

**Science working space checklist (labs/prep rooms/chemical stores)**

| Item                                    | ✓ / ✗ | Notes  |
|---|-------|--|
| Security: lockable doors                |       | Exit from the space must be possible without a key   |
| Sufficient lighting                     |       | 300 lux minimum at bench level- including fume cupboards   |
| Flooring in good order                  |       | No holes or loose flaps of material  |
| Ventilation                             |       | Good fixed (and possibly mechanical) ventilation in addition to opening windows                                    |
| Eye washing facilities                  |       | Dedicated eyewash or tubing (stored in bag) not eyewash bottles  |
| Electricity and gas shut offs           |       | Should be accessible in the space  |
| Water shut off                          |       | Not essential but useful to know location in case of broken tap  |
| Hand washing facilities                 |       | Liquid soap and paper towels; possibly at more than one sink   |
| Spill kit                               |       | Labs may need just mineral absorbent, prep rooms and stores more comprehensive                                     |
| Glass bin                               |       | For broken glassware NOT sharps  |
| Dustpan/brush                           |       | Accessible and clean (no chemical residues)  |
| Fire extinguisher                       |       | CO <sub>2</sub> most practical, but see local fire plan. Jet water or powder not appropriate, particularly in labs |
| Fire blanket                            |       | Useful for small fires and dealing with clothing fires   |
| Bag and coat storage                    |       | Out of the way of people working to avoid trip hazards and contamination   |
| Waste bin                               |       | Ideally covered/swing bin. Consider double bagging bin liners  |
| Enough space between benches            |       | In labs see Building Bulletin 80 for more details  |
| Seating in good condition               |       | No loose fittings or broken ferrules on bottom of legs   |
| Sockets, gas and water taps all working |       | Broken gas taps and electric sockets must be repaired asap   |
| Viewing panels in doors kept clear      |       | Panels in doors must not be covered except temporarily (such as for dimming out a room)                            |
| Free of clutter                         |       | Tidy spaces are safer ones!  |