

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **502 + 501A**

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	POOR - OLD BOX TYPE
Sanitary Fittings	POOR.
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	INSUFFICIENT SOCKETS ON WALL
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	N/A
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	NONE
Gases and gas control equipment	CO2 BACKUP AIR - SO PROBLEM
Crogenic liquids and vessels	N/A
Respiratory Protective Equipment	NONE
Dust control measures in place and working	DUST GENERATED IN 501A DURING TEACHING
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	PERMANENTLY
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 AROUND ON VISIT.
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. **531 ENV. LAB TAKEN AS 1 LAB**

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	CLASS Y ROOM FOR REQUIRED ATTENTION
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	GOOD
Electrical installation	GOOD
Sanitary Fittings	GOOD
Other	REFURBISHMENT IN 2014
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK BIOLOGICAL LAB WITH LOTS OF CONSUMABLES
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	N/A
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	STERILISING MICROWAVE
Lasers, UV or bright light equipment	BIMAD UV SUPPLY
Toxic or dangerous chemicals	IN FUMHOOD OR STORED AWAY
Biological hazards	BACTERIOLOGICAL ALL OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	GEMS SUPPLIED FROM NTS.00 #
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	PEB 2012
Display Screen Equipment	PC MONITORS
Other	X OTHER GAS CYLINDERS IN LAB OK
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 BY STAFF
Are risk assessments in place, read and understood?	YES
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 X*
Other	

** TECHNICAL STAFF ASKED THAT ALL CHEMICAL ORDERS GO THROUGH THEM TO CHECK IF RISK ASSESSMENTS AND/OR COSHH HAS BEEN FOLLOWED.