

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 433 A. Chemical Prep 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	✓ G
Heating	✓ G
Ventilation	✓ G
Floors/floor coverings	✓ G
Fire doors, doors and door furniture	✓ G
Electrical installation	✓ OK
Sanitary Fittings	✓ G
Other	

HOUSEKEEPING – good/ok/needs attention	
Storage of materials	N.A. Need to know if material in sample bottles safe
Cleanliness	✓ G
Hygiene	✓ G
Escape routes/passages	✓ G
Cable management	✓ G
Slipping/tripping hazards	✓ G
Solvent disposal and storage	N.A. Solvents not secured in cabinet
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	N.A. No info on table top UV darkroom
Toxic or dangerous chemicals	N.A. Material and fluid in sample bottles not labelled.
Biological hazards	
Fume and Biological cabinets	Solvents not secured in cabinets
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Croogenic 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	No safety data sheets or COSHH forms on view

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Room no. 449

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FABRIC – General condition - good/ok/needs attention	
Lights	ok
Heating	ok
Ventilation	NONE
Floors/floor coverings	ok
Fire doors, doors and door furniture	ok
Electrical installation	ok
Sanitary Fittings	ok
Other	N/A
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	needs attention
Cleanliness	— —
Hygiene	— —
Escape routes/passages	ok
Cable management	ok
Slipping/tripping hazards	NONE
Solvent disposal and storage	needs attention
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	ok
Lasers, UV or bright light equipment	needs ok
Toxic or dangerous chemicals	NOT KNOWN
Biological hazards	POSSIBLE
Fume and Biological cabinets	AREAS NONE
Fumes/vapours – Local exhaust ventilation	Exp. fumes Xplain
Gases and gas control equipment	TONE CO ₂ cylinder
Crogonic liquids and vessels	NONE
Respiratory Protective Equipment	NONE
Dust control measures in place and working	NOT KNOWN
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?	NOT KNOWN
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	NONE
Ventilation	EXPLAIN
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	POOR
Cleanliness	POOR
Hygiene	POOR
Escape routes/passages	NEEDS ATTENTION
Cable management	POOR
Slipping/tripping hazards	OK
Solvent disposal and storage	OK
Waste management	NOT KNOWN
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	NOT KNOWN
Lasers, UV or bright light equipment	NEEDS ATTENTION
Toxic or dangerous chemicals	POSSIBLY
Biological hazards	POSSIBLY
Fume and Biological cabinets	1 FUME CABINET PASSED 02/14
Fumes/vapours – Local exhaust ventilation	NONE
Gases and gas control equipment	N/A
Croogenic liquids and vessels	NOT KNOWN
Respiratory Protective Equipment	NONE
Dust control measures in place and working	NONE
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	NONE
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?	NOT KNOWN
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	