + frames are earthed on right, earths are loose
Display Screen Equipment	OK
Other	unused computers on floor
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?	no one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	not available
Is first aid information and equipment in place and known about?	"
Excessive noise and exposure checks?	N/A
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.	no one here
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 213a

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	adequate, dims
Heating	OK
Ventilation	at room air conditioning not working
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	power strip on optical table needs fixed power
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	cardboard box on upper shelf not restrained
Cleanliness	OK cluttered because of air conditioner unit
Hygiene	OK
Escape routes/passages	OK
Cable management	cables are a bit taut
Slipping/tripping hazards	None
Solvent disposal and storage	N/A
Waste management	okay
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	class III b in process, will be interlocked
Lasers, UV or bright light equipment	goggles in bin on wall
Toxic or dangerous chemicals	isopropanol squeeze bottle on table
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	some missing, none of mains tested
Display Screen Equipment	N/A
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?	laser safety
Is accident/incident reporting system in place and understood?	yes
Has fire safety training session been attended?	no
Are risk assessments in place, read and understood?	not in room but was read
Is first aid information and equipment in place and known about?	not at available
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.	taken training for TUNIF
Other	did not have interlock on while using lasers

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 216

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	OK, eye wash is missing from wall
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	see chemicals
Cleanliness	table tops + other surfaces covered
Hygiene	poor, unclear ultrasonic cleaner
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	None
Solvent disposal and storage	No hazardous waste disposal or biohazard
Waste management	OK, bin just about overflowing
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	acids and solvent stored in same solvent cabinet
Lasers, UV or bright light equipment	
Toxic or dangerous chemicals	stored in normal cabinet, no ventilation, and on shelves in open
Biological hazards	mixture of biohazards + chemicals in fridge
Fume and Biological cabinets	unlabeled chemicals in small storage bottles on tables
Fumes/vapours – Local exhaust ventilation	blocked access to fume hood, some chemicals in it
Gases and gas control equipment	N ₂ , CO ₂ + Air, chained to wall
Cryogenic liquids and vessels	local extraction system is drawing slightly
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	almost none existent
Display Screen Equipment	OK
Other	may be running unlicensed version of windows on novatech computer
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?	No one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	No risk assessment available
Is first aid information and equipment in place and known about?	none available
Excessive noise and exposure checks?	N/A
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.	no one here
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 216b

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	one fixture is dim
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	boxes propping phone up, other boxes on floor
Cleanliness	OK, cardboard box on cabinet near ceiling
Hygiene	OK
Escape routes/passages	OK
Cable management	one mains extension on floor fully used
Slipping/tripping hazards	cable on floor
Solvent disposal and storage	N/A
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	N/A, no sign that filters are on eyepiece of laser cutter
Lasers, UV or bright light equipment	laser cutter, not class IIIb, no laser signs, no goggles
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	laser cutter in laminar air, not clear if it needs to be interlocked
Fumes/vapours – Local exhaust ventilation	→
Gases and gas control equipment	N ₂ plumbing used for cable storage, not connected
Crogonic liquids and vessels	N/A
Respiratory Protective Equipment	? don't know what's being cut
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	only computer, everything else not
Display Screen Equipment	CRT monitors
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?	No one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	No risk assessment available
Is first aid information and equipment in place and known about?	No 1st aid available
Excessive noise and exposure checks?	N/A
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.	No one here
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 216a

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	Good
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	Fine
Sanitary Fittings	Partially blocked, not clean, works
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK, some cardboard boxes on floor
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	None
Solvent disposal and storage	pH 7 buffer bottle and small bottle of same in room
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	N/A
Lasers, UV or bright light equipment	N/A
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	Almost all unlabeled, poor
Display Screen Equipment	OK
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?	No one here
Is accident/incident reporting system in place and understood?	"
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	none available
Is first aid information and equipment in place and known about?	no 1st aid available
Excessive noise and exposure checks?	N/A
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.	No one here
Other	

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SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 215

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	poor one fitting fixture not functional
Heating	OK
Ventilation	OK
Floors/floor coverings	boxes on floor, OK shape on floor
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A
Other	ceiling tile is missing, off to one side
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Not good, fan and other things on cardboard boxes
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	not bad, cabling on backside of optical tables
Slipping/tripping hazards	OK
Solvent disposal and storage	chemicals on table
Waste management	
Other	Need storage cabinets
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	is there a laser here, optical measurement systems on table
Toxic or dangerous chemicals	don't know what chemicals are here
Biological hazards	N/A
Fume and Biological cabinets	No
Fumes/vapours – Local exhaust ventilation	No, not clear if heater stage should be exhausted
Gases and gas control equipment	nothe, compressor to feed optical table
Crogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	No evidents testing, tables are earthed
Display Screen Equipment	OK
Other	unlabeled chemicals in small bottles on optical table others are unclearly written on bottles
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?	None available
Is accident/incident reporting system in place and understood?	No one here
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	No risk assessment available
Is first aid information and equipment in place and known about?	No first aid available
Excessive noise and exposure checks?	N/A
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.	No one here
Other	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **214a**

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	tripping hazard, could use mopping
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	OK sink in room but can't get to it / clutter
Other	equipment is stored in one area, could be surplus?
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	"
Cleanliness	Cluttered, on cardboard box on shelf need ceiling
Hygiene	"
Escape routes/passages	OK
Cable management	Not good
Slipping/tripping hazards	cables trailing on floor in several places
Solvent disposal and storage	acetone in parts cabinet
Waste management	bin by door
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	class III lasers goggles stored on photo aligner (not in use)
Lasers, UV or bright light equipment	sign external is not working possibly (probably ok) laser goggles
Toxic or dangerous chemicals	1/2 bottle of acetone in work cabinet, empty drum in same cabinet
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	He + N ₂ tank, N ₂ used as cable storage
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	most tested
Display Screen Equipment	adCRT display on moving table
Other	Fire extinguish has clutter in front of it
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?	None available
Is accident/incident reporting system in place and understood?	No one here
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	" , not risk assessment available
Is first aid information and equipment in place and known about?	None available
Excessive noise and exposure checks?	N/A
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.	No one here
Other	

need ceiling
sone on floor

laser goggles
in same
cabinet

empty squeeze
bottles around
room

RANKING

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 2106

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 to little dim
Heating	OK
Ventilation	OK
Floors/floor coverings	some water damage
Fire doors, doors and door furniture	OK
Electrical installation	Some blocked but to water damage repairs, mains with
Sanitary Fittings	NA
Other	water damage
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	poor/OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	NA DI water (blue?) in methanol bottle (relabel)
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	signs, goggles in bin mixed with cables,
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	power strip not tested,
Display Screen Equipment	N/A
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?	None available
Is accident/incident reporting system in place and understood?	Yes
Has fire safety training session been attended?	Yes
Are risk assessments in place, read and understood?	Yes
Is first aid information and equipment in place and known about?	None visible
Excessive noise and exposure checks?	N/A
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.	Yes
Other	

not fixed wiring
connections on
apical table

RANKINGS

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 219c

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	power strip ^{✓ supplied by flexible cable} on optical table?, table is grounded but loose, needs power tested
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
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	not clear if the one google is acceptable for the lasers in the room Signs and interlocked (see google) in sight (only one)
Toxic or dangerous chemicals	N/A, acetone squeeze bottle on optical table (empty)
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	polystyrene container used as stand for powerstrip
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	oven + mains on optical table should be tested, good not complete
Display Screen Equipment	N/A
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?	No sign of risk assessment, manual ^{see guidance}
Is accident/incident reporting system in place and understood?	No one present
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	None was found
Is first aid information and equipment in place and known about?	No first aid
Excessive noise and exposure checks?	N/A
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.	No present
Other	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. *219b used for storage*

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	<i>OK</i>
Heating	<i>None</i>
Ventilation	
Floors/floor coverings	<i>OK</i>
Fire doors, doors and door furniture	<i>OK</i>
Electrical installation	<i>laser interlock system, no lasers</i>
Sanitary Fittings	<i>N/A</i>
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	<i>OK</i>
Cleanliness	<i>OK</i>
Hygiene	<i>OK</i>
Escape routes/passages	<i>OK</i>
Cable management	<i>N/A</i>
Slipping/tripping hazards	<i>None</i>
Solvent disposal and storage	<i>N/A</i>
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. *219a* *used for storage*

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	<i>one light is out</i>
Heating	<i>OK</i>
Ventilation	<i>None</i>
Floors/floor coverings	<i>OK</i>
Fire doors, doors and door furniture	<i>OK</i>
Electrical installation	<i>OK</i>
Sanitary Fittings	<i>N/A</i>
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	<i>unexhausted solvent hood</i>
Cleanliness	<i>door</i>
Hygiene	
Escape routes/passages	<i>OK</i>
Cable management	<i>OK</i>
Slipping/tripping hazards	<i>None</i>
Solvent disposal and storage	<i>solvent cabinet</i>
Waste management	<i>None in room</i>
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	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 222a

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	Poor
Heating	OK
Ventilation	OK
Floors/floor coverings	Ceiling tiles show sign of water, Floors OK
Fire doors, doors and door furniture	OK
Electrical installation	OK but
Sanitary Fittings	OK, bong used for microwave cooling, not accessible for other use
Other	boxes on shelving
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	see chemicals, not clear where biomaterials are stored
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	trip hazard on floor, mains extension hung in air
Slipping/tripping hazards	"
Solvent disposal and storage	Poor
Waste management	Poor, no solvent or biohazard waste bins
Other	connection to cooling water is jury rigged
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	microwave for bio materials, missing timer control, not known how much microwave energy is significant energy, no label
Lasers, UV or bright light equipment	N/A
Toxic or dangerous chemicals	not stored properly, not clear where biomaterials are stored
Biological hazards	microwave used for bio materials, not in hood, fridge storage (?)
Fume and Biological cabinets	no solvent storage or fume hoods for use
Fumes/vapours – Local exhaust ventilation	no exhaust fan, flammable liquids on shelf and in ordinary cabinet
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A ?
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	No tags on many electrical equipment instruments
Display Screen Equipment	OK
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?	None in room
Is accident/incident reporting system in place and understood?	NOBODY here
Has fire safety training session been attended?	"
Are risk assessments in place, read and understood?	None displayed
Is first aid information and equipment in place and known about?	Yes well stored
Excessive noise and exposure checks?	N/A
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.	NOBODY here
Other	

RANKING

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **222 F**

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	GOOD
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	ONE FIRE DOOR TAPED OFF & BLOCKED
Electrical installation	GOOD.
Sanitary Fittings	NONE
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	CARDBOARD WASTE WASTE
Cleanliness	OK
Hygiene	GOOD.
Escape routes/passages	SEE ABOVE - DOOR HANDLE LOOSE
Cable management	CABLES BLOCKING STORAGE CABINET
Slipping/tripping hazards	OK.
Solvent disposal and storage	NONE N/A
Waste management	BINS OK - CARDBOARD WASTE ON FLOOR
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	NONE
Lasers, UV or bright light equipment	NO SIGNS / SAFETY GOGGLES ONLY 1 (IN DRAWER)
Toxic or dangerous chemicals	NONE
Biological hazards	NONE
Fume and Biological cabinets	NONE
Fumes/vapours – Local exhaust ventilation	NOT GOOD.
Gases and gas control equipment	HELIUM - LOCAL EXHAUST & RESTRAINTS OK
Cryogenic liquids and vessels	POOR SUPPORT OF CRYOGENIC TUBES (FLOOR). NO GLOVES
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	SEVERAL ITEMS NOT TESTED
Display Screen Equipment	OK.
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?	DON'T KNOW (NOBODY PROBABLY)
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	R/A IN 222 B.
Is first aid information and equipment in place and known about?	NONE
Excessive noise and exposure checks?	N/A.
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.	NOBODY PROBABLY.
Other	

RANNE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 222 B

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	GOOD.
Heating	"
Ventilation	"
Floors/floor coverings	"
Fire doors, doors and door furniture	"
Electrical installation	"
Sanitary Fittings	"
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	CLUTTER WASTE CARDBOARD!
Cleanliness	OK
Hygiene	OK - NO SOAP/TOWELS
Escape routes/passages	GOOD.
Cable management	GOOD
Slipping/tripping hazards	GOOD.
Solvent disposal and storage	SOLVENT STORAGE NOT VENTILATED
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	NONE
Lasers, UV or bright light equipment	NONE
Toxic or dangerous chemicals	GOOD OK, BUT NO FUME HOOD.
Biological hazards	NONE
Fume and Biological cabinets	NONE
Fumes/vapours – Local exhaust ventilation	NOT OPERATIONAL
Gases and gas control equipment	NONE
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	OK (SOME NOT TESTED)
Display Screen Equipment	OK
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?	DONT KNOW
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	
Are risk assessments in place, read and understood?	IN PLACE
Is first aid information and equipment in place and known about?	NONE
Excessive noise and exposure checks?	N/A
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.	NO USERS PRESENT
Other	