

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	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	n/a
Lasers, UV or bright light equipment	n/a
Toxic or dangerous chemicals	n/a
Biological hazards	n/a
Fume and Biological cabinets	n/a
Fumes/vapours – Local exhaust ventilation	n/a
Gases and gas control equipment	n/a
Cryogenic liquids and vessels	n/a
Respiratory Protective Equipment	n/a
Dust control measures in place and working	n/a
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?	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?	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	