

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.647

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	None
Floors/floor coverings	Ok
Fire doors, doors and door furniture	Good
Electrical installation	Ok
Sanitary Fittings	None
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Ok
Cleanliness	Ok
Hygiene	Ok
Escape routes/passages	Ok
Cable management	Ok
Slipping/tripping hazards	Plates on the floor need secured
Solvent disposal and storage	Ok
Waste management	Needs Attention
Other	Ok
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	None
Lasers, UV or bright light equipment	None
Toxic or dangerous chemicals	None
Biological hazards	None
Fume and Biological cabinets	None
Fumes/vapours – Local exhaust ventilation	None
Gases and gas control equipment	None
Cryogenic liquids and vessels	None
Respiratory Protective Equipment	None
Dust control measures in place and working	None
Electrical Equipment Inspection and Testing	Good
Display Screen Equipment	None
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
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?	Unknown
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.	No
Other	