

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC gas cages

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	n/a
Ventilation	n/a
Floors/floor coverings	n/a
Fire doors, doors and door furniture	Good
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	IPA bottles lying around
Cleanliness	Could be improved
Hygiene	Could be improved
Escape routes/passages	Spare air conditioning ducting lying on mezzanine exit ramp
Cable management	OK
Slipping/tripping hazards	See above (escape routes/passages)
Solvent disposal and storage	See above (storage of materials)
Waste management	OK
Other	Unsecure gas cylinders lying around
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	OK
Fume and Biological cabinets	n/a
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC 3.02 (Chem Prep)

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	
Lights	OK – one tube out on ceiling panel above the N2 Dewar
Heating	N/A
Ventilation	N/A
Floors/floor coverings	Good
Fire doors, doors and door furniture	Good
Electrical installation	Good – trailing socket in cabinet but water disconnected so should be fine.
Sanitary Fittings	Good
Other	N/A
HOUSEKEEPING	
Storage of materials	Plastic bottles on floor next to N2 Dewar.
Cleanliness	Good
Hygiene	Good
Escape routes/passages	OK – Fire exit into 'cloakroom' needs clear signage
Cable management	OK – see electrical above
Slipping/tripping hazards	Box on floor next to N2 Dewar, trip hazard.
Solvent disposal and storage	Good
Waste management	Good
Other	N/A
EQUIPMENT/EXPERIMENTAL AREAS	
Ionising microwave and other radiation	N/A
Lasers, UV or bright light equipment	N/A
Toxic or dangerous chemicals	Good
Biological hazards	N/A
Fume and Biological cabinets	Good
Fumes/vapours – Local exhaust ventilation	OK - see below
Gases and gas control equipment	OK – no O2 level sensor near the N2 Dewar
Cryogenic liquids and vessels	OK- see above
Respiratory Protective Equipment	N/A
Dust control measures in place and working	N/A
Electrical Equipment Inspection and Testing	PAT out of date throughout JWNC
Display Screen Equipment	N/A
Other	N/A
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above. N.B. A user elsewhere in the lab raised concern about having to carry out aqua regia etching in the PMMA cabinet, leaving residues on the equipment already present.
Other	N/A

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC Room 3.04

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 – flickering strip light should be addressed
Heating	n/a
Ventilation	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	One of the two lab doors is blocked
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Lack of storage space
Cleanliness	OK
Hygiene	Good
Escape routes/passages	See above (fire doors, doors and door furniture)
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	Solvent bottles on workbench
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	n/a
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Good
Cryogenic liquids and vessels	Good
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	Under review
Display Screen Equipment	Good
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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?	No
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?	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. JWNC Room 3.07

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK – See below (Escape routes/passages)
Electrical installation	Good
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Loose handle on main corridor door
Cable management	Good
Slipping/tripping hazards	Good
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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?	No
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. JWNC Room 3.09

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	Good
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Good
Cable management	Good
Slipping/tripping hazards	Items lying on the floor in the service corridor
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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. JWNC Room 3.10

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	Good
Floors/floor coverings	Good
Fire doors, doors and door furniture	Good
Electrical installation	Good
Sanitary Fittings	Good
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Good
Cable management	Good
Slipping/tripping hazards	Good
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	PAT certification out of date
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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?	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. JWNC Room 3.14

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	Good
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Tubing stored behind pillars; Disused chiller on floor
Cleanliness	Good
Hygiene	Good
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	See above (Storage of materials); Fire extinguisher lying on the floor
Solvent disposal and storage	n/a
Waste management	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	OK
Lasers, UV or bright light equipment	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present at time of inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC Room 3.15

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	n/a
Ventilation	n/a
Floors/floor coverings	OK
Fire doors, doors and door furniture	See below (Escape routes/passages)
Electrical installation	Exposed wires under spin / bake deck
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	General untidiness under spin / bake deck
Cleanliness	General untidiness under spin / bake deck
Hygiene	OK
Escape routes/passages	When the fridge door is open it obstructs the room door
Cable management	See above (Electrical Installation)
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	OK
Lasers, UV or bright light equipment	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	Spinner extract ducting leading into extract cabinet when people are working in the cabinet
Gases and gas control equipment	Good
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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 / No
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. JWNC Room 3.17

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	Good
Electrical installation	Good
Sanitary Fittings	Good
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Good
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	Good
Waste management	Good
Other	H.F. sign still in place when cabinet is not being used Broken hinge on extracted storage cabinet on the floor
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC Room 3.18

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	Good
Electrical installation	Good
Sanitary Fittings	Hot plate in wet bench
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	OK
Cable management	See above (Sanitary Fittings)
Slipping/tripping hazards	OK
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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. JWNC Room 3.19

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	Tray full of Silicon pieces
Hygiene	OK
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	Unsecure gas tubing
Solvent disposal and storage	Good
Waste management	Good
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	U.V. protection film on workbench should be secured or replaced
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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?	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. JWNC Room 3.20

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	Good
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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. JWNC Room 3.21

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	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Loose grounding strap on XPS rig
Sanitary Fittings	OK
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Good
Cable management	Good
Slipping/tripping hazards	Small trolley lying beside eye wash station
Solvent disposal and storage	Good
Waste management	Good
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	Good
Lasers, UV or bright light equipment	Good
Toxic or dangerous chemicals	Good
Biological hazards	Good
Fume and Biological cabinets	Good
Fumes/vapours – Local exhaust ventilation	Good
Gases and gas control equipment	Gas delivery tubing needs to be secured
Cryogenic liquids and vessels	Good
Respiratory Protective Equipment	Good
Dust control measures in place and working	Good
Electrical Equipment Inspection and Testing	See above (Electrical installation)
Display Screen Equipment	Good
Other	Improve signage Razor blade on floor
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC Room 3.22

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 overall but strip light in extract cabinet isn't working
Heating	n/a
Ventilation	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Amount of storage space could be improved
Cleanliness	OK
Hygiene	Good
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	Two chairs? Monitor lying on the floor
Solvent disposal and storage	See above (Storage of materials); Solvent bottles lying on workbench
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab 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?	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. JWNC VB6 control 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	Good
Heating	n/a
Ventilation	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Improve signage for emergency exits
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	Bottle of Acetone on workbench
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC stairwell

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	Lighting needs improved
Heating	n/a
Ventilation	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	n/a
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Improve signage showing route for emergency exits e.g. is the exit at the top of the stairs that leads into I.T. services to be used as an emergency exit
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	n/a
Waste management	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	OK
Lasers, UV or bright light equipment	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC S4700 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	Lighting in the corridor could be improved
Heating	n/a
Ventilation	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Good
Cleanliness	Good
Hygiene	Good
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Cap off CDA supply
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC S3000 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	Good
Heating	n/a
Ventilation	n/a
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	IPA bottles on table; Bottle of unknown fluid on table beside monitor
Cleanliness	OK
Hygiene	Good
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	See above (Storage of materials)
Waste management	OK
Other	Pump stored in corridor; Chiller stored in corridor Loose strip lighting cover in corridor
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Cap off N2 gas supplies
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC mezzanine

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	n/a
Ventilation	Insulating hanging loose from air handling ducting in several locations
Floors/floor coverings	No electrical safety mats beside electrical equipment
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Cardboard boxes Oil beakers and buckets lying around Strip light bulbs stored Unknown bottle of fluid stored on air conditioning duct Plant equipment panels lying around
Cleanliness	Could be improved
Hygiene	OK
Escape routes/passages	Electrical items stored on safety mat (walkway) Wet and obstructed walkway beside AHU 5
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	See above
Waste management	Could be improved
Other	Unprotected low lying sharp edges Unattended experiment on air conditioning duct beside AHU 5, section 3
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	Unattended experiment on air conditioning duct beside AHU 5, section 3
Biological hazards	OK
Fume and Biological cabinets	n/a
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Good
Cryogenic liquids and vessels	n/a
Respiratory Protective Equipment	n/a
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	
Has safety manual been read and understood?	No-one present at time of inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above

Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC MA6 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	Good
Heating	Good
Ventilation	Good
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Trays stored under table Solvent bottles stored on table
Cleanliness	Good
Hygiene	Good
Escape routes/passages	Good
Cable management	Good
Slipping/tripping hazards	OK
Solvent disposal and storage	See above (Storage of materials)
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Cap off Nitrogen supply Unsecured gas supply tubes
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	
POLICIES & PROCEDURES (questions to ask people who are working in the lab to get an impression of their awareness/lack of awareness of safety issues)	

Has safety manual been read and understood?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC lower level plant 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	Good
Heating	Good
Ventilation	Good
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Bare wire coming from electrical box
Sanitary Fittings	n/a
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Needs improvement
Cleanliness	Generally untidy
Hygiene	Good
Escape routes/passages	OK
Cable management	See above (Electrical installation)
Slipping/tripping hazards	OK
Solvent disposal and storage	Bottle of bleach on the floor Chemicals lying on top on switch box
Waste management	Two bottles of waste oil on the floor
Other	Strip light bulbs stored in room
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	OK
Toxic or dangerous chemicals	Containers stored on top of control panel
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	OK
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	OK
Display Screen Equipment	OK
Other	OK

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-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. JWNC F.E.I. room

Please use the list below as guidelines of things to look for when carrying out the audit 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	Good
Floors/floor coverings	Good
Fire doors, doors and door furniture	OK
Electrical installation	Good
Sanitary Fittings	Good
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Bucket and beaker lying on the floor
Cleanliness	Good
Hygiene	Good
Escape routes/passages	OK
Cable management	Good
Slipping/tripping hazards	Good
Solvent disposal and storage	Good
Waste management	Good
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	OK
Toxic or dangerous chemicals	OK
Biological hazards	OK
Fume and Biological cabinets	OK
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Unregulated Nitrogen supply to gun Cap off CDA supplies
Cryogenic liquids and vessels	OK
Respiratory Protective Equipment	OK
Dust control measures in place and working	OK
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?	No-one present during inspection
Is accident/incident reporting system in place and understood?	See above
Has fire safety training session been attended?	See above
Are risk assessments in place, read and understood?	See above
Is first aid information and equipment in place and known about?	See above
Excessive noise and exposure checks?	See above
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.	See above
Other	