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SCHOOL OF ENGINEERING – Office audit check list

Room no. 615

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 616

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	ok
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	ok
Cable management	
Slipping/tripping hazards	
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?	YES
Is accident/incident reporting system in place and understood?	ok
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 629.

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
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?	NAK
Is first aid information and equipment in place and known about?	NAK
Excessive noise and exposure checks?	
Are people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

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SCHOOL OF ENGINEERING – Office audit check list

Room no. 602

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	<u>OK</u>
Electrical installation	<u>OK</u>
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	<u>OK</u>
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?	<u>YES</u>
Has fire safety training session been attended?	<u>YES</u>
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 630

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	OK
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	OK
Slipping/tripping hazards	
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 601

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	OK
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	OK
Slipping/tripping hazards	
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 604

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	
Heating	
Ventilation	
Floors/floor coverings	OK
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	OK
Slipping/tripping hazards	
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?	YES
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?	
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

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SCHOOL OF ENGINEERING – Office audit check list

Room no. 626

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	OK
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	OK
Cable management	
Slipping/tripping hazards	
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?	YES
Has fire safety training session been attended?	YES
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 625

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	OK
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	OK
Cable management	
Slipping/tripping hazards	
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?	NA
Is first aid information and equipment in place and known about?	
Excessive noise and exposure checks?	
Are people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 624

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	GK
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	GK
Slipping/tripping hazards	
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?	N/A
Excessive noise and exposure checks?	
Are people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 622

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	ok
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	ok
Slipping/tripping hazards	
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?	Yes Yes
Has fire safety training session been attended?	No
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	N/A
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 621

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	
Heating	
Ventilation	
Floors/floor coverings	OK
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	OK
Cable management	
Slipping/tripping hazards	
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?	YES
Is accident/incident reporting system in place and understood?	~
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?	
Are people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 620

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 619

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	OK
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	
Slipping/tripping hazards	
Electrical Equipment Inspection and Testing	PAT testing need
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?	No
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?	No
Is first aid information and equipment in place and known about?	No
Excessive noise and exposure checks?	
Are people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 618

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	
Heating	
Ventilation	
Floors/floor coverings	OK
Fire doors, doors and door furniture	
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	OK
Cable management	
Slipping/tripping hazards	
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?	1/2
Is accident/incident reporting system in place and understood?	
Has fire safety training session been attended?	YES
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	
Other	

SCHOOL OF ENGINEERING – Office audit check list

Room no. 617

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	
Heating	
Ventilation	
Floors/floor coverings	
Fire doors, doors and door furniture	OK
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	OK
Slipping/tripping hazards	
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?	YES
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 people aware of legislative things that cover equipment and procedures e.g. Intense light sources, COSHH, DSEAR, Noise, Dust, Ventilation, Electrical Power etc.	N/A
Other	