

Bradley Group Weekly Safety Inspection

Date:

Auditors:

Documentation

- 1) Risk Assessment forms out-of date/non-existent/incorrectly completed/not displayed.
- 2) Safety Handbook and Code of Practice missing or out of date (Stored by each lab entrance)
- 3) Responsibility notice on door out of date or missing

Staff and Students

- 4) Staff/Student uninformed on safety regulations
- 5) Students undertaking hazardous work without sufficient training/supervision
- 6) Safety spectacles not worn
- 7) Lab coats not worn

General Appearance

- 8) Laboratory work surfaces untidy
- 9) Lab overfilled with equipment/junk
- 10) Large quantities of paper stored in lab
- 11) Broken glassware in lab.
- 12) Fume cupboards untidy
- 13) Unlabelled samples stored in workbenches/fumehoods
- 14) Unstoppered samples stored in workbenches
- 15) Fumehood sash not pulled down
- 16) Discarded syringe needles on work surfaces

Storage of Chemicals

- 17) Chemicals stored on overcrowded shelves
- 18) Toxic materials stored outside fume cupboard/vented cupboards/fridges
- 19) Oxidising agents stored with solvents

- 20) Flammable solvents stored outside solvent cabinets
- 21) Undated ether bottles
- 22) Unlabelled or illegibly labelled bottles
- 23) Unlabelled waste bottles

Fridges/Freezers

- 24) Overfilled/disorganised
- 25) Requiring defrosting
- 26) Unsuitable storage of compounds (i.e. round bottom flasks)

Gas, Water and Pressure Systems

- 27) Gas cylinders not secured
- 28) Gas hoses perished or not wired
- 29) Vacuum pumps venting into labs
- 30) Water hoses unwired/perished

Electrical Appliances

- 31) Electrical appliance improperly wired/cable perished
- 32) Electrical cables trailing

Safety Appliances

- 33) Fire extinguishers and other fire equipment inadequate
- 34) Necessary safety equipment missing
(Eye wash hose etc)

Other Hazards