Laboratory Self Inspection Checklist LAB01

General Chemical/Biological Laboratories	**Assessor**
Location	**Date**

This core checklist is provided by the Health and Safety Department as a template, which provides a basic framework for the conduction of a chemical/biological self-inspection. It will normally require to be amended and/or expanded to address fully the specific requirements of the area to be inspected and therefore should not be regarded as exhaustive.

Further background information to the subject areas covered can be found in the central University Health and Safety Policy and in particular, in **Part 5 (Chemical Laboratories)** and **Part 6 (Biological Laboratories)**. Reference to the Policy should assist in any required amendment/expansion of this template in order to tailor it to individual requirements.

ADMINISTRATIVE PROCEDURES	**YES**	**NO**	**N/R**
Have copies of Part 5 (Chemical Laboratories) and Part 6 (Biological Laboratories) of the University Health and Safety Policy been made available, as required?			
Have copies of the School Safety Policy/Code/Rules also been made available?			
Are all persons working in the area familiar with the requirements of the COSHH Regulations, with respect to the assessment of risks associated with work involving hazardous substances, and biological agents?			
Have levels of instruction, training and supervision been effectively matched to the skills and experience levels of the individuals working in this area?			
Is there a system in place to control apparatus and/or experiments running overnight and/or at weekends?			
Has the laboratory or laboratory suite been designated as a Containment Laboratory for pathogen and/or genetic modification work? If so, please refer to the relevant Risk Assessment forms – COSHH and GM.			

GENERAL LABORATORY AREA	YES	NO	N/R
Are floors clean?			
Are floor coverings non-slip?			
Are floor coverings intact?			
Are worktops intact and easily cleaned?			
Is lighting adequate and in working order?			
Is the standard of general room ventilation satisfactory for the type of work undertaken?			

LABORATORY HOUSEKEEPING	YES	NO	N/R
Are passageways clear of tripping hazards e.g. cables, stock, rubbish, etc.?			
Are rubbish receptacles emptied regularly?			
Are glass bottles/Winchesters stored where they cannot be knocked or kicked over?			
Are properly designed carriers available for the transportation of bottles?			
Are heavy items stored on/in low shelves or cupboards?			
Are all chemicals clearly labelled, including hazard symbols where appropriate?			
Are flammable reagents and solvents etc. stored in suitable closed vessels, within fire resistant cupboards, cabinets or bins containing spill trays?			
Are these flammable stores properly labelled in accordance with the Health and Safety (Signs and Signals) Regulations 1996?			
Are very toxic chemicals, particularly those with emotive names, kept in locked storage?			
Are bottles containing strong acids or strong alkalis stored on spill trays?			
Are there purpose made, properly labelled, receptacles for sharps disposal?			
Is waste that is of clinical origin or is a biohazard, disposed of in accordance with the University's Clinical			

Waste Code of Practice?			
Are storage areas, e.g. rooms, cupboards, refrigerators, freezers etc., where potentially infective and/or toxic materials are kept labelled accordingly?			
If bio-hazardous micro-organisms are present in the laboratory, is the door labelled with the relevant signs?			

EQUIPMENT	**YES**	**NO**	**N/R**
Has all portable electrical equipment been tested and labelled with the date of test, in accordance with the Electricity at Work Regulations 1989?			
Is the use of electrophoresis equipment covered by a safe system of work?			
Are the power supply leads to electrophoresis equipment shrouded?			
Do all centrifuges have interlocked lids?			
If no, is a suitable warning sign affixed to the centrifuge lid?			
Have all pressure vessels (including pressurised liquid nitrogen dewars) been notified to the University's Engineering Insurance Surveyor for regular inspection and test in compliance with the Pressure Systems Regulations 1989?			
Is the safe working pressure (swp) clearly marked on all pressure vessels?			
Are all pressurised gas cylinders secured by restraining chains, bench clamps or similar?			
Are gas cylinders sited away from doors or escape routes?			
Are there properly designed gas cylinder trolleys for their transportation?			

SAFE SYSTEMS OF WORK	**YES**	**NO**	**N/R**
Have Material Safety Data Sheets been acquired for all hazardous substances supplied by a manufacturer, wholesaler or retailer, for use in this area?			

Have suitable and sufficient risk assessments been made of any activity carried out in this area which is liable to expose employees to any substance hazardous to health, in accordance with the requirements of the Control of Substances Hazardous to Health Regulations 2002?			
Are records of the assessments kept and readily accessible to those working with the substances?			
Have employees been informed of the results of the assessments and of any required safe systems of work?			
Where risks have been identified, have suitable and sufficient control methods been put in place to prevent exposure or to reduce exposure to the lowest level reasonably practicable?			
Where Workplace Exposure Limits are assigned to a substance, is exposure controlled below that limit?			
Where required is access to the area restricted to authorised persons only?			

ENGINEERING CONTROLS	**YES**	**NO**	**N/R**
Where fume cupboards are used to control exposure to hazardous substances :			
Are they labelled as having been inspected and tested by Estates Operations, Estates Department within the past 14 calendar months?			
Are automatic stops fitted to the sash on the cupboard(s) in this area?			
If no, have arrowed labels been affixed to indicate the safe working height?			
Where local exhaust ventilation is owned by schools (e.g. recirculatory fume hoods), are they subject to a regular service and test, by competent engineers, at least every 14 calendar months?			
Where other forms of local exhaust ventilation, e.g. bench capture hood, are used to control exposure to hazardous substances, are they subject to inspection and test at least every 14 calendar months?			
Where microbiological safety cabinets are used to control exposure to biological agents:			
Are they subject to containment and filter			

penetration tests, at appropriate intervals?			
Is a valid operator protection test certificate available for each cabinet in this area?			

PERSONAL PROTECTIVE EQUIPMENT (PPE)	**YES**	**NO**	**N/R**
Is personal protective equipment, e.g. overalls, eye protection, gloves, respirators etc., positively assessed as relevant to the hazard and identified in the COSHH assessment, provided?			
If it is not "one shift" disposable, is the PPE regularly inspected, cleaned and maintained?			
In the case of respiratory or hearing protection is it personal to an individual?			
Is eye protection mandatory for any work activity which presents a potential hazard to the eyes?			
If so, are Eye Protection Zones clearly highlighted with mandatory safety signs?			
Is the protective equipment stored where it cannot be contaminated by hazardous substances and where it will not contaminate outdoor clothing?			
Are there sufficient stock of protective equipment, especially respiratory, so as to allow replacement if a defect is found?			
In the case of PPE which may be contaminated by biological agents :			
Is it always removed on leaving the work area?			
Kept apart from uncontaminated clothing or equipment?			
Are there suitable arrangements in place for the cleaning and /or decontaminating of protective clothing?			

EMERGENCY PROCEDURES	**YES**	**NO**	**N/R**
Is there a person, with experience and knowledge, designated to deal with spills/leaks involving very hazardous substances?			
Are there appropriate spill kits available to deal with			

spills/leaks of hazardous substances?			
Is suitable PPE, especially respiratory, available to protect laboratory and/or maintenance personnel in the event of control measures failing or to deal with a spillage?			
Have plans been drawn up to deal with accidents?			
In the case of biological agents do the plans specify appropriate decontamination and disinfection procedures?			
In the case of serious chemical contamination, are shower facilities available?			
If eye wash stations are provided, are they of the type connected to the buildings water supply?			
Is there a first aid box readily available?			
Is there a trained first aider available?			
Is there sufficient first aid notices (green on white) informing staff of how and where to gain first aid help?			
Is there relevant fire fighting equipment readily available?			
Are personnel working in this area familiar with the location of this equipment?			
Are personnel aware of the nearest fire exit route?			
Are there sufficient fire action notices (white on blue) to inform personnel of the action to take in the event of fire?			
Has each member of staff or postgraduate student been given access to a copy of the fire routine procedure (blue on white)?			
Has a Fire Steward been appointed to cover this area?			
Do staff know how to contact the emergency services?			

HYGIENE CONTROL	**YES**	**NO**	**N/R**
Are there adequate washing facilities, with soap and towels?			
Is eating, drinking, smoking and the application of cosmetics banned in laboratory areas?			

HYGIENE CONTROL (cont)	YES	NO	N/R
Is there provision for the secure storage of outdoor clothing outwith this area, or in secure cupboards/lockers within the area as appropriate to prevent contamination?			
Are there welfare facilities available outwith this area where personnel can eat and/or drink?			
Do these facilities include an adequate supply of wholesome water for drinking or filling kettles etc.?			

MANUAL HANDLING	YES	NO	N/R
Has a risk assessment been carried out for any task which requires the transporting or supporting of a load (including the lifting, putting down, pushing, pulling, carrying or moving) by hand or bodily force in accordance with the Manual Handling Operations Regulations 1992?			
Where the findings of the assessment are significant, i.e. anything other than a low risk of injury, has the assessment been recorded?			
Where there is significant risk, have steps been taken to avoid the need for manual handling, or where this is not practicable, to reduce the risk to the lowest level reasonably practicable, by either altering work practices or introducing mechanical aids?			

FURTHER QUESTIONS SPECIFIC TO THIS AREA

Once the inspection is completed, those items which have attracted a "No" response will normally require remedial attention. Deficiencies identified in this way should be notified to the appropriate office, e.g. Estates and Buildings, Works Division, Health and Safety Department, Head of School etc., and appropriate action requested.

Copies of the inspection form and requests for remedial action should be retained on file.