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| 23 | <b>Storage areas</b> should be labelled for usage & fire purposes. Flammables (solvents) are separated from oxidising materials & acids/caustic chemicals from poisonous materials.  |
| 24 | Ensure laboratory equipment is safely operated, stored & maintained and experiments in extract hoods should be <b>labelled &amp; unobstructed</b> . Chemicals are kept to a minimum vol.   |
| 25 | <b>Vacuum pumps</b> are equipped with a pulley guard and should be discharged outside.   |
| 26 | Lab coats, safety glasses/goggles, thermal & hearing protection, prescriptive shoes etc. should be <b>worn</b> . No open <b>toed shoes or sandals etc.</b> are allowed.  |
| 27 | <b>Respiratory wearers</b> should be fitness tested, personalised & registered with the lab.   |
| 28 | Employees/visitors/contractors are familiar with fire instructions ( <b>training</b> ); & aware of assembly points? Keep <b>fire doors closed</b> & escape routes marked & free of obstruction.                                      |
| 29 | Is fire alarm audible; fire exits marked & easily opened; know a <b>klaxon</b> from a <b>fire drill</b> ?  |
| 30 | Fire extinguishers & First Aid kits are readily available and in date; <b>smoking</b> available in workshops?  |
| 31 | Are <b>flammable materials</b> stored in a metal cabinet; is <b>waste</b> removed regularly?   |
| 32 | Electrical cords, plugs, etc. – broken, in bad repair? On a regular <b>maintenance service</b> ?   |
| 33 | <b>Portable electric heaters, etc.</b> - properly wired with appropriate earthing devices; circuit breakers; & three prong plugs; put through a portable appliance test (PAT). <b>Out-of-date</b> ?                                  |
| 34 | <b>Directly wired appliances</b> to the mains system are placed on an inventory checklist.   |
| 35 | Any overloaded circuits; <b>damaged cables</b> ; worn leads; or the <b>incorrect</b> use of <b>adapters</b> .  |
| 36 | <b>Fixed equipment</b> are hard wired to the mains system; <b>computers</b> use an extension bar.  |
| 37 | Any <b>waste</b> shall be removed in a controlled manner and decontaminated prior to disposal?   |
| 38 | Adequate <b>bins/skips</b> for areas should be provided and emptied on a regular basis.  |
| 39 | A risk assessment been carried out for <b>manual handling</b> task? Are heavy loads shared?  |
| 40 | Is signage present at the area entrance, indicating anything which may pose a risk to members of security and emergency services entering the area in an emergency (possible oxygen depletion, high voltage, radiation source etc.)? |

## Appendix 5 Audit checklist

| Ref                                      | Item   | Rating | Comments |
|--|--|--------|----------|
| 1<br>(Section 4.1.2)                     | Has STFC H&S Management Committee reviewed the findings of the previous years compliance audit programme?              |        |          |
| 2<br>(Section 4.1.1)                     | Has STFC H&S Management Committee approved the annual compliance audit programme?                                      |        |          |
| 3<br>(Section 4.2.6)                     | Has a system audit been conducted in the last 4 years?   |        |          |
| 4<br>(Section 4.2.1)                     | Is the compliance audit programme based on an assessment of risk? And encompass all STFC sites?                        |        |          |
| 5<br>(Section 4.2.1)                     | Does the programme deliver compliance with auditing all codes at all sites within 3 years?                             |        |          |
| 6<br>(Section 4.2.2)<br>(Section 4.4.1)  | Are all compliance audits undertaken by trained auditors?  |        |          |
| 7<br>(Section 4.2.4)                     | Have all actions agreed by management been completed to plan?  |        |          |
| 8  | Where recommended actions have not been completed is there a recorded basis for this decision?                         |        |          |
| 9<br>(Section 4.3.1)                     | Does each Department have a programme of safety inspections/tours?   |        |          |
| 10                                       | Are all areas inspected at least annually?   |        |          |
| 11<br>(Section 4.3.2)<br>(Section 4.4.1) | Are inspections conducted by trained staff?  |        |          |
| 12<br>(Section 4.3.2)                    | Have trade union safety representatives been involved?   |        |          |
| 13<br>(Section 4.3.4)                    | Have actions arising from safety tours agreed by management been completed to plan?                                    |        |          |
| 14<br>(Section 4.3.4)<br>(Section 4.3.5) | Are findings of safety tours discussed at Departmental safety committees? And used to inform Departmental safety plans |        |          |

|                    |  |  |  |
|--------------------|--|--|--|
| 15<br>(Appendix 2) | Have audit checklists been employed in preparing for compliance audits and appended to audit reports providing an audit trail for the audit process? |  |  |
|--------------------|--|--|--|



## Appendix 6 Document Retention Policy

| <b>Records Established</b> | <b>Minimum Retention Period</b> | <b>Responsible Record Keeper</b> | <b>Comments / Justification</b>                    |
|----------------------------|---------------------------------|----------------------------------|--|
| SHE Audit Reports          | Current + 5 years               | SHE Group                        | Except where covered by specific code requirements |