

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 629 Aero teaching Lab.

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	Need replacement strip lights. (reported)
Heating	✓ G
Ventilation	✓ G
Floors/floor coverings	✓ G
Fire doors, doors and door furniture	✓ G
Electrical installation	✓ G
Sanitary Fittings	✓
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	G
Cleanliness	G
Hygiene	G
Escape routes/passages	G
Cable management	G
Slipping/tripping hazards	G
Solvent disposal and storage	
Waste management	
Other	Removal or safe storage of step ladder.
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	
Crogonic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	
Display Screen Equipment	
Other	N.A Camera mounts either splayed out for sturdiness or stored in safe manner.
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	Safety procedures not displayed

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. *631. Aero teaching lab.*

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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	✓ G.
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	G.
Cleanliness	G.
Hygiene	G.
Escape routes/passages	G.
Cable management	<i>Cables to simulator need covering N.A.</i>
Slipping/tripping hazards	G.
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	
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?	<i>{ No personnel on site to confirm any of these issues }</i>
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	