Course Director:

Course Administrator:

| Oxford Brookes University logo image |  | Laboratory Inspection FormOB-HAS-FORM-11.00 |
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**Items specific to the local area can be added to this form but items should not be removed.**

| **Area(s)** |  | **Bld / Room(s)** | |  | | | | | **Date** |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  | | | | | |  |  |
| **Controls** | | | | | **Y** | **N** | **N/A** | **Comments and Actions** | | |
| **PPE** | | | | | | | | | | |
| Protective clothing and safety spectacles worn/available | | | | |  |  |  |  | | |
| Gloves are available/worn appropriately e.g. for biohazardous samples | | | | |  |  |  |  | | |
| General lab attire – closed, sensible shoes worn by everyone and long hair tied back | | | | |  |  |  |  | | |
| **Chemical Storage/Use** | | | | | | | | | | |
| Appropriate type/quantity of chemicals on bench | | | | |  |  |  |  | | |
| Chemical bottles are appropriately labelled (consider other containers and tanks) | | | | |  |  |  |  | | |
| Do storage cabinets have the right substances in them (segregated by type)? | | | | |  |  |  |  | | |
| General tidiness of cabinets | | | | |  |  |  |  | | |
| **Emergency Arrangements** | | | | | | | | | | |
| Appropriate separation of flammables and heat sources | | | | |  |  |  |  | | |
| Fire extinguishers stored correctly with no obvious signs of tampering | | | | |  |  |  |  | | |
| Emergency signage in place and exit routes clear | | | | |  |  |  |  | | |
| First aid kits readily available and appropriately stocked | | | | |  |  |  |  | | |
| Spill kits readily available and appropriate type & quantity for activities in area (state stock level) | | | | |  |  |  |  | | |
| Emergency showers/eye wash available and records available of weekly flushing | | | | |  |  |  |  | | |

| **Electrical** | | | | | | | | | |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Spot check PAT of electrical equipment is in-date | | | |  |  |  |  | | |
| If power tools in use, is user “Authorised”? | | | |  |  |  |  | | |
| Is equipment turned off when not-in-use? | | | |  |  |  |  | | |
| **Gas Safety** | | | | | | | | | |
| Equipment looks to be in good order and is being used correctly | | | |  |  |  |  | | |
| The manifold framework, ‘pigtails’ & chains are in good condition | | | |  |  |  |  | | |
| The area is clean, devoid of combustible materials and not being used as a general store | | | |  |  |  |  | | |
| **Housekeeping** | | | | | | | | | |
| General level of tidiness/housekeeping. All walkways to be clear | | | |  |  |  |  | | |
| Floor condition, level, even, no significant spills, pipework and cables routed safely | | | |  |  |  |  | | |
| Ladders & kick stools (if present) are tagged/labelled & in good condition | | | |  |  |  |  | | |
| There is no evidence of food/drink being consumed in the area | | | |  |  |  |  | | |
| Check for awareness of waste disposal procedures, (what goes in what bin – particularly glass and biohazard disposal) | | | |  |  |  |  | | |
| **Procedural** | | | | | | | | | |
| Is appropriate safety documentation (risk/CoSHH assessments, SoPs etc) in place? | | | |  |  |  |  | | |
| Have people in lab received the relevant safety induction? | | | |  |  |  |  | | |
| Can people demonstrate understanding of hazards/controls in relation to what they are working with? | | | |  |  |  |  | | |
| Ask people in the labs if they are up-to-date with their vaccinations | | | |  |  |  |  | | |
| **OTHER – additional controls that are specific to SHEL area** | | | | | | | | | |
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|  | | | |  |  |  |  | | |
| **Other Comments and Areas of Concern (please notify your health and safety contact of these)** | | | | | | | | | |
|  | | | | | | | | | |
| **Completed by (print name)** |  | **Signed** |  | | | | | **Date** |  |
|  | |  | | | | | |  | |