SCHOOL OF ENGINEERING - Workshop audit check list

Room no.	Femula	Spelest
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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.

EARRIC Conord	condition	n a good/ok/needs attention	
Lights	Condition	1 - good/ok/needs attention	
Heating	ok	of extension	
Ventilation			
Floors/floor coverings	OK		
Fire doors, doors and door furniture	de		
Electrical installation	de		
	0/	c c	
Sanitary Fittings Other	FROM	G (001)	
Other		N ₁ /+	
		od/ok/needs attention	
Storage of materials	60	000	
Cleanliness	Ga	00	
Hygiene	ok		
Escape routes/passages	CLE	AR	
Cable management	dK		
Slipping/tripping hazards	de.		
Solvent disposal and storage	Aria	NONE	
Waste management		DONTKNOW	
Other		NA	
WORK AREAS – (do things appear t	o be in g	ood/ok/bad condition, are things maintained	
		ards associated with the working procedures and	
	of need	for maintenance)	
Maintenance regime in place?		N,A	
Guards and interlocks in place and working?		INPLACE	
Emergency stop switches in place and work		STOP ON MACHING	
Cutting fluids maintenance regime and stora	ge?	NONE	
Oils appropriate use, handling and storage?		NONG	
Materials handling and storage?		NONE	
Lifting equipment		NO GARD BRET NO CERT	
Electrical Equipment Inspection and Testing		al	
Display Screen Equipment		rolt	
Handling and/or Moving Equipment		NO SAFETY	
Fumes/Ventilation and Toxic/Dangerous Che	emical	THERE IS CHEMICAL COPBOARD/Loca	b T
management		Marke 1. Chombres mental war	an vol
Other		MA	DGAC
DOLLOUS A DECOSEDUE O			
		le who are working in the labs to get an impression	
		vareness of safety issues)	
Has safety manual been read and understoo		DOMT ICNOW	
Is accident/incident reporting system in place			
Has fire safety training session been attende		لر بر	
Are risk assessments in place, read and und			
Is first aid information and equipment in place about?	e and kn	own IN PLACE	
Excessive noise and exposure checks?		NUNT KACIW	
Are users aware of legislative things that cov	er equin	ment and	
procedures they are using e.g. Intense light s			
DSEAR, Noise, Dust, Ventilation, Electrical F			
Other		- MACHINE MACHINE	

NOT BOLTED DOWN.
-BOTTLE RACK NOT BOLTED
DOWN

SCHOOL OF ENGINEERING - Laboratory audit check list

Room no.

CASED OF AREA

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 co	ndition - good/ok/needs attention
Lights	Poen
Heating	YES
Ventilation	NO
Floors/floor coverings	OK
Fire doors, doors and door furniture	OK
Electrical installation	OK
Sanitary Fittings	NOW
Other	/
HOUSEKEEPING	- good/ok/needs attention
Storage of materials	ok
Cleanliness	900 P
Hygiene	9001)
Escape routes/passages	CLEAR
Cable management	OK
Slipping/tripping hazards	NONE
Solvent disposal and storage	NONE
Waste management	NOW
Other	100100
onising microwave and other radiation Lasers, UV or bright light equipment Toxic or dangerous chemicals	* 7/7
l oxic or dangerous chemicals	NO
Biological hazards	NO.
ume and Biological cabinets	NO
umes/vapours – Local exhaust ventilation	NO.
Gases and gas control equipment	NO
Crogenic liquids and vessels	NO
Respiratory Protective Equipment	NQ.
Oust control measures in place and working	NO .
Electrical Equipment Inspection and Testing	0k
Display Screen Equipment	Ok
Other	
OLICIES & PROCEDURES (questions to ask pe	eople who are working in the labs to get an impression
	of awareness of safety issues)
as safety manual been read and understood?	155
accident/incident reporting system in place and	understood?
as fire safety training session been attended?	NO
to fick accomments in place food and undenst-	od?
re risk assessments in place, read and understo	
first aid information and equipment in place and	1 known YES
first aid information and equipment in place and pout?	765
first aid information and equipment in place and pout? ccessive noise and exposure checks?	725
first aid information and equipment in place and pout?	uipment and es, COSHH,

SCHOOL OF ENGINEERING - Laboratory audit check list

Room no. 324

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.

FARRIC - General c	ondition - good/ok/needs attention
Lights	est 90-0 p
Heating	9001)
Ventilation	OK
Floors/floor coverings	96-01)
Fire doors, doors and door furniture	4 0-0 is
Electrical installation	OR
Sanitary Fittings	9001
Other	
HOUSEKEEPIN	IG – good/ok/needs attention
Storage of materials	O K_
Cleanliness	9001
Hygiene	90-01)
Escape routes/passages	CLOAL
Cable management	90-01
Slipping/tripping hazards	NOUE
Solvent disposal and storage	
	work
Waste management Other	vont N/A
Other	
maintained well/ok/poorly, are users a	o things appear to be in good/ok/bad condition, are things aware/unaware of the hazards associated with the ies and need/lack of need for maintenance)
Lasers, UV or bright light equipment	ok
Toxic or dangerous chemicals	None
Biological hazards	Kovi
Fume and Biological cabinets	11
Fumes/vapours - Local exhaust ventilation	None
Gases and gas control equipment	MORE OUT NO BOTTLE
Crogenic liquids and vessels	None
Respiratory Protective Equipment	Word
Dust control measures in place and working	Nove
Electrical Equipment Inspection and Testing	ok
Display Screen Equipment	OK
Other	
	r
	k people who are working in the labs to get an impression ck of awareness of safety issues)
Has safety manual been read and understood	? YES
Is accident/incident reporting system in place	
Has fire safety training session been attended	? NO
Are risk assessments in place, read and unde	rstood?
Is first aid information and equipment in place about?	and known
Excessive noise and exposure checks?	Nous
Are users aware of legislative things that cover	r equipment and
procedures they are using e.g. Intense light so DSEAR, Noise, Dust, Ventilation, Electrical Po	ources, COSHH,
Other	ower etc.

SCHOOL OF ENGINEERING - Laboratory audit check list

Room no. 335

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	(100A)	
Heating	CV	
Ventilation	OK	
Floors/floor coverings	(+601)	
Fire doors, doors and door furniture	(-80/)	
Electrical installation	OK	
Sanitary Fittings	ON	
Other	SIA	
	13.7.6.	
	NG – good/ok/need	ls attention
Storage of materials	olc.	
Cleanliness	C30/)	
Hygiene	G001)	
Escape routes/passages	CLEAK	
Cable management	(201)	
Slipping/tripping hazards	NONE	
Solvent disposal and storage	NONE	
Waste management	NONE	
Other	MA	
EQUIPMENT/EXPERIMENTAL AREAS - (
maintained well/ok/poorly, are users		
equipment/experimental activ	ities and need/lack	of need for maintenance)
lonising microwave and other radiation	NONE	
Lasers, UV or bright light equipment	014	
Toxic or dangerous chemicals	NONE	
Biological hazards	NONG	
Fume and Biological cabinets	NONG	
Fumes/vapours – Local exhaust ventilation	NO	
Gases and gas control equipment	NONG	
Crogenic liquids and vessels	NONE	
Respiratory Protective Equipment	NUNE	
Dust control measures in place and working	NONE	
Electrical Equipment Inspection and Testing	OK	
Display Screen Equipment	OK.	
Other	NA	
POLICIES & PROCEDURES (questions to a		
of their awareness/la		f safety issues)
Has safety manual been read and understoo		DUN'T KNOW
Is accident/incident reporting system in place		· ·
Has fire safety training session been attende		4
Are risk assessments in place, read and und	erstood?	9
Is first aid information and equipment in place	e and known	Ves .
about?		167
Excessive noise and exposure checks?		DON'T KNOW
Are users aware of legislative things that cov		
procedures they are using e.g. Intense light s		7 ~
DSEAR, Noise, Dust, Ventilation, Electrical P	ower etc.	
Other		Ce w

SCHOOL OF ENGINEERING - Workshop audit check list

Room no. LOHDING BAY WORKSHOP

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.

Heating Ventilation Floors/floor coverings Fire doors, doors and door furniture Electrical installation Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage	ROSD ROSD ROSD ROSD ROSD ROSD ROSD ROSD
Heating Ventilation Floors/floor coverings Fire doors, doors and door furniture Electrical installation Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good	See D Now Pool Ok Gool Now Now N/A Mod/ok/needs attention Ok Gool Gool Thansell Now Ook ood/ok/bad condition, are things maintained tards associated with the working procedures and
Ventilation Floors/floor coverings Fire doors, doors and door furniture Electrical installation Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good	October Position Ock Gosition Ock October O
Floors/floor coverings Fire doors, doors and door furniture Electrical installation Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good	Goo! Od/ok/needs attention Ok Goo! Goo! Anasc! Oo! Thuss! Ood/ok/bad condition, are things maintained tards associated with the working procedures and
Fire doors, doors and door furniture Electrical installation Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good	Och Resi' None N/A od/ok/needs attention Ok Goo! Anase! None Oo! NANASE! None ood/ok/bad condition, are things maintained tards associated with the working procedures and
Electrical installation Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good	Pool ³ Nonc N/A mod/ok/needs attention Ok Gool ³ TANASE1 ³ Nonc Ok cod/ok/bad condition, are things maintained tards associated with the working procedures and
Sanitary Fittings Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good	ood/ok/needs attention OK GOO! THUASE! NOW Ood/ok/bad condition, are things maintained tards associated with the working procedures and
Other HOUSEKEEPING – good Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in good storage)	ood/ok/needs attention Ok Goo Goo Goo Goo Goo Goo Goo
Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	OK GOG P GOG P CLCAA GOG! MANASE! NOW Ood/ok/bad condition, are things maintained tards associated with the working procedures and
Storage of materials Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	OK GOG P GOG P CLCAA GOG! MANASE! NOW Ood/ok/bad condition, are things maintained tards associated with the working procedures and
Cleanliness Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	GOO! GOO! GOO! MANASE! NONE Ood/ok/bad condition, are things maintained tards associated with the working procedures and
Hygiene Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	900 P CLCAN 600P PANASEP NONE OK ood/ok/bad condition, are things maintained tards associated with the working procedures and
Escape routes/passages Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	Ool's MANASEI' Ood/ok/bad condition, are things maintained eards associated with the working procedures and
Cable management Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	Ood/ok/bad condition, are things maintained eards associated with the working procedures and
Slipping/tripping hazards Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	OK ood/ok/bad condition, are things maintained eards associated with the working procedures and
Solvent disposal and storage Waste management Other WORK AREAS – (do things appear to be in go	ood/ok/bad condition, are things maintained cards associated with the working procedures and
Waste management Other WORK AREAS – (do things appear to be in go	ood/ok/bad condition, are things maintained cards associated with the working procedures and
Other WORK AREAS – (do things appear to be in go	ood/ok/bad condition, are things maintained ards associated with the working procedures and
WORK AREAS – (do things appear to be in go	ards associated with the working procedures and
	ards associated with the working procedures and
Maintenance regime in place? Guards and interlocks in place and working?	YES YES NOVE ON WALL M/C ITAUE THE GOOD GOOD OK NOWE OK NOVE NOVE NOVE NOVE
POLICIES & PROCEDURES (questions to ask people of their awareness/lack of aw Has safety manual been read and understood? Is accident/incident reporting system in place and understood the fire safety training possion been attended?	wareness of safety issues) VEY derstood?
Has fire safety training session been attended?	759
Are risk assessments in place, read and understood?	
s first aid information and equipment in place and kno	own 7Es
about?	·
Excessive noise and exposure checks?	OK
Are users aware of legislative things that cover equipn procedures they are using e.g. Intense light sources, C DSEAR, Noise, Dust, Ventilation, Electrical Power etc. Other	coshh, 765