

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 109. Anatomy Wind Tunnel.

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	G
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	
Other	

HOUSEKEEPING – good/ok/needs attention

Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	G
Cable management	2mx2m
Slipping/tripping hazards	Large timber lid lying against bench
Solvent disposal and storage	
Waste management	
Other	

(unsupported)

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?	{As before}
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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Room no. 110, Anatomy Wind Tunnel

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	G.
Ventilation	OK.
Floors/floor coverings	G.
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	N.A. Silicone fluid & Glycerine need storage box.
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	
Waste management	
Other	N.A. Cluttered room. Needs general tidy.
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?	} No personnel on site to confirm any of these issues }
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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FABRIC – General condition - good/ok/needs attention	
Lights	OK
Heating	G
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	G
Cleanliness	G
Hygiene	G
Escape routes/passages	OK
Cable management	G
Slipping/tripping hazards	OK
Solvent disposal and storage	
Waste management	
Other	Pair of step ladders to be securely stored.
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?	As before
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. Main Anatomy Wind Tunnel

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	g
Ventilation	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	
Other	

HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	N.A. Bins need emptying more regularly
Escape routes/passages	OK
Cable management	N.A. Trailing lead need tidying
Slipping/tripping hazards	N.A. Gap below laser need guard fitted.
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	OK
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	N.A. More ridged bottle storage required.
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	N.A. Door to workshop area should be locked when no one is around.

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 before)
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	*No emergency shutdown procedure for laser shown. * Out of date safety hand book (1987)