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| University of Glasgow logo | Laboratory Safety Inspection | | | |
| **School / Service / Unit:** | |  | | |
| **Building:** | |  | | |
| **Room Number:** | |  | | |
| **Activities Undertaken in Laboratory** | |  | | |
| **Responsible Person:** | |  | | |
| **Safety Coordinator:** | |  | | |
| **Laboratory Security and Emergency Procedures** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Does the laboratory contain any high risk materials e.g. drugs, explosives, chemical weapons or highly toxic substances?** | |  |  |  |
| **Are emergency contact names and telephone numbers clearly posted at the entrance to the laboratory?** | |  |  |  |
| **Is the laboratory locked (or is access otherwise controlled) at all times?** | |  |  |  |
| **Are high risk substances stored in a locked room or cabinet when not in use?** | |  |  |  |
| **Are emergency exits clearly marked and easily accessible to all users of the laboratory?** | |  |  |  |
| **Do all individuals who may require special assistance during an emergency have a Personal Emergency Evacuation Plan (PEEP)?** | |  |  |  |
| **Is a suitably stocked first aid kit available in the laboratory?** | |  |  |  |
| **Is the first aid kit regularly inspected and these inspections recorded?** | |  |  |  |
| **Is there an eyewash system (hose, bottles or vials) or an emergency shower?** | |  |  |  |
| **Are eyewash bottles or vials in date and are the protective caps present?** | |  |  |  |
| **Are eyewash hoses and/or showers flushed regularly and this flushing recorded?** | |  |  |  |
| **Are any special first aid treatments required (e.g. calcium gluconate gel) available and within their date?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **General Health and Safety** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Are work areas and bench tops clean and clear of clutter?** | |  |  |  |
| **Is equipment located on bench tops stable and securely fastened if required?** | |  |  |  |
| **Is the lab free of trip hazards and are walkways, entrances and exits clear?** | |  |  |  |
| **Are dedicated hand wash basins supplied with warm water, soap and paper towels?** | |  |  |  |
| **Does each member of staff and student have a safe, secure area where street clothing and personal effects can be securely stored?** | |  |  |  |
| **Is electrical equipment subject to regular safety checks (e.g. PAT testing) and clearly marked with a current testing label?** | |  |  |  |
| **Are all regulators and pressure gauges in place and within their replacement date (5 years or less)?** | |  |  |  |
| **Are suitable bins provided for the disposal of sharps, broken glass and solid chemical waste (e.g. silica gel)?** | |  |  |  |
| **Are bins filled to ¾ of capacity and not overfilled with waste?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Biological Safety** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Is the laboratory clearly signed with the biohazard symbol and correct containment level?** | |  |  |  |
| **Is the laboratory maintained under negative pressure (with the door closed)?** | |  |  |  |
| **Is there a suitable disinfection regime in place and communicated to users?** | |  |  |  |
| **Is the correct disinfectant prepared freshly to the correct concentration and available?** | |  |  |  |
| **Is a wash hand basin available close to the exit of the laboratory and equipped with elbow taps?** | |  |  |  |
| **Is an autoclave available for treatment of waste?** | |  |  |  |
| **Is the autoclave serviced and maintained?** | |  |  |  |
| **Are microbiological safety cabinets tested and certified by a competent person?** | |  |  |  |
| **Are comprehensive records of safety cabinet tests available?** | |  |  |  |
| **Are suitable waste disposal procedures in place for storage and disposal of biological waste?** | |  |  |  |
| **Are up to date fridge / freezer inventories maintained?** | |  |  |  |
| **Are the contents of fridges and freezers correctly labelled with contents and details of owner?** | |  |  |  |
| **Are incubator contents correctly labelled with contents and details of owner?** | |  |  |  |
| **Are all biological agents correctly labelled with contents and owner?** | |  |  |  |
| **Are all Schedule 5 materials stored securely?** | |  |  |  |
| **Are workers trained properly in biological safety and GM requirements?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Chemical Safety** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Is a chemical inventory available for the laboratory?** | |  |  |  |
| **Are appropriate hazard warning signs present on the door to the laboratory and on any storage areas?** | |  |  |  |
| **Are chemical cabinets of the correct type with appropriate warning labels visible on the doors?** | |  |  |  |
| **Are incompatible chemicals stored separately to avoid adverse interactions?** | |  |  |  |
| **Are all chemical containers / cabinets labelled legibly with the contents, hazard warning labels and details of the owner?** | |  |  |  |
| **Are all chemical containers or cabinets tidy and not overfilled?** | |  |  |  |
| **Are chemical storage containers in good condition with no evidence of rust, leakage, dents or crystallisation?** | |  |  |  |
| **Are carriers provided for safe transportation of large chemical bottles (e.g. 2.5l solvent bottles)?** | |  |  |  |
| **Are corrosive and flammable chemicals securely stored below eye level?** | |  |  |  |
| **Are chemical containers safely stored e.g. not stacked on top of each other?** | |  |  |  |
| **Are solvents stored in secure cabinets when not in use and decanted into containers of 500ml or less for general use?** | |  |  |  |
| **Are less than 50l of flammable liquids (including waste) present?** | |  |  |  |
| **Are fume cupboards and other local exhaust ventilation systems regularly inspected by a qualified person?** | |  |  |  |
| **Do fume hood sashes work properly and are working levels clearly marked?** | |  |  |  |
| **Are fume hoods clear of materials or equipment that could obstruct the airflow?** | |  |  |  |
| **Are fume hood interiors clean and uncluttered and not used for permanent storage?**  **Certified by a competent person?** | |  |  |  |
| **Are appropriate chemical waste containers present and clearly labelled?** | |  |  |  |
| **Are chemical waste containers in good condition, closed and not overfilled?** | |  |  |  |
| **Are all waste containers stored out of cabinets held in suitable secondary containment?** | |  |  |  |
| **Is a suitable chemical spill kit available in the laboratory?** | |  |  |  |
| **Are staff and students aware of the location of the spill kit and have they been trained in its use (or responders available in the area)?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Compressed Gas and Cryogenic Safety** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Are all compressed gas cylinders appropriately secured using either a stand or other fixing point?** | |  |  |  |
| **Are protective caps present on cylinders when they are not being used?** | |  |  |  |
| **Have all staff working with compressed gases been properly trained?** | |  |  |  |
| **Are all pressure systems (including pipework, valves and safety devices) regularly inspected by a competent person?** | |  |  |  |
| **Are incompatible compressed gas cylinders stored in separate areas?** | |  |  |  |
| **Are LPG cylinders stored separately from other compressed gases?** | |  |  |  |
| **Are gas cylinder shut-off keys easily available?** | |  |  |  |
| **Are cryogenic liquids stored in a dedicated cryogenic storage area?** | |  |  |  |
| **Is the laboratory fitted with appropriate gas leak detection or oxygen depletion monitors?** | |  |  |  |
| **Are any trolleys used for gases in good condition and fitted with secure mountings?** | |  |  |  |
| **Are tilt-proof trolleys used for the transport of cryogenic liquids?** | |  |  |  |
| **Are all cryogenic liquid dispensing systems fitted with hold to run systems?** | |  |  |  |
| **Is the laboratory appropriately ventilated for the gases / cryogenics in use?** | |  |  |  |
| **Are permanent warning signs for all gases present in the area (e.g. asphyxiants risk, flammable risk)?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Fire Safety** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Is the laboratory fitted with a fixed fire suppression system?** | |  |  |  |
| **Is portable fire-fighting equipment (e.g. extinguishers, fire blankets) of a type that is appropriate for the hazard?** | |  |  |  |
| **Is portable fire-fighting equipment correctly mounted, easily accessible and clearly marked?** | |  |  |  |
| **Is all portable fire-fighting equipment regularly inspected and within inspection date?** | |  |  |  |
| **Is the laboratory natural gas supply fitted with an emergency cut-off in an easily accessible location?** | |  |  |  |
| **Are seals intact on fire extinguishers and other portable fire-fighting equipment?** | |  |  |  |
| **Are all refrigerators and other equipment used for flammable storage of the correct type (e.g. ATEX rated)?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Personal Protective Equipment** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Are laboratory coats made available to staff and visitors working in the laboratory?** | |  |  |  |
| **Have safety glasses (or other eye protection) been made available to staff and visitors?** | |  |  |  |
| **Is there a suitable place for safe storage of PPE?** | |  |  |  |
| **Are lab coats stored separately to other clothing (including visitor clothing)?** | |  |  |  |
| **Is any other specialist PPE available for staff and visitors to the laboratory?** | |  |  |  |
| **Is a suitable dress code required for staff and students e.g. appropriate shoes and clothing?** | |  |  |  |
| **Are appropriate gloves available for the procedures undertaken in the laboratory?** | |  |  |  |
| **Is a blast shield or other protective equipment available for any process which could be considered dangerous?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Safety Policies and Risk Assessments** | | | | |
|  | | **Yes / No** | **Comments / proposed Actions** | **Complete?** |
| **Are safety data sheets (SDS) available for all of the hazardous substances stored or used in the laboratory?** | |  |  |  |
| **Are CoSHH assessments available (and up to date) for procedures involving hazardous substances?** | |  |  |  |
| **Have all members of staff been given suitable induction training?** | |  |  |  |
| **Have all members of staff been given a copy of the local safety manual?** | |  |  |  |
| **Are Standard Operating Procedures (SOP) and/ safe systems of work been made available to all staff?** | |  |  |  |
| **Have all staff been made aware of the health surveillance procedures?** | |  |  |  |
| **Are write-up and office areas within the laboratory clean and free from tripping hazards?** | |  |  |  |
| **Are electrical plugs and flex within office areas in good condition?** | |  |  |  |
| **Are office supplies stored in a safe and secure manner?** | |  |  |  |
| **Have DSE assessments been carried out for computers and other displays in use in the office and laboratory?** | |  |  |  |
| **Is the laboratory structurally sound with no loose flooring, ceiling tiles or open voids?** | |  |  |  |
| **Other (please specify)** | |  |  |  |
| **Other Notes and Comments** | | | | |
|  | | | | |
| **Inspection Completed By** | | | | |
| **Name** | |  | | |
| **Position** | |  | | |
| **E-mail** | |  | | |
| **Date of Completion:** | |  | | |