

YOUR SAFETY OUR PRIORITY

SAFETY SIGNAGE SELF AUDIT TOOL

Most organisations are based at sites that have various working zones and typically these can include offices, shared areas, manufacturing, distribution, yards and parking. Each of these areas will have it's own unique safety issues and safety signage requirements.

This Audit tool has been designed to help you take a walk around your premises and identify any safety signage that requires updating or may be missing.

IT'S THE LAW!

It's legal requirement for all businesses to ensure they have Health and Safety signage that is clear and legible.

Signage is designed to help people identify hazards, provides safety information and identifies safe routes / access around buildings, keeping employees and members of the public safe.

The Health & Safety Executive (HSE) state that "safety signs should be used where there is a significant risk to health and safety that has not been removed or controlled by other methods". Safety signs cover various situations, they need to be the correct size to ensure viewing at distance and have the latest BS EN ISO7010 symbols.

WHAT DO THE COLOURS OF DIFFERENT SIGNS MEAN?

Health and Safety signs can be broken down into the following categories, as specified by British and European standards.



Mandatory Signs

A blue circle containing a white image denoting that a specific course of action must be taken.



Safety helmets must be worn in this area



Hazard Warning Signs

A yellow triangle with a black border and symbol denoting a hazard in the environment.



Fire assembly point



Prohibition Signs

A red circular band with a diagonal bar on a white background. The black symbol behind indicates the prohibited action.



No smoking



Fire Equipment

A red rectangle or square with a symbol or text in white providing information about the location and use of fire fighting equipment.



Fire point

1: ARE YOUR ISO SYMBOLS CORRECT?



The BS ISO 7010 regulation ensures that all graphical safety symbols are consistent and compliant. It is a design directive and is a list of compliant symbols. If any of your signs feature the old symbols, these signs should be updated to be in-line with regulations.



TICK BOX IF YOUR SIGNAGE IS CORRECT AND UP TO DATE



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2: EXTERNAL BUILDING

CAR PARK SIGNAGE, SPEED RESTRICTIONS



- Are your parking bays clearly marked? YES NO
- Is parking available near to the entrance for disabled visitors & clearly marked? YES NO
- Are any speed restrictions within the grounds clearly marked? YES NO
- Do visitors know how to get to the reception/goods in/car park etc? YES NO
- Are there any areas outside the building that are strictly no parking and are they clearly marked? YES NO

WHERE YOU HAVE ANSWERED NO, MARKINGS AND SIGNS MAY BE REQUIRED, USE THIS BOX TO MAKE NOTES OF YOUR REQUIREMENTS.

please remember to note : Size (width by height), Text required on sign, if not a safety sign then text colour and background colour, Material required and Qty

3: EMERGENCY ASSEMBLY POINT SIGNS



- Is your assembly point clearly identified and in a safe location? YES NO
- If your site has more than one assembly point, is each point clearly defined and specified? YES NO
- If a visitor leaves via a rear/side fire exit door, can they find their way easily to the assembly point? YES NO

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4: SECURITY

I.E CCTV



- If CCTV is in use, are signs clearly visible and details of the operator displayed?

YES NO

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5: ROOF ACCESS

I.E FRAGILE ROOF



- Can the roof and skylights hold the weight of an average human?
Does signage indicate warning?
- Are fragile roof signs clearly visible (check for fading in sunlight)

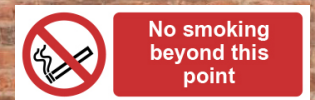
YES NO

YES NO

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6: SMOKING / NON-SMOKING AREAS



- Is the designated smoking area clearly defined?
- Is the route to the designated smoking area clearly defined?
- Are there areas on your premises where Electronic Cigarettes are permitted? Do you have signage stating this?

YES NO

YES NO

YES NO

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7: FIRE EXIT DOORS - KEEP CLEAR



- Are external fire doors clearly marked? YES NO
- Are fire doors free from obstacles? YES NO
- Are fire exit signs clear from a distance and all areas of the room? YES NO

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8: FIRST AID

Under the Health and Safety (First Aid) Regulations 1981 (as amended 1997) employers have a legal obligation to assess and introduce first aid provisions. Any such provision should be easy to locate in the event of an emergency.



- Are first aid kits or eye wash stations easy to find? YES NO
- Is first aid information clearly marked? YES NO

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9: FIRE SAFETY & EXTINGUISHERS



- Are fire extinguishers present in the reception area? YES NO
- Are your extinguishers clearly identified on what type of fire they can be used on? YES NO
- Is fire equipment visible from distance and from all areas of the room? YES NO

- Do staff/visitors know whether the fire department is called manually or automatically upon detection of a fire? YES NO
- Do staff/visitors know not to use a lift in the event of a fire? YES NO
- Does every fire alarm call point have a fire action notice above it? YES NO
- Does the company have a clear way of informing staff/visitors when a fire drill is due to take place? YES NO
- Are fire marshals/ wardens identified? YES NO

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10: SIGNS FOR VISITORS



- Can visitors easily locate toilets? YES NO
- Are hot water tanks/ taps clearly marked if they can reach a harmful temperature? YES NO
- Do 'wash hands' signs currently appear in washrooms? YES NO
- Are lights turned off automatically when someone leaves the washroom? If not is a sign required? YES NO
- Are toilets inspected regularly and a cleaning program in place? YES NO
- Are customers, visitors and staff aware of areas they are restricted from entering? YES NO
- Are there any unexpected trip hazards, changes in floor levels or overhead obstacles? YES NO
- Is PPE required before entering specific areas of the building? YES NO
- Do people with a visual impairment visit your business? If so, is there appropriate Braille signage in place? YES NO

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11: OFFICE AREAS GENERAL



- Are mobile phones or cameras allowed in the office area? YES NO
- Are there any plugs or devices which should not be switched off? YES NO
- Is food or drink permitted in the office/work area? YES NO

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12: WAREHOUSE & MANUFACTURING AREAS



- Are pedestrian only walkways highlighted? YES NO
- Are pedestrians warned of forklifts and other heavy equipment? YES NO
- Are all bins/pallet racking/equipment easily identified from one another? YES NO
- Are there two-way mirrors at blind corners? YES NO
- Are the emergency escape routes clearly seen from all areas of the warehouse? YES NO
- Should a fire break out, are the fire alarm call points and fire fighting equipment easily found and understood? YES NO
- Are any pipes exposed without identification? YES NO
- Is your workplace equipment (such as forklifts, pallet trucks, ladders, podium steps) checked before use & tagged to notify of recent checks? YES NO

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13: FIRE EXIT SIGNAGE



- Is there a fire exit sign with an arrow pointing upwards above each fire door? (Arrows should not point left or right if positioned above a door) YES NO
- Except for an office with one door out of it, can a fire exit sign be clearly seen from everywhere in the building? YES NO
- Do all fire exit signs show a running man and accompanying text? YES NO
- Have you replaced exit signs displaying the old EC Directive designs? YES NO
- Would fire exit signs be visible in the event of a power failure or through smoke? YES NO
- Is the direction of the fire escape route clearly indicated (up or down the stairs)? YES NO
- Do the stair treads and handrails have contrasting colours to highlight edges to the visually impaired? Would this contrast be visible in the event of a power failure? YES NO
- Do you have measures in place for the safe evacuation of wheelchair users and / or visually impaired people in the event of an emergency? YES NO
- Are your fire exit signs clearly visible or old and faded YES NO
- Do your fire doors feature a notice to keep fire doors shut? YES NO

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To discuss your signage requirements further please contact your Lyreco Account Manager