

SCHOOL OF ENGINEERING – Office audit check list

Room no. 303

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	Kettle needs doing
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?	being done
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. 305

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?	
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. 306

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. 307

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?	No
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. 308

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?	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. 309

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?	
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. 810

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?	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?	
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. 311

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	o/k
Electrical installation	
Sanitary Fittings	
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	
Cleanliness	
Hygiene	
Escape routes/passages	
Cable management	o/k
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?	No / GSS
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	