

General H&S Inspection Report

Area being inspected: JBC Floor 1

Date of Inspection: 4/6/08

Inspection Team: CLS H&S Working Group

1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats	✓	✓	✓
Gloves	✓	✓	✓
Safety Glasses	✓	✓	✓

- Type of gloves in use? Latex / Nitrile / Both
 - If both, estimate split:
- Notes:
Damaged leather gloves in room 1L2-223 to be disposed of. Face visor in 1L2-223 should be stored on a hanging hook. Otherwise, excellent.

2. Safety Notice Board

- Does it exist? Yes / No
- Is the information up to date? Yes / No
- Is the H&S Policy on display? Yes / No
- Is a list of First Aiders on display? Yes / No
- Are certificates of Authorisation & Registration on display? Yes, in Radioactive Area / No
- Notes:

3. Safety Signage/Information Notices

- Up to date? Yes / No
- In good condition? Yes / No
- Clearly visible? Yes / No
- Are there any unnecessary or outdated signs/notices? Yes / No
 - If yes, point them out to the Lab Manager.
- Notes:

4. Housekeeping

- Is the area generally clean & tidy? Yes / No
- Are there any obvious slip or trip hazards? Yes / No
- Notes:

General lab benches and shelves are very cluttered but this is unavoidable due to lack of space.

5. Spill Trolley

- Easily located? Yes / ~~Ne~~
 - Fully stocked? Yes / ~~Ne~~
 - Are there any old items that need replacing? ~~Yes~~/ No
 - o If yes, inform Lab Manager.
 - Notes:
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6. First Aid Kit

- Easily located? Yes / ~~Ne~~
 - Up to date list of First Aiders in lid? Yes / ~~Ne~~
 - Fully stocked? Yes / ~~Ne~~
 - Are there any old items that need replacing? ~~Yes~~/ No
 - o If yes, inform First Aider.
 - Notes:
Several kits available.
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7. Fire

- Are fire exits clear of obstruction? Yes / ~~Ne~~
 - Are fire blankets/extinguishers prominently placed and easily accessed? Yes / ~~Ne~~
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? ~~Yes~~/ No
 - Notes:
Large amount of flammable liquids used in this area due to the nature of the work. Every effort is made to keep the total volume to a minimum and to ensure safe storage and use.
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8. Emergency Showers, Including Eyewash

- Are the eyewash showers clean? Yes / ~~Ne~~
- Are the eyewash showers fully functional? Yes / ~~Ne~~
- If there are no eyewash showers is there a suitable alternative? Not applicable
- Is there an emergency shower in the area? Yes / ~~Ne~~
 - o If no, where is the nearest shower:
- Is the emergency shower fully functional? Yes / ~~Ne~~
- Other comments:
*All showers are cleaned/checked weekly and a log kept. Excellent.
H&SWG to ensure similar system is implemented throughout CLS.*

9. Safe Storage

- Are any items stored at height? Yes / ~~No~~
 - If yes, is storage appropriate? See below
 - If yes, is a step ladder available? Kickstool - Yes / ~~No~~
 - Is the main chemical storage area clean & tidy? Yes / ~~No~~
 - Are chemicals stored in the lab bays clearly labelled? Yes / ~~No~~
 - Are all flammables kept in a flame-proof cabinet? Yes / ~~No~~
 - Are incompatibles kept separate? Yes / ~~No~~
 - Are potent CMRs* & other toxins kept in a locked store? See below
(*CMRs: carcinogens, mutagens and reproductive toxins.)
 - Notes:
Many items are stored on high shelves. Unavoidable due to limited space. Some items were rather precariously perched, e.g. in bay closest to Lab Managers office. Lab Manager to remind staff to take due care when storing items at height.
Norephedrine – a Home Office licensed Category 1 Drug Precursor – and Barbituric Acid – a Schedule 3 Drug (no licence required) – are kept in a locked store.
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10. Fume Hoods

- Are the “weekly check” stickers up to date? Yes / ~~No~~
 - Are the hoods clean & tidy? See below
 - Are the hoods used for essential storage only? Yes / ~~No~~
 - Are the cabinets below the hoods clean & tidy? Yes / ~~No~~
 - Are the cabinets below the hoods adequately ventilated? Yes / ~~No~~
 - Are the cabinets below the hoods being used appropriately? Yes / ~~No~~
 - Notes:
Hoods are very cluttered but this is unavoidable due to limited space available.
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11. Waste Disposal

- Is there evidence of inappropriate use of:
 - Trace chemical waste bins (blue bags)? ~~Yes~~ / No
 - Sharps bins? ~~Yes~~ / No
 - Non-contaminated waste bins (black bag)? ~~Yes~~ / No
 - Aspirators? In TC only ~~Yes~~ / No
 - Solid autoclavable waste bins? North side only ~~Yes~~ / No
 - Disposable pipette bins? In TC only ~~Yes~~ / No
 - Cardboard bins? ~~Yes~~ / No
 - Waste catalogue sacks? ~~Yes~~ / No
 - Recycling bins? ~~Yes~~ / No
- Notes:
Waste disposal is well organised and controlled. Storage areas are clearly signed and kept tidy. Waste is frequently collected to avoid excessive accumulation in the lab. Flammable waste is kept in metal cabinets.

12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? ~~Yes~~/ No
 - Is there evidence of eating/drinking in the writing rooms? Not applicable – see below
 - Notes:
There are no writing rooms within the lab area. Good design.
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13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Yes, but not all – see below / ~~No~~
 - If yes, state the retest date:
 - Are there any obvious examples of poor electrical safety/unsafe equipment? ~~Yes~~/ No
 - Notes:
Two hand held heat guns, one on either side of floor, did not have PAT stickers attached. It is important for hand held electrical appliances to be tested. Lab Manager to check and, if necessary, arrange for testing to be carried out.
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14. Manual Handling

- Are any unusual manual handling hazards evident? ~~Yes~~/ No
 - If yes, are adequate controls in place? Not applicable
 - Notes:
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15. Other Observations

- *Lab Manager to check if LEC freezers in 1L2-223 are spark proof and label them accordingly.*
- *A syringe needle was found carelessly placed on the lip of a fume hood in a bay where a needle had previously been found on the floor by an Early Morning Cleaner. Recent incidents involving needles have caused great concern amongst the cleaning staff and their managers. Lab Manager to remind JBC 1 personnel to take great care when using, storing and disposing of needles and other sharps.*
- *H&SWG to look into regular checking/testing of portable gas cylinders and regulators and fixed gas installations throughout CLS.*
- *Lab Manager mentioned that refurbishment is planned in order to accommodate up to a dozen additional staff. Group expressed their concern over the impact on available storage space.*
- *The H&SWG members agreed that H&S attitudes and standards in this area are very good and the example set here should be followed throughout the CLS research block.*