

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. Acre Road

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	Variable
Heating	Variable
Ventilation	Good
Floors/floor coverings	Many trip hazards
Fire doors, doors and door furniture	OK
Electrical installation	Needing attention – currently being renovated
Sanitary Fittings	To be cleaned
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Needs attention
Cleanliness	Needs attention
Hygiene	Needs attention
Escape routes/passages	Needs attention
Cable management	Needs attention
Slipping/tripping hazards	Needs attention
Solvent disposal and storage	Needs attention
Waste management	Needs attention
Other	Note: site is currently undergoing renovation and the above issues are being addressed
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	n/a
Fume and Biological cabinets	n/a
Fumes/vapours – Local exhaust ventilation	OK
Gases and gas control equipment	Cylinders secured during visit
Cryogenic liquids and vessels	N/a
Respiratory Protective Equipment	N/a
Dust control measures in place and working	OK
Electrical Equipment Inspection and Testing	Being done
Display Screen Equipment	Being done
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 being updated
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?	Yes
Excessive noise and exposure checks?	Yes
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	
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