



**UNIVERSITY OF
CAMBRIDGE**

Health and Safety Office

**Safety Inspection Checklist
Chemical Storage and Use**

Room number/location

	Item	Yes	No
1	Are chemicals stored such that compatibility rules are not violated		
2	Are bottles stored in suitable cupboards (metal cupboards for flammable liquids)?		
3	Are the shelves the right way up (so as to provide containment if a bottle breaks)?		
4	Are ALL the containers labelled to show what the contents are?		
5	Is there <50 litres of highly flammable liquid and/or extremely flammable liquid stored in this room?		
6	Are the cupboards suitably labelled (flammable, acid, etc?)		
7	Is ventilation adequate?		
8	Are any refrigerators used to store highly flammable liquids of the correct type, specifically designed for that use?		
9	Are there first aid facilities readily available (including eyewash, which is 'in-date')?		
10	Are items stored alongside the chemicals that should not be (eg. acids with electrical equipment)?		

	Use		
11	Are people wearing the correct PPE for the substance and the operation?		
12	Are people working in the fume cupboard where necessary?		
13	Are they maintaining good housekeeping practices? (ie clearing up spills, disposing of used tissues, etc)		
14	Can they explain to you the hazards of the substance that they are using?		
15	Can they explain to you what they need to do to avoid being harmed?		
16	Can they explain to you what they should do if they were accidentally exposed?		
17	Can they explain to you what they would do if they accidentally spilled their substance?		
18	Can they explain to you what they should do if they wish to dispose of the substance?		

Comments, observations or recommendations arising from the above

Inspection carried out byDate.....