

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **327 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	POOR.
Heating	OK.
Ventilation	NONE
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	FLOOR USED.
Cleanliness	OK.
Hygiene	OK
Escape routes/passages	"
Cable management	OK.
Slipping/tripping hazards	SOME.
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
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	SOME - PARTLY.
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 ONE TO ASK
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
Is first aid information and equipment in place and known about?	NO ONE TO ASK.
Excessive noise and exposure checks?	EAR PROTECTOR SIGNS - NO CHECKS KNOWN. OK
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 TO ASK.
Other	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.

315

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	Good
Ventilation	Good
Floors/floor coverings	OK.
Fire doors, doors and door furniture	Good.
Electrical installation	Good.
Sanitary Fittings	N/A.
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good.
Hygiene	Good.
Escape routes/passages	Good
Cable management	OK.
Slipping/tripping hazards	Good
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	NONE
Lasers, UV or bright light equipment	NONE
Toxic or dangerous chemicals	NONE
Biological hazards	NONE
Fume and Biological cabinets	NONE
Fumes/vapours – Local exhaust ventilation	OK.
Gases and gas control equipment	N/A
Cryogenic liquids and vessels	NONE
Respiratory Protective Equipment	NONE
Dust control measures in place and working	N/A.
Electrical Equipment Inspection and Testing	OK.
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?	UNKNOWN.
Is accident/incident reporting system in place and understood?	UNKNOWN
Has fire safety training session been attended?	NO
Are risk assessments in place, read and understood?	NO
Is first aid information and equipment in place and known about?	YES
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.	?
Other	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **315 B. STORE ROOM**

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	OK.
Fire doors, doors and door furniture	OK.
Electrical installation	"
Sanitary Fittings	N/A.
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	CARDBOARD BOXES.
Cleanliness	OK.
Hygiene	"
Escape routes/passages	"
Cable management	"
Slipping/tripping hazards	"
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
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	OK.
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?	N/A NO PERSONNEL
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. **315**

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	OK.
Fire doors, doors and door furniture	GOOD.
Electrical installation	OK.
Sanitary Fittings	N/A.
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK.
Cleanliness	OK.
Hygiene	OK.
Escape routes/passages	OK.
Cable management	OK.
Slipping/tripping hazards	OK.
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
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	GOOD.
Display Screen Equipment	GOOD.
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
Is accident/incident reporting system in place and understood?	NO
Has fire safety training session been attended?	YES
Are risk assessments in place, read and understood?	NO
Is first aid information and equipment in place and known about?	YES.
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.	N/A.
Other	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **317**

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	OK.
Fire doors, doors and door furniture	OK
Electrical installation	NGOOD ATTENTION (OLD STEEL)
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	GOOD
Cleanliness	GOOD
Hygiene	"
Escape routes/passages	"
Cable management	"
Slipping/tripping hazards	"
Solvent disposal and storage	N/A
Waste management	GOOD
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	"
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	GOOD.
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 TO ASK.
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?	NEXT DOOR
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 TO ASK.
Other	

RANKING

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.

329

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 - BROKEN
Heating	OK.
Ventilation	OK.
Floors/floor coverings	OK.
Fire doors, doors and door furniture	ONLY ONE EXIT.
Electrical installation	OK - OLD SINGLE OUTLETS.
Sanitary Fittings	N/A.
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK.
Cleanliness	"
Hygiene	"
Escape routes/passages	OK
Cable management	POOR - MULTIPLE Pcs FROM STUDENT WORK SOCKET
Slipping/tripping hazards	OK.
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
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	GOOD.
Display Screen Equipment	GOOD.
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.
Is accident/incident reporting system in place and understood?	NO.
Has fire safety training session been attended?	YES.
Are risk assessments in place, read and understood?	NO.
Is first aid information and equipment in place and known about?	YES.
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	

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **319**

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	NEEDS ATTENTION
Heating	OK.
Ventilation	OK.
Floors/floor coverings	OK.
Fire doors, doors and door furniture	OK.
Electrical installation	"
Sanitary Fittings	N/A.
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK.
Cleanliness	NEEDS ATTENTION
Hygiene	OK.
Escape routes/passages	OK.
Cable management	"
Slipping/tripping hazards	ITEMS ON FLOOR.
Solvent disposal and storage	N/A.
Waste management	NO WASTE BINS
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	"
Toxic or dangerous chemicals	"
Biological hazards	"
Fume and Biological cabinets	"
Fumes/vapours – Local exhaust ventilation	"
Gases and gas control equipment	"
Cryogenic liquids and vessels	NO - BUT BOILING WATER
Respiratory Protective Equipment	"
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	OK.
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?	YES
Is accident/incident reporting system in place and understood?	NO.
Has fire safety training session been attended?	NO
Are risk assessments in place, read and understood?	NOT VISIBLE BUT AWAIR
Is first aid information and equipment in place and known about?	YES
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.
Other	

APPROXIMATE
+ PRESSURE
REGULATOR

PRESSURE
REGULATOR
NO R/A.

RANKINE

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **327 A**

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	OK.
Fire doors, doors and door furniture	OK.
Electrical installation	OLD STYLE OUTLETS.
Sanitary Fittings	N/A.
Other	NONE.
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK.
Cleanliness	OK.
Hygiene	OK.
Escape routes/passages	OK.
Cable management	OK.
Slipping/tripping hazards	"
Solvent disposal and storage	NO STORAGE, BUT METALS ONLY
Waste management	GOOD.
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	"
Toxic or dangerous chemicals	CLASS 2 IRRITANT. (NO STORAGE)
Biological hazards	N/A.
Fume and Biological cabinets	"
Fumes/vapours – Local exhaust ventilation	NONE (SOLDERING STATIONS USED)
Gases and gas control equipment	NONE
Cryogenic liquids and vessels	"
Respiratory Protective Equipment	"
Dust control measures in place and working	"
Electrical Equipment Inspection and Testing	OK.
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?	YES
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?	NOT IN PLACE BUT ONLINE (MAINLY)
Is first aid information and equipment in place and known about?	YES
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	