

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 605 TEACHING LABS - ELECTRICAL

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	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	REMOVE TRIP MAT AT FAB LABS DOOR
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	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	PAT TESTING UTD
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?	UNDERSTOOD LABS
Is accident/incident reporting system in place and understood?	YES
Has fire safety training session been attended?	BY STAFF
Are risk assessments in place, read and understood?	UNDERSTOOD
Is first aid information and equipment in place and known about?	OK
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.	STAFF YES UNDERSTOOD'S ?
Other	

Bill Monaghan + CAROLINE GAUCHOTTE-LINDSAY

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **607 THIN FILMS LAB**

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FABRIC – General condition - good/ok/needs attention	
Lights	POOR
Heating	OK
Ventilation	OK
Floors/floor coverings	POOR BUT NO BREAKS
Fire doors, doors and door furniture	OK
Electrical installation	OK BUT INSUFFICIENT
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	NEEDS SOME HOUSEKEEPING
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	SOLVENT STORAGE CABINET REQUIRED
Waste management	HOUSEKEEPING NEEDED
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	OK
Cryogenic liquids and vessels	REPLACE LN2 COVER
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	PAT TEST UP TO DATE
Display Screen Equipment	PC 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?	YES
Is accident/incident reporting system in place and understood?	YES
Has fire safety training session been attended?	STAFF ONLY
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
Other	

BILL MONAGHAN CAROLINE GAUCHOTTC - LINDSAY

SCHOOL OF ENGINEERING -- Laboratory audit check list

Room no. **607A** **BIONANO + BIOMEDICAL GROUP**

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FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	NO DOOR SIGNAGE ON ONE DOOR
Electrical installation	NEEDS MORE SOCKETS – TRAILING LEAD ON FLOOR
Sanitary Fittings	SHOWER CUBICLE – NOT TESTED
Other	SHOWER ARE STORING OLD YELLOW FILTERS
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	GOOD
Cleanliness	GOOD
Hygiene	GOOD
Escape routes/passages	OK
Cable management	TRAILING LEAD ON FLOOR – TRIP HAZARD
Slipping/tripping hazards	AS ABOVE
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	N/A
Lasers, UV or bright light equipment	LASER CUTTING UNIT NO SIGNAGE
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	LOOSE CYLINDER – NO BRACKET
Cryogenic liquids and vessels	LNG USED IN PUMP TRAP
Respiratory Protective Equipment	FACE MASK FOR FUTURE MONOMER WORK
Dust control measures in place and working	N/A – POLISHING UNIT OCCASIONALLY USED
Electrical Equipment Inspection and Testing	PAT TESTING UP TO DATE
Display Screen Equipment	PC MONITORS ONLY
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?	AS FOR ROOM 610
Is accident/incident reporting system in place and understood?	YES
Has fire safety training session been attended?	STAFF ONLY NOT PHD STUDENTS
Are risk assessments in place, read and understood?	YES
Is first aid information and equipment in place and known about?	YES ADJACENT LABS
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	

B.M. Monaghan

CAROLINE GAUCHOTTE – LINDSAY

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 610 BIOMEDICAL ENGINEERING

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	GOOD
Fire doors, doors and door furniture	GOOD
Electrical installation	GOOD
Sanitary Fittings	GOOD
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	GOOD
Cleanliness	GOOD
Hygiene	GOOD
Escape routes/passages	GOOD
Cable management	GOOD
Slipping/tripping hazards	N/A
Solvent disposal and storage	GOOD ALL IN FUMBOOD
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	FUMBOOD
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Crogenic liquids and vessels	OK LN2 STORAGE OF CELLS
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	RAT TESTING UP TO DATE
Display Screen Equipment	PC MONITOR
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?	STAFF NOT PHD STUDENTS
Are risk assessments in place, read and understood?	YES
Is first aid information and equipment in place and known about?	YES - HANG BOX TO WALL
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.	BIOLOGICAL CABINET SERVICING REQUIRED
Other	LAB INDUCTION IN PLACE FOR ALL NEW USERS

Bill. Monaghan

CAROLINE GAUCHOTTE - LINDSAY

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **611B - CLEAN 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	OK YELLOW LIGHT
Heating	OK
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
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	N/A
Lasers, UV or bright light equipment	MASK ALIGNER UV LIGHT
Toxic or dangerous chemicals	OK
Biological hazards	N/A
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	GOOD
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	UP TO DATE
Display Screen Equipment	PC 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?	YES
Is accident/incident reporting system in place and understood?	YES
Has fire safety training session been attended?	STAFF ONLY
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
Other	X

* PLANT ROOM REQUIRE SOME HOUSEKEEPING

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CAROLINE GAUCHOTTE - LINDSAY