SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 706 / 706a FRANKE LAB

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	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	OK
Other	OK
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	OK
Waste management	OK
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	YES, OK
Lasers, UV or bright light equipment	YES CLASS 3B OK
Toxic or dangerous chemicals	YES OK
Biological hazards	YES OK
Fume and Biological cabinets	YES OK
Fumes/vapours – Local exhaust ventilation	YES OK
Gases and gas control equipment	YES OK
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	NO
Electrical Equipment Inspection and Testing	SOME DONE, NEW EQUIPMENT NOT DONE
Display Screen Equipment	YES OK
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 YES
Is accident/incident reporting system in place and understood?	NOT SURE
Has fire safety training session been attended?	YES
Are risk assessments in place, read and understood?	COSHH ONLY
Is first aid information and equipment in place and known about?	NOT SURE
Excessive noise and exposure checks?	N/A
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.	YES
Other	

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 709 Teaching Lab.

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	OK
Floors/floor coverings	MAINTENANCE REQUIRED - COULD BECOME TRIP HAZARD
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A.
Other	—
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK.
Solvent disposal and storage	N/A
Waste management	OK
Other	BAGS + JACKETS LEFT IN INAPPROPRIATE PLACES FOOD + DRINK ON BENCHES
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	N/A
Lasers, UV or bright light equipment	N/A
Toxic or dangerous chemicals	NO
Biological hazards	NO
Fume and Biological cabinets	NO
Fumes/vapours – Local exhaust ventilation	NO
Gases and gas control equipment	NO
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	NO
Electrical Equipment Inspection and Testing	YES - DONE
Display Screen Equipment	YES - LOTS OF, LIGHTING APPROPRIATE? SHORT TERM USE MAY BE OK.
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) PhD DEMONSTRATORS ASKED	
Has safety manual been read and understood?	~~NO~~ YES
Is accident/incident reporting system in place and understood?	NOT SURE
Has fire safety training session been attended?	YES
Are risk assessments in place, read and understood?	NOT SURE
Is first aid information and equipment in place and known about?	NOT SURE
Excessive noise and exposure checks?	N/A.
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.	NOT SURE.
Other	

NO TELEPHONE FOR EMERGENCIES IN LAB. PhD STUDENT DEMONSTRATORS IN CHARGE OF LARGE CLASS. NO ACADEMIC STAFF PRESENT!

SEE OVER ⇒

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 710 Photocopiers

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	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	WASTE TONER HEAP UNTIDY
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	LONG EXTENSION LEADS DAISY CHAINED *
Slipping/tripping hazards	OK
Solvent disposal and storage	N/A
Waste management	LOTS OF COMBUSTIBLE WASTE LYING AROUND
Other	UNTIDY (PLASTIC FILM, PAPER WRAPPINGS)
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	N/A
Fumes/vapours – Local exhaust ventilation	
Gases and gas control equipment	
Crogenic liquids and vessels	
Respiratory Protective Equipment	
Dust control measures in place and working	↓
Electrical Equipment Inspection and Testing	YES. DONE
Display Screen Equipment	N/A
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 SHARED SPACE
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	

* WHAT IS ELECTRICAL LOAD OF EACH COPIER? CHECK/MODIFY IF REQUIRED THAT WALL SOCKETS ARE APPROPRIATELY SITED.

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 7126 STUDENT PROJECT LAB

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	OK
Floors/floor coverings	POSSIBLE TRIP HAZARD AT TURN LINO EDGE
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A
Other	A SIGNIFICANT AMOUNT OF UNATTENDED ELECTRICAL STUFF LEFT ON FOR NO APPARENT REASON.
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	POOR
Cleanliness	POOR – USERS FAULT. NOT CLEANERS FAULT.
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK.
Solvent disposal and storage	N/A.
Waste management	
Other	GENERAL UNTIDYNESS + CLUTTER. SHARED SPACE
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	NO
Lasers, UV or bright light equipment	NO
Toxic or dangerous chemicals	NO
Biological hazards	NO
Fume and Biological cabinets	NO
Fumes/vapours – Local exhaust ventilation	NO
Gases and gas control equipment	NO
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	NO.
Electrical Equipment Inspection and Testing	YES - OK
Display Screen Equipment	YES - POOR LIGHTING, BUT SHORT TERM USE
Other CLOTHING DUMPED ON BENCHES NEAR BATTERY PACKS AND SOLDERING IRONS - FIRE/SMOKE HAZARD.	
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?	NO.
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	

SHARED SPACE NO USERS PRESENT AT TIME OF INSPECTION

SCHOOL OF ENGINEERING – Laboratory audit check list

Room no. 713 AFM LAB

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	GOOD
Floors/floor coverings	GOOD
Fire doors, doors and door furniture	GOOD
Electrical installation	GOOD
Sanitary Fittings	N/A.
Other	N/A
FREHLY REFURBISHED AND UNUSED YET.	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	OK
Cleanliness	OK
Hygiene	OK
Escape routes/passages	OK
Cable management	OK
Slipping/tripping hazards	OK
Solvent disposal and storage	OK
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	NO
Lasers, UV or bright light equipment	YES UNUSED
Toxic or dangerous chemicals	NO
Biological hazards	NO
Fume and Biological cabinets	NO
Fumes/vapours – Local exhaust ventilation	NO
Gases and gas control equipment	NO
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	NO
Electrical Equipment Inspection and Testing	YES - OK.
Display Screen Equipment	NO
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 USERS PRESENT WHEN INSPECTED
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. 713A STORE FOR AFM LABS

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	OK
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	N/A
Other	
HOUSEKEEPING – good/ok/needs attention	
Storage of materials	POOR
Cleanliness	POOR
Hygiene	POOR
Escape routes/passages	YES
Cable management	POOR
Slipping/tripping hazards	
Solvent disposal and storage	?? CANT SEE ANY
Waste management	POOR
Other	ELECTRICAL UNATTENDED EQUIPMENT LEFT ON. WHAT A DUMP!
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	NO
Lasers, UV or bright light equipment	NO
Toxic or dangerous chemicals	MAYBE
Biological hazards	NO
Fume and Biological cabinets	NO
Fumes/vapours – Local exhaust ventilation	NO
Gases and gas control equipment	NO
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NO
Dust control measures in place and working	NO
Electrical Equipment Inspection and Testing	UNLIKELY
Display Screen Equipment	NO
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 USERS PRESENT AT TIME OF INSPECTION.
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	