

General H&S Inspection Report

Area being inspected: MSI Floor 2

Date of Inspection: 20/3/08

Inspection Team: H&S Working Group

1. Basic PPE

	Available?	Good Condition?	Being Worn?
Lab Coats	Yes	Yes	by most people
Gloves	Yes	Yes	as required
Safety Glasses	Yes	Yes	as required

- Type of gloves in use? Nitrile
 - If both, estimate split:
- Notes:
Liquid nitrogen PPE: hanging hook for visor is recommended. Cryogloves - available from Stores - to be made available. (Lab Manager)

2. Safety Notice Board

- Does it exist? Yes
- Is the information up to date? Yes
- Is the H&S Policy on display? No
- Is a list of First Aiders on display? Yes
- Are certificates of Authorisation & Registration on display? Yes
- Notes:
Copy of H&S Policy should be on display. Board partly obscured but this is very short term. (Lab Manager)

3. Safety Signage/Information Notices

- Up to date? Yes
- In good condition? Yes
- Clearly visible? Yes
- Are there any unnecessary or outdated signs/notices? No
 - If yes, point them out to the Lab Manager.
- Notes:
*Sign warning of the dangers associated with a hydrogen gas cylinder should be posted on or next to the cylinder. (Lab manager to see LG.) **MSDS supplied 3/6/08***
*Liquid nitrogen related signage to be put in place. (Lab manager to see LG.) **Supplied 3/6/08***
*Supervised Area sign to be posted on Hot Room door. (RPS) **Done March 08***
Larger UV warning sign to be posted on UV sterilisation cabinet. (IB to supply)

4. Housekeeping

- Is the area generally clean & tidy? Yes
 - Are there any obvious slip or trip hazards? No
 - Notes:
Several glass Winchester awaiting disposal. Lab Manager is dealing with this. Done March 08.
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5. Spill Trolley

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

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

- Are fire exits clear of obstruction? Yes
 - Are fire blankets/extinguishers prominently placed and easily accessed? Yes
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? No
 - Notes:
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8. Emergency Showers, Including Eyewash

- Are the eyewash showers clean? Yes
- Are the eyewash showers fully functional? Yes
- If there are no eyewash showers is there a suitable alternative? N/A
- Is there an emergency shower in the area? No
 - If no, where is the nearest shower: **WTB Floor 2**
- Is the emergency shower fully functional? Yes
- Notes:
H&SWG to supply cleaning record for eyewash showers for Above Bench Cleaners to complete.

9. Safe Storage

- Are any items stored at height? Yes
- If yes, is storage appropriate? See notes
- If yes, is a step ladder available? Kickstool
- Is the main chemical storage area clean & tidy? Yes
- Are chemicals stored in the lab bays clearly labelled? Yes
- Are all flammables kept in a flame-proof cabinet? Yes
- Are incompatibles kept separate? Yes
- Are potent CMRs* & other toxins kept in a locked store? Microcystin - Yes
(*CMRs: carcinogens, mutagens and reproductive toxins.)

- Notes:

Rather a lot of glassware and some solutions stored on top shelves, e.g. bays outside rooms 2.17, 2.16, 2.15. Primarily due to lack of alternative storage space. If glassware/solutions can be moved to lower shelves this should be done. Kickstool is available to allow staff to access top shelves.

12 year old bottle of phenol on shelf in equipment room. Lab manager to confirm if this is still being used.

10. Fume Hoods

- Are the "monthly check" stickers up to date? No
- Are the hoods clean & tidy? Yes
- Are the hoods used for essential storage only? Yes
- Are the cabinets below the hoods clean & tidy? Yes
- Are the cabinets below the hoods adequately ventilated? Yes
- Are the cabinets below the hoods being used appropriately? Yes

- Notes:

Fume hood checkbox record missing from one hood. Lab Manager to put in place.

Lab Manager to ensure monthly checks are done on time.

11. Waste Disposal

- Is there evidence of inappropriate use of:
 - Trace chemical waste bins (blue bags)? No
 - Sharps bins? No
 - Non-contaminated waste bins (black bag)? No
 - Aspirators? No
 - Solid autoclavable waste bins? No
 - Disposable pipette bins? No
 - Cardboard bins? No
 - Waste catalogue sacks? No
 - Recycling bins? No

- Notes:

12. Eating/Drinking Arrangements

- Is there evidence of eating/drinking in the lab? No
- Is there evidence of eating/drinking in the writing rooms? No
- Notes:

13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? Some
 - If yes, state the retest date: **various**
- Are there any obvious examples of poor electrical safety/unsafe equipment? Yes
- Notes:

Computer very close to sink in room 2.48. If computer can't be moved a splash guard should be put in place.

*PAT Technician has been asked to do testing on MSI2 at earliest opportunity. LG to issue reminder. **Done. PAT Technician has checked area for obvious hazards (April 08).***

14. Manual Handling

- Are any unusual manual handling hazards evident? Yes
 - If yes, are adequate controls in place? See below
- Notes:

*Member of research staff is lifting 10 litre culture vessels that weigh approximately 12kg. (IB does not allow Media/Wash-Up staff to lift these.) Weight is very close to the limit given in the HSE guidance. A manual handling assessment should be carried out. IB/LG to arrange. **Done and recommendations communicated and agreed with Group (April 08).***

15. Other Comments

*Regulator on nitrogen cylinder in room 2.30 is damaged. This must be replaced. (Lab Manager) LG to give Lab Manager copy of existing guidance on compressed gas cylinders and pressure regulators. **Supplied 3/6/08.***