YOUR SAFETY OUR PRIORITY

SAFETY SIGNAGE SELF AUDIT TOOL

spectrum industrial

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 a 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.

Safe Condition
A green rectangle or square with a symbol or text in white providing information about first aid, escape or other safe conditions.

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

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

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

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.

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.

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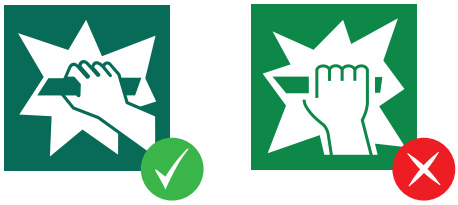

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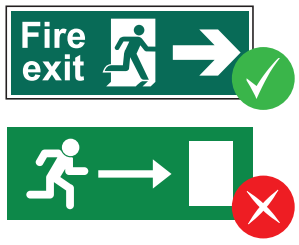

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2: EXTERNAL BUILDING
CAR PARK SIGNAGE, SPEED RESTRICTIONS

- 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 & 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.

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 ?** YES ☐ NO ☐
- **Are fragile roof signs clearly visible (check for fading in sunlight)** YES ☐ NO ☐

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6: SMOKING / NON-SMOKING AREAS

- **Is the designated smoking area clearly defined?** YES ☐ NO ☐
- **Is the route to the designated smoking area clearly defined?** YES ☐ NO ☐
- **Are there areas on your premises where Electronic Cigarettes are permitted? Do you have signage stating this?** 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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Still need help?
Contact us at sales@spectrum-industrial.co.uk where one of our expert team will be happy to help.