

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 805

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	N/A (GOOD)
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	GOOD BE TIDY
Cleanliness	"
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	TIDY UP
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	INTRA RCD FTR
Lasers, UV or bright light equipment	OK
Toxic or dangerous chemicals	OK
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	OK
Display Screen Equipment	PE 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?	"
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. **806**

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 TO FEW SOCKETS
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK BUT COULD DO WITH T.O.Y LEFT SHARPS
Hygiene	OK
Escape routes/passages	OK
Cable management	LACK OF SOCKETS
Slipping/tripping hazards	TRAINING LOADS BY DARK BOX
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	UV STERILISATION
Lasers, UV or bright light equipment	UV MICROSCOPE LASER
Toxic or dangerous chemicals	
Biological hazards	CELL CULTURES + BACTERIOLOGICAL
Fume and Biological cabinets	WARMING LAMINAR BIOLOGICAL HEAT
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N ₂ GAS - ON FOOT
Cryogenic liquids and vessels	NO
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	PAT TESTING OK
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?	YES
Are risk assessments in place, read and understood?	ONLINE
Is first aid information and equipment in place and known about?	AGREEMENT
Excessive noise and exposure checks?	NO
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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **807**

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	NEW - MANY SOCKETS HELPFUL
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	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	
Lasers, UV or bright light equipment	MICROSCOPE UV.
Toxic or dangerous chemicals	N/A
Biological hazards	N/A
Fume and Biological cabinets	RECIRCULATION
Fumes/vapours – Local exhaust ventilation	"
Gases and gas control equipment	NO
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	N/A
Electrical Equipment Inspection and 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?	START
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?	
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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **808A**

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	BIOLOGICAL WASTE
Cleanliness	OK
Hygiene	OK
Escape routes/passages	BIOLOGICAL WASTE CONTAINER
Cable management	TRAILING CABLES ON FLOOR
Slipping/tripping hazards	EARTH SOCIETY
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	
Lasers, UV or bright light equipment	CONFOCAL LASER UV in BIO CARINOT
Toxic or dangerous chemicals	NONE
Biological hazards	NONE
Fume and Biological cabinets	BUY 14 BIOLOGICAL CABINETS
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	OK
Display Screen Equipment	PE 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?	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?	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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **808B**.

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	OK
Fire doors, doors and door furniture	OK
Electrical installation	NO NEW SOCKETS
Sanitary Fittings	SINK 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	OK
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	N/A
Toxic or dangerous chemicals	OK
Biological hazards	CELLS LINES (STABEISH)
Fume and Biological cabinets	BIO CABINETS
Fumes/vapours – Local exhaust ventilation	N/A
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	2013
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?	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?	ADJACENT ROOM
Excessive noise and exposure checks?	NORMAL
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	

1-2
TUBS

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 828

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
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	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	OK
Lasers, UV or bright light equipment	SPECTROMETER
Toxic or dangerous chemicals	IN FRIDGE / FREEZER
Biological hazards	FREEZER
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	JUN 2013
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?	✓
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. 808c

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
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	BUST LABS
Cleanliness	OK
Hygiene	OK
Escape routes/passages	DRAWER UNIT COULD BE PUT AWAY
Cable management	OK
Slipping/tripping hazards	N/A
Solvent disposal and storage	N/A
Waste management	BIOHAZARD 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	N/A
Lasers, UV or bright light equipment	NO UV SOURCE
Toxic or dangerous chemicals	N/A
Biological hazards	OK
Fume and Biological cabinets	BIO CABINET UV LIGHT OK
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	CO2 CYLINDER
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	OK
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?	"
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?	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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **808D-**

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 NUMB SOCKETS
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	BLOOD + BACTERIA
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	TRAINING LOGS UNDER H/SC00
Slipping/tripping hazards	REDUNDANT PC
Solvent disposal and storage	N/A
Waste management	BIOLOGICAL
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	BLOOD + BACTERIA NON PATHOGEN
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	JULY 2013
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?	YES
Are risk assessments in place, read and understood?	YES
Is first aid information and equipment in place and known about?	AD ACCIDENT ROOM
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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 809 + 809 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	OK
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	OK
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	MICROWAVE OK
Lasers, UV or bright light equipment	
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	OK
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	5th Jun 2013
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?	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?	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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 870

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 MISC SOCKETS
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	TRAILING CABLES BUT 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	TW RA
Lasers, UV or bright light equipment	LASER BOX OPEN AM RUNNING 1200W
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	OUTSIDE
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	3000 2013
Display Screen Equipment	PC 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?	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?	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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 830

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
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	SOME TRAILING CABLES
Slipping/tripping hazards	OK
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 RF SUPPLY
Lasers, UV or bright light equipment	SMALL LASER +
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	O ₂ CYLINDER
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	JUN 2013
Display Screen Equipment	P.C.
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 OK
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?	YES
Excessive noise and exposure checks?	YES
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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.

829

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
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	
Lasers, UV or bright light equipment	CLASS 4 LASER
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	N2 CYLINDERS
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	PAT JUN 2013
Display Screen Equipment	PE MONITORING
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?	-
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?	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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. S27 BAEK Room (A or 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 (OLD)
Heating	POOR (OLD)
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	POOR TRAILING BUT NOT TRIP HAZARDS
Slipping/tripping hazards	NO
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	RAMAN
Lasers, UV or bright light equipment	
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	GAS CYLINDERS
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	OK TESTED
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?	"
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?	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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **826B**

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 Pan
Ventilation	OK
Floors/floor coverings	Poor
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	OK
Solvent disposal and storage	OK
Waste management	SHARPS
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	WANGSTON CAMI MICROSCOPE
Toxic or dangerous chemicals	N/A
Biological hazards	BLVD CELLS
Fume and Biological cabinets	N/A
Fumes/vapours – Local exhaust ventilation	N/A
Gases and gas control equipment	N/A
Croogenic liquids and vessels	N/A
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	5 JUL 2013
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?	YES
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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 826

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	N/A
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	OK N/A
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	"
Gases and gas control equipment	GAS CYLINDERS FOR OIT. 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	N/A
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?	YES
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	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. *S26 A, H, C, D. (OLD TEACHROOM AREA)*

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>OK</i>
Ventilation	<i>OK</i>
Floors/floor coverings	<i>OK</i>
Fire doors, doors and door furniture	<i>OK</i>
Electrical installation	<i>OK</i>
Sanitary Fittings	<i>OK</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>OK</i>
Slipping/tripping hazards	<i>N/A</i>
Solvent disposal and storage	<i>N/A</i>
Waste management	<i>OK</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	<i>LASER CUTTING & MARKING</i>
Toxic or dangerous chemicals	<i>OK</i>
Biological hazards	<i>N/A</i>
Fume and Biological cabinets	<i>BIO CABINET. OK</i>
Fumes/vapours – Local exhaust ventilation	<i>WINDOW FOR LASER EXHAUST</i>
Gases and gas control equipment	<i>OK</i>
Cryogenic liquids and vessels	<i>N/A</i>
Respiratory Protective Equipment	<i>N/A</i>
Dust control measures in place and working	<i>YES</i>
Electrical Equipment Inspection and Testing	<i>YES</i>
Display Screen Equipment	<i>PC MONITOR</i>
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?	<i>YES</i>
Is accident/incident reporting system in place and understood?	<i>YES</i>
Has fire safety training session been attended?	<i>YES</i>
Are risk assessments in place, read and understood?	<i>YES</i>
Is first aid information and equipment in place and known about?	<i>YES</i>
Excessive noise and exposure checks?	<i>N/A</i>
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.	<i>YES</i>
Other	