

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.732

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	Room is cold
Ventilation	Smell of petrol
Floors/floor coverings	Ok
Fire doors, doors and door furniture	Good
Electrical installation	Main extension to be fixed to walls or tables
Sanitary Fittings	Sink but no soap or towels etc
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Ok
Cleanliness	Ok
Hygiene	Ok
Escape routes/passages	Ok
Cable management	Ok bar main extensions
Slipping/tripping hazards	Ok
Solvent disposal and storage	Cans of oils lying about
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	No "laser on" warning signs
Toxic or dangerous chemicals	None
Biological hazards	None
Fume and Biological cabinets	None
Fumes/vapours – Local exhaust ventilation	Petrol like smell
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	Some PAT testing needed
Display Screen Equipment	Light projector, unknown state
Other	Laser room to be numbered
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?	Ok
Is accident/incident reporting system in place and understood?	Ok
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?	Known one too far away
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	

## SCHOOL OF ENGINEERING – Laboratory audit check list

Room no.734

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	Ok
Floors/floor coverings	Ok
Fire doors, doors and door furniture	Good
Electrical installation	Good
Sanitary Fittings	Ok
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	Needs Attention
Cleanliness	Ok
Hygiene	Ok
Escape routes/passages	Ok
Cable management	Ok
Slipping/tripping hazards	Ok
Solvent disposal and storage	None
Waste management	Ok
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	Microwave Oven OK
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	All PAT tested
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?	None
Is accident/incident reporting system in place and understood?	Ok
Has fire safety training session been attended?	No
Are risk assessments in place, read and understood?	None
Is first aid information and equipment in place and known about?	Known one too far away
Excessive noise and exposure checks?	Ok
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	