

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 230

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	
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	
Electrical installation	GOOD
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	OK
Cable management	GOOD
Slipping/tripping hazards	NONE
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	GOOD
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	GOOD
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?	
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	

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **231A**

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	
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	GOOD
Cable management	
Slipping/tripping hazards	LARGE BOX IN MIDDLE OF FLOOR
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	NO TEST DATE FOUND
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	OK
Cryogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	GOOD
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?	
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	

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 231B

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	
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	
Electrical installation	(GOOD)
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	GOOD
Cable management	GOOD
Slipping/tripping hazards	NONE
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	GOOD
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	OK
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?	
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	

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **232**

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	
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	
Electrical installation	GOOD
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	GOOD
Cable management	GOOD
Slipping/tripping hazards	NONE
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	GOOD
Toxic or dangerous chemicals	
Biological hazards	
Fume and Biological cabinets	
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	GOOD
Cryogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	GOOD
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?	
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	

## SCHOOL OF ENGINEERING – Workshop audit check list

Room no. **234**

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	OK
Ventilation	
Floors/floor coverings	NEEDS ATTENTION
Fire doors, doors and door furniture	
Electrical installation	MAIN CAMPUS EARTH BOLT NOT TIGHT.
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	OK
Cable management	
Slipping/tripping hazards	NONE
Solvent disposal and storage	
Waste management	
Other	
WORK 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 working procedures and need/lack of need for maintenance)	
Maintenance regime in place?	
Guards and interlocks in place and working?	GOOD
Emergency stop switches in place and working?	GOOD
Cutting fluids maintenance regime and storage?	
Oils appropriate use, handling and storage?	
Materials handling and storage?	
Lifting equipment	
Electrical Equipment Inspection and Testing	NEEDS ATTENTION
Display Screen Equipment	
Handling and/or Moving Equipment	
Fumes/Ventilation and Toxic/Dangerous Chemical management	
Other	3-PHASE SUPPLY: DAMAGED CONDUIT ON DRILL MACHINE
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?	
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	

## SCHOOL OF ENGINEERING – Workshop audit check list

Room no. **237**

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	OK
Ventilation	
Floors/floor coverings	OK
Fire doors, doors and door furniture	
Electrical installation	OK
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	GOOD
Cleanliness	GOOD
Hygiene	
Escape routes/passages	GOOD
Cable management	
Slipping/tripping hazards	NONE
Solvent disposal and storage	
Waste management	
Other	
WORK 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 working procedures and need/lack of need for maintenance)	
Maintenance regime in place?	
Guards and interlocks in place and working?	<del>2 HARDINGE LATHES, NO GUARDS.</del>
Emergency stop switches in place and working?	GOOD
Cutting fluids maintenance regime and storage?	
Oils appropriate use, handling and storage?	
Materials handling and storage?	
Lifting equipment	
Electrical Equipment Inspection and Testing	NEEDS ATTENTION
Display Screen Equipment	
Handling and/or Moving Equipment	
Fumes/Ventilation and Toxic/Dangerous Chemical management	
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?	
Is accident/incident reporting system in place and understood?	YES
Has fire safety training session been attended?	
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?	
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	

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. **247. (WASTE ELECTRICAL EQUIPMENT STORE)**

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	OK
Ventilation	
Floors/floor coverings	OK
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	NONE
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?	
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	

## SCHOOL OF ENGINEERING – Workshop audit check list

Room no. 238

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	EXPOSED MAINS WIRING ON BROKEN LUMINAIRE
Heating	GOOD
Ventilation	
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	GOOD
Cable management	
Slipping/tripping hazards	NONE
Solvent disposal and storage	
Waste management	
Other	
WORK 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 working procedures and need/lack of need for maintenance)	
Maintenance regime in place?	
Guards and interlocks in place and working?	
Emergency stop switches in place and working?	
Cutting fluids maintenance regime and storage?	
Oils appropriate use, handling and storage?	
Materials handling and storage?	
Lifting equipment	
Electrical Equipment Inspection and Testing	NEEDS ATTENTION
Display Screen Equipment	
Handling and/or Moving Equipment	
Fumes/Ventilation and Toxic/Dangerous Chemical management	
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?	
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	



## SCHOOL OF ENGINEERING – Workshop audit check list

Room no. 239

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	
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	FIRE EXIT SIGN REQUIRED FROM R241
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	GOOD
Hygiene	
Escape routes/passages	GOOD
Cable management	
Slipping/tripping hazards	NONE
Solvent disposal and storage	
Waste management	
Other	
WORK 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 working procedures and need/lack of need for maintenance)	
Maintenance regime in place?	
Guards and interlocks in place and working?	
Emergency stop switches in place and working?	
Cutting fluids maintenance regime and storage?	
Oils appropriate use, handling and storage?	
Materials handling and storage?	
Lifting equipment	
Electrical Equipment Inspection and Testing	NEEDS ATTENTION
Display Screen Equipment	
Handling and/or Moving Equipment	
Fumes/Ventilation and Toxic/Dangerous Chemical management	
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?	
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	

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 241

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	OK
Ventilation	
Floors/floor coverings	OK
Fire doors, doors and door furniture	SIGN REQUIRED ON DOOR (ROOM 239-SIDE) KEEP CLEAR
Electrical installation	
Sanitary Fittings	
Other	FIRE ESCAPE DOOR: IS THERE A NEED FOR PALM-RELEASE MECHANISM?
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	GOOD
Cleanliness	GOOD
Hygiene	
Escape routes/passages	OK
Cable management	
Slipping/tripping hazards	NONE
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	OK
Biological hazards	
Fume and Biological cabinets	BOTH INSPECTED NOVEMBER 2014
Fumes/vapours – Local exhaust ventilation	GOOD
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	OK
Dust control measures in place and working	
Electrical Equipment Inspection and Testing	NEEDS ATTENTION (PRE PREG)
Display Screen Equipment	
Other	PRE PREG MACHINE: EXPOSED BELT + PULLEY
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?	
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	