**Workplace Inspection Checklist**

**For use in Student Computer Labs**

**How to use this student computer lab inspection checklist**

* Use this checklist to inspect student computer labs, and associated corridors, stairs and communal areas such as toilets and kitchenettes/tea rooms.
* Inspections should be carried out at least annually. Inspections should be done when computer labs are occupied by students, to get a true picture of conditions and practices.
* Consider getting a small team together to help you. There is no legal requirement to carry out display screen equipment assessments of workstations provided for students. However, inspections are needed to check that student computer labs meet relevant safety standards.
* Carry out inspections in manageable chunks. Divide your area into separate buildings, corridors or floors. Use one checklist per corridor or floor and record details of faults or weaknesses.
* When you have carried out an inspection and recorded any faults or weaknesses found, report to your Faculty Operating Officer/Director together with your comments and recommendations for action.
* Keep a copy of each completed inspection checklist and record action taken to correct the faults you have reported.

**STUDENT COMPUTER LAB INSPECTION CHECKLIST**

The answer to all these questions should be ‘yes’. If ‘no’ you should note the location and brief details and investigate the problem further to identify actions.

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| Areas inspected |  |
|  |  |  |  |
| Inspected by |  | Date |  |

| **HAZARD** | **YES/NO** | **COMMENTS(location & brief details)** | **ACTION TAKEN or RECOMMENDED****(with completion dates)** |
| --- | --- | --- | --- |
| **Space and Layout** |  |  |  |
| Is there enough space to move around safely? |  |  |  |
| Can everyone sit at their workstations comfortably? |  |  |  |
| Is there enough desk/bench space for the work & equipment in routine use? |  |  |  |
| Is information on positioning and adjustment of workstations displayed for students? |  |  |  |
| Is there enough space for storage? |  |  |  |
| Is the area clean & free of clutter? |  |  |  |
| Is rubbish collected often enough? |  |  |  |
| **Environment** |  |  |  |
| Is the room temperature comfortable? (*Note: Should be >16 oC. No area shall be actively heated to a temperature greater than 20oC ± 1°C))* |  |  |  |
| Is there enough fresh air, without draughts? |  |  |  |
| Are photocopier fumes removed to prevent unpleasant smells? |  |  |  |
| Can the windows be opened easily? |  |  |  |
| Are windows in clean & safe condition? |  |  |  |
| Are blinds fitted to reduce glare or temperature? |  |  |  |
| Is lighting adequate in all areas?*(in working order, clean & free of flicker or glare)* |  |  |  |
| **Slips, Trips and Manual Handling** |  |  |  |
| Are floor surfaces, carpets etc. in a safe condition?*(no cracks, tears, fraying, slippery or uneven spots etc.)* |  |  |  |
| Are floors free of trailing cables, boxes & other trip hazards? |  |  |  |
| Are stepladders or stools used to reach high shelves of a suitable height & in safe condition? |  |  |  |
| Are heavy & awkward items stored at waist height where possible? |  |  |  |
| Are trolleys available for moving heavy or large loads? *(manual handling assessments needed for handling heavy or awkward loads)* |  |  |  |
| **Fire -** *contact Campus Facilities Manager if problems with fire doors, extinguishers or notices* |
| Is accumulation of combustible material kept to a minimum? |  |  |  |
| Are combustible materials kept away from potential ignition sources? |  |  |  |
| Are smoking rules followed? |  |  |  |
| Are fire extinguishers provided and tested annually? *(check last test date on label and note the date within the comments)* |  |  |  |
| Are fire doors clearly marked & kept closed? (except for doors with suitable closing mechanisms).  |  |  |  |
| Do fire door closing mechanisms operate properly? *(Do the doors close smoothly and function correctly during the weekly fire alarm tests?)* |  |  |  |
| Are vision panels in doors unobstructed? |  |  |  |
| Are fire exits & escape routes free of obstructions? |  |  |  |
| Do final exit doors open easily? |  |  |  |
| Are up to date fire action notices displayed adjacent to manual fire alarm call points? *(what to do in event of fire & fire assembly points)* |  |  |  |
| Have fire wardens been appointed and trained for this area? |  |  |  |
| Have staff received recent instruction on fire safety and fire procedures? (*within last year)* |  |  |  |
| **People With Disabilities** |  |  |  |
| Is there access for people with impaired mobility?(*e.g. wheelchair users)* |  |  |  |
| Is there access to disabled toilets within reasonable distance? |  |  |  |
| Do emergency evacuation procedures include people with disabilities? *(eg those who have impaired mobility, or can’t hear fire alarms or see fire exits)* |  |  |  |
| For labs above ground floor level: is there a fire refuge and/or a fire evacuation lift? If not, are alternative ground floor IT facilities available for mobility-impaired users? |  |  |  |
| Are there up-to-date Personal Emergency Evacuation Plans (PEEPS) for individual staff and students, if necessary?  |  |  |  |
| **First Aid**  |
| Are up to date posters displayed with names & locations of trained first aiders? |  |  |  |
| Are first aid boxes clearly marked & kept fully stocked with stock that has not exceeded a given expiry date? |  |  |  |
| Do staff and students know how to access and use the online incident reporting system?<https://app.uk2.sheassure.net/UoG/p/uog383964hi>  |  |  |  |
| **Furniture, Fittings & Equipment** |  |  |  |
| Does the fabric of the room appear sound?*(e.g free from significant cracks, damp or other damage*) |  |  |  |
| Are furniture & fittings in good condition?*(e.g. chairs, desks, shelving etc.)* |  |  |  |
| Are height adjustable chairs provided for working at desk/bench? |  |  |  |
| Is all equipment working properly?*(ask people who use it)* |  |  |  |
| Are hot, sharp or dangerous moving parts guarded? |  |  |  |
| Are instructions manuals available? |  |  |  |
| Are there enough accessible power points to avoid overloading sockets? |  |  |  |
| Is all portable electrical equipment tested regularly?*(tested every 4 years as stated within* thePAT Testing Code of Practice *- check test labels)* |  |  |  |
| Do all electrical equipment & cables pass visual inspection? |  |  |  |
| **Visual Inspection***Switch off and disconnect (unplug) equipment before inspecting. Then look for danger signs* |
| Is the cable covering intact? |  |  |  |
| Damage to the plug - is the casing intact and pins straight? |  |  |  |
| Is the lead intact without any joins?.  |  |  |  |
| **Is the outer covering of the cable is gripped where it enters the plug or equipment?** *(see if the coloured insulation or copper of the internal wires are completely covered).***Is the plug, equipment or socket is free from indications of overheating (eg brown burn marks)?***(Label any faulty equipment with ‘do not use’ signs & take out of use until checked by an electrician.) (Encourage other staff to report any faults or damaged equipment).*  |  |  |  |
| **Other Hazards/Notes** |  |  |  |
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