

General H&S Inspection Checklist

Area being inspected: SCILLS

Date of Inspection: 13/05/10

Inspection Team: H&SWG

1. Basic PPE

- Lab coats being worn? [Yes](#)
 - Type of gloves in use? [Nitrile](#)
 - Further observations on PPE:
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2. Safety Notice Board

- Does it exist? [Yes](#)
 - Is the information up to date? [Yes](#)
 - Is the H&S Policy on display? [Yes](#)
 - Is a list of First Aiders on display? [Yes](#)
 - Are certificates of Authorisation & Registration on display? [Yes](#)
 - Notes/Actions:
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3. Safety Signage/Information Notices

- Are there any outdated, obstructed or unclear signs/notices? [No](#)
 - Notes/Actions:
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4. Housekeeping

- Is the area generally clean & tidy? [Yes](#)
 - Are there any obvious slip or trip hazards? [No](#)
 - Notes/Actions:
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5. Spill Trolley

- Easily located? [Yes](#)
 - Fully stocked? [Yes](#)
 - SOPs available? [Yes](#)
 - Notes/Actions:
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6. First Aid Kit

- Easily located? [Yes](#)
 - Up to date list of First Aiders in lid? [Yes](#)
 - Fully stocked? [Yes](#)
 - Notes/Actions:
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7. Fire

- Are fire exits clear of obstruction? [Yes](#)
 - Can all fire blankets/extinguishers be easily accessed? [Yes](#)
 - Is there evidence of ignition sources being used in close proximity to flammables or readily combustible material? [No](#)
 - Notes/Actions:
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8. Emergency Showers, Including Eyewash

- Are the eyewash showers being cleaned/checked on a weekly basis? [Yes](#)
 - If there are no eyewash showers is there a suitable alternative? [N/A](#)
 - Where is the nearest full body shower? [JBC Floor 1](#)
 - Is this shower clean and easily accessible? [Yes](#)
 - Notes/Actions:
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9. Safe Storage

- Are any items stored at height? [Yes](#)
 - If yes, any obvious unsafe storage? [No](#)
 - If yes, is a step ladder or kickstool available? [Yes](#)
- Is the main chemical storage area clean & tidy? [Yes](#)
- Are stocks of flammables kept in flame-proof cabinets? [Yes](#)
- Are incompatibles kept separate? [See below](#)
- Are highly dangerous substances* kept in a locked store? [See below](#)

(*highly dangerous substances: as defined in Safety Services policy.)

- Notes/Actions:

H&SWG to issue guidance on storage of incompatible chemicals to allow Lab Managers to check if chemicals in their area are properly segregated.

The storage of CMRs and other toxins will be reviewed as part of the Highly Dangerous Substances policy implementation process and secure stores put in place accordingly.

10. Fume Hoods

- Are the "monthly check" stickers up to date? [Yes](#)
- Are the hoods clean & tidy? [Yes](#)
- Are the cabinets under the hoods clean & tidy? [Yes](#)

- Notes/Actions:
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11. Waste Disposal

- Is there evidence of inappropriate use of any waste receptacles? [No](#)
 - Notes/Actions:
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12. Eating/Drinking Arrangements

- Is there any evidence of eating/drinking in laboratory areas? [No](#)
 - Notes/Actions:
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13. Electrical/Equipment Safety

- Has portable electrical equipment been PAT tested? [No; see below](#)
 - If yes, when:
 - Are there any obvious examples of poor electrical safety/unsafe equipment? [No](#)
 - Notes/Actions:
 - [Most equipment is new. PAT will be arranged in due course.](#)
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14. Manual Handling

- Are any unusual manual handling hazards evident? [No](#)
 - If yes, are adequate controls in place? [N/A](#)
 - Notes/Actions:
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15. UV Sources

- Are potential UV hazards clearly signed? [See below](#)
 - Does the equipment appear to be well maintained? [Yes](#)
 - Is a risk assessment/SOP readily available? [See below](#)
 - If required, is the necessary PPE available and in good condition? [See below](#)
 - Notes/Actions:
 - i. [See Pic1. UV source is enclosed within safety interlocked gel doc system. UV visor not required. Equipment comes with small warning signs attached.](#)
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16. Compressed Gas Cylinders

- Are compressed gas cylinders properly restrained? [N/A](#)
- Can the replacement date of the pressure regulators be determined? [N/A](#)
 - If yes, record date:
- Is there any evidence of the regulators being checked/inspected annually? [N/A](#)
- Are there any visible signs of damage, wear & tear, etc? [N/A](#)

- Have the users attended a relevant training course? [N/A](#)
 - Notes/Actions:
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17. Other Observations and Photographic Evidence

pic1

