

LABORATORY WORKPLACE INSPECTION CHECKLIST

Location: Laboratory / Workshop

Completed by: _____

Date: _____

This checklist is not an exhaustive list, but highlights key common areas that should be inspected on a regular basis to proactively identify risks, faults or concerns (alongside other systems in place). The form should be adapted accordingly to meet your specific requirements.

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
1. GENERAL AREAS			MONTHLY	
<u>Floors</u> (a) Are all parts of the floor in good condition and even? (b) Are floors, dry, clean and free from trip hazards?				
<u>Passageways, Aisles, Exits, Doors, Fire Doors & Extinguishers</u> (a) Are all of the above unobstructed? (b) Are all fire exits clearly marked? (c) Are manual fire doors closed? (d) Fire extinguishers are in place and in date (e) Are there any slip or trip hazards? (f) Are items stored on racks safely?				
<u>Lighting</u> (a) Are all lights functioning? (b) Are all areas adequately lit?				
<u>Windows/Ventilation</u> (a) Are window fastenings in good repair and undamaged? (b) Is window glass free of cracks and clean?				
<u>Heating</u> (a) Is the heating system working effectively? (b) If additional heaters are used, do they represent a hazard due to placement or cabling trip hazards? (c) Are reasonable steps taken in hot weather to maintain comfortable working conditions?				

LABORATORY WORKPLACE INSPECTION CHECKLIST

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
2. MECHANICAL AREA			MONTHLY	
(a) Is the area clean, organised and tidy? (b) Are tools stored safely? (c) Are defective / broken / dirty tools removed from use? (d) Are the areas under the benches safe from hazards? (e) Are materials / student work organised and stored correctly?				
<u>Furniture, Fittings and Storage</u> (a) Are furniture or fittings in reasonable condition with no loose, worn or broken parts?				
<u>Electrical Equipment</u> (a) Are electrical appliances, plugs and leads in good condition? (b) Is the area free from trailing leads or cables? (c) Has electrical equipment been PAT tested?				

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
3. COSHH CUPBOARD			MONTHLY	
(a) Is the COSHH cupboard locked? (b) Are hazardous materials and chemicals safely stored? (c) Are MSDS present and up to date?				

LABORATORY WORKPLACE INSPECTION CHECKLIST

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4. BENCH MACHINES			MONTHLY	
1 Belt Sander a. Electrical lead in good condition and routed safely b. Start & stop switches work effectively and without delay c. E-Stop works effectively and without delay d. Belt is in good condition and not excessively worn e. Belt is fitted correctly and with suitable tension f. Safety guarding (if fitted) is working and in good condition g. Area is clean, organised and no peripheral hazards / trip hazards are present h. Warning and PPE signage is present				
2 Band Saw a. Electrical lead in good condition and routed safely b. Start & stop switches work effectively and without delay c. E-Stop works effectively and without delay d. Band is in good condition and not excessively worn e. Band is fitted correctly and with suitable tension f. Safety guarding (if fitted) is working and in good condition g. Area is clean, organised and no peripheral hazards / trip hazards are present h. Warning and PPE signage is present				
3 Hegner Saw (Table Saw) a. Electrical lead in good condition and routed safely b. Start & stop switches work effectively and without delay c. E-Stop works effectively and without delay d. Blade is in good condition and not excessively worn e. Blade is fitted correctly and with suitable tension				

LABORATORY WORKPLACE INSPECTION CHECKLIST

f. Safety guarding (if fitted) is working and in good condition g. Area is clean, organised and no peripheral hazards / trip hazards are present h. Warning and PPE signage is present				
4 Pillar Drill a. Electrical lead in good condition and routed safely b. Start & stop switches work effectively and without delay c. E-Stop works effectively and without delay d. Chuck is in good condition and not excessively worn e. Drills are stored safely and clearly marked f. Chuck key is available and stored in a safe location g. Safety guarding (if fitted) is working and in good condition h. Area is clean, organised and no peripheral hazards / trip hazards are present i. Warning and PPE signage is present				

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
5. ELECTRICAL AREA			MONTHLY	
(a) Is the area clean, organised and tidy? (b) Are tools stored safely? (c) Are defective / broken / dirty tools removed from use? (d) Are the areas under the benches safe from hazards? (e) Are materials / student work organised and stored correctly?				
<u>Furniture, Fittings and Storage</u> (f) Are furniture or fittings in reasonable condition with no loose, worn or broken parts?				

LABORATORY WORKPLACE INSPECTION CHECKLIST

<u>Electrical Equipment</u>				
(g) Are electrical appliances, plugs and leads in good condition?				
(h) Is the area free from trailing leads or cables?				
(i) Has electrical equipment been PAT tested?				

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
6. PPE & CLOAKROOM FACILITIES			MONTHLY	
(a) Is PPE stored in the correct place, functional and in sufficient quantity?				
(b) Are personal storage facilities for personal belongings available and clean?				

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
7. WATER, TOILET AND WASHING FACILITIES			MONTHLY	
(a) Are toilets clean and in good repair?				
(a) Are washing facilities working, including soap and drying facilities?				
(b) Is there an adequate supply of drinking water for all staff and students?				

AREA OF INSPECTION	YES	NO	PERIOD	COMMENTS
8. FIRST AID PROVISION			MONTHLY	
(a) Are notices posted giving names and contact details of first aiders, location of first aid boxes?				
(b) Is the first aid box present and stocked?				

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ISSUE/CONCERN	Date and Action Taken/To be Taken
Date of inspection:	Date of receipt by manager :
Signature of person completing inspection:	Signature of manager or (representative):
Date of next inspection	

Updated February 2024 Chris Parker Next update due: Ongoing