

SCHOOL OF ENGINEERING – Workshop audit check list

Room no. *Formula Student*

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>needs attention</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>REPAIRS GOOD</i>
Other	<i>N/A</i>
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	<i>GOOD</i>
Cleanliness	<i>GOOD</i>
Hygiene	<i>ok</i>
Escape routes/passages	<i>CLEAR</i>
Cable management	<i>ok</i>
Slipping/tripping hazards	<i>ok</i>
Solvent disposal and storage	<i>NONE</i>
Waste management	<i>DONT KNOW</i>
Other	<i>N/A</i>
WORK 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 working procedures and need/lack of need for maintenance)	
Maintenance regime in place?	<i>N/A</i>
Guards and interlocks in place and working?	<i>IN PLACE</i>
Emergency stop switches in place and working?	<i>STOP ON MACHING</i>
Cutting fluids maintenance regime and storage?	<i>NONE</i>
Oils appropriate use, handling and storage?	<i>NONE</i>
Materials handling and storage?	<i>NONE</i>
Lifting equipment	<i>NO SIGNS BUT NO CERT</i>
Electrical Equipment Inspection and Testing	<i>ok</i>
Display Screen Equipment	<i>NONE</i>
Handling and/or Moving Equipment	<i>NO SAFETY</i>
Fumes/Ventilation and Toxic/Dangerous Chemical management	<i>THERE IS CHEMICAL COPBOARD/LOCATION NOT</i>
Other	<i>N/A</i>
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>DONT KNOW</i>
Is accident/incident reporting system in place and understood?	<i>DONT KNOW</i>
Has fire safety training session been attended?	<i>~ ~</i>
Are risk assessments in place, read and understood?	<i>~ ~</i>
Is first aid information and equipment in place and known about?	<i>IN PLACE</i>
Excessive noise and exposure checks?	<i>DONT KNOW</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>~ ~</i>
Other	<i>- N/A DRILLING MACHINE NOT BOLTED DOWN.</i>

LOCATION NOT IDGAC

- BOTTLE RACK NOT BOLTED DOWN

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.

CAGED OF 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	Poor
Heating	YES
Ventilation	NO
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	NONE
Other	/
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	ok
Cleanliness	GOOD
Hygiene	GOOD
Escape routes/passages	CLEAR
Cable management	OK
Slipping/tripping hazards	NONE
Solvent disposal and storage	NONE
Waste management	NONE
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	
Toxic or dangerous chemicals	NO
Biological hazards	NO
Fume and Biological cabinets	NO
Fumes/vapours – Local exhaust ventilation	NO
Gases and gas control equipment	NO
Cytogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	NO
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?	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?	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. **324**

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 9000
Heating	9000
Ventilation	OK
Floors/floor coverings	9000
Fire doors, doors and door furniture	9000
Electrical installation	OK
Sanitary Fittings	9000
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	9000
Hygiene	9000
Escape routes/passages	CLEAR
Cable management	9000
Slipping/tripping hazards	NONE
Solvent disposal and storage	NONE
Waste management	NONE N/A
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	OK
Toxic or dangerous chemicals	NONE
Biological hazards	NONE
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	NONE
Gases and gas control equipment	NONE ONE N ₂ BOTTLE
Cryogenic liquids and vessels	NONE
Respiratory Protective Equipment	NONE
Dust control measures in place and working	NONE
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?	NO
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?	NONE
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. 335

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	OK
Ventilation	OK
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	GOOD
Electrical installation	OK
Sanitary Fittings	OK
Other	N/A
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	GOOD
Hygiene	GOOD
Escape routes/passages	CLEAR
Cable management	GOOD
Slipping/tripping hazards	NONE
Solvent disposal and storage	NONE
Waste management	NONE
Other	N/A
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	OK
Toxic or dangerous chemicals	NONE
Biological hazards	NONE
Fume and Biological cabinets	NONE
Fumes/vapours – Local exhaust ventilation	NO
Gases and gas control equipment	NONE
Cryogenic liquids and vessels	NONE
Respiratory Protective Equipment	NONE
Dust control measures in place and working	NONE
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	N/A
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?	DON'T KNOW
Is accident/incident reporting system in place and understood?	- -
Has fire safety training session been attended?	- -
Are risk assessments in place, read and understood?	- 9
Is first aid information and equipment in place and known about?	YES -
Excessive noise and exposure checks?	DON'T KNOW
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.	9 ✓
Other	- -

SCHOOL OF ENGINEERING – Workshop audit check list

Room no. LOADING BAY WORKSHOP

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	NONE
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	OK
Electrical installation	GOOD
Sanitary Fittings	NONE N/A
Other	/
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	GOOD
Hygiene	GOOD
Escape routes/passages	CLEAN
Cable management	GOOD
Slipping/tripping hazards	MANAGED
Solvent disposal and storage	NONE
Waste management	OK
Other	/
WORK 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 working procedures and need/lack of need for maintenance)	
Maintenance regime in place?	YES
Guards and interlocks in place and working?	YES
Emergency stop switches in place and working?	NONE ON WALL N/C HAVE THEM
Cutting fluids maintenance regime and storage?	GOOD
Oils appropriate use, handling and storage?	GOOD
Materials handling and storage?	OK
Lifting equipment	NONE
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Handling and/or Moving Equipment	NONE
Fumes/Ventilation and Toxic/Dangerous Chemical management	NONE 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?	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.	YES
Other	