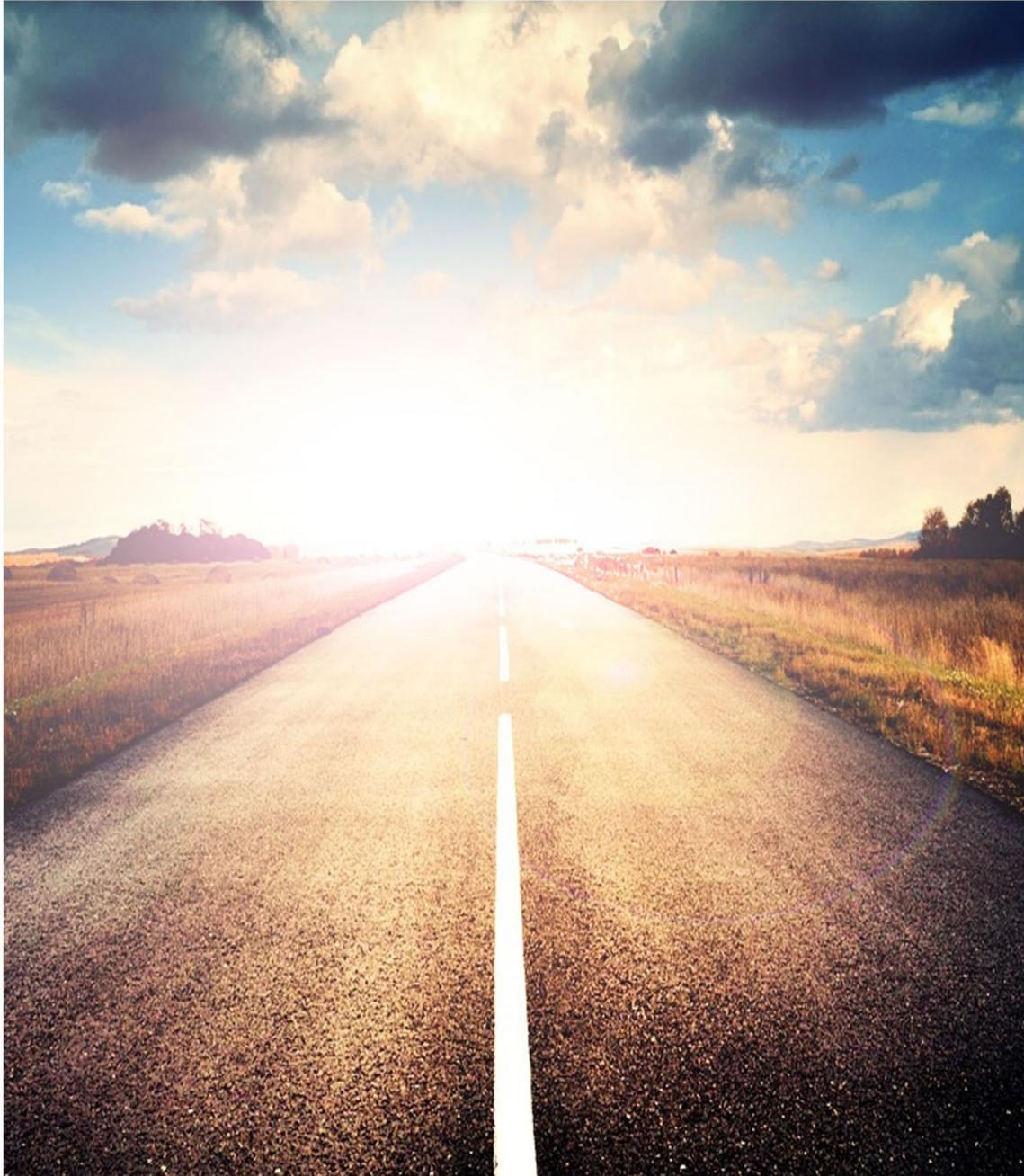




## UHSP-25: Safety Signs and Signals



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## 1. Objective

The University recognises its responsibility to safely manage all University sites, premises, off-site activities and operating equipment and endorses the use of verbal and/or non-verbal communications in order to comply with:

- The Health and Safety (Safety Signs and Signals) Regulations 1996
- The Health and Safety (First-Aid) Regulations 1981
- Management of Health and Safety at Work Regulations 1999
- Control of Substances Hazardous to Health Regulations 2002 (as amended)
- The Control of Noise at Work Regulations 2005
- The Control of Asbestos Regulations 2012
- The Genetically Modified Organisms (Contained Use) Regulations 2014
- Ionising Radiation Regulations 2017
- Regulatory Reform (Fire Safety) Order 2005
- The Classification, Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015

## 2. Scope

This document outlines the University's requirements for the provision of safety signs at work and provides direction in assessing and controlling the risks associated with safety signs and signals.

Where other methods and relevant control measures have been implemented, and there still remains a significant risk to the health and safety of employees or others, safety signs and signals are required and must be provided. This requirement applies to all duty holders, employees, contractors and members of the public that engage with the University.

## 3. Responsibilities

### The University Executive Board

- Will provide leadership to ensure that these procedures are followed, including the provision of adequate resources

### Heads of Schools, Departments or Corporate Service Divisions (Heads)

- Will demonstrate health and safety leadership by ensuring strict implementation of this procedure, within their areas of responsibility

### Line managers/Principle investigators/supervisory staff

- Will ensure that all staff and students are aware of the meaning of safety signs and the measures to be taken in connection with the safety signs

### Technical Service Managers/Workshop managers

- Will install, review and update where necessary signage at the entrances to laboratories, workshops or other areas under their control

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**Building Safety Supervisors/Departmental Safety Officers**

- Will ensure that all first aid signage is in place and up to date

**Estates and Digital Services**

- Will update fire safety signage across the University Estate at the direction of the Fire Safety Manager
- Will ensure where relevant, that all pipework is suitably labelled

**Projects and Planning**

- Where appropriate, incorporate into any project they undertake, the installation of new safety signage

**Health and Safety Services**

- Will provide competent advice on the implementation of this procedure and monitor compliance to ensure that this process is followed
- Will carry out periodic reviews where necessary

**Fire Safety Manager/Building Services Engineer**

- Will provide competent advice on the provision of fire safety signage across the University Estate

**Employees**

All employees are required by this procedure to carry out the following:

- Report any observed deficiencies in safety signs or signals immediately to their line manager
- Report any incidences of employees failing to comply with the relevant signage to their line manager or Health and Safety Services.

## 4. Definitions

**Safety and/or health sign:** A sign providing information or instruction about safety or health at work by means of a signboard, a colour, an illuminated sign or acoustic signal, a verbal communication or hand signal.

**Signboard:** A sign which provides information or instructions by a combination of shape, colour and a symbol or pictogram which is rendered visible by lighting of sufficient intensity. In practice, many signboards may be accompanied by supplementary text. For example, 'Fire exit', alongside the symbol of a moving person.

**Prohibition sign:** These are a red circular sign with a black symbol. There is a red diagonal strip going through the sign. These sign prohibit behaviour likely to increase or cause danger. For example, 'no access for unauthorised persons').



**Warning sign:** Yellow triangular sign with a black outline and symbol. These denote a warning of a hazard or danger. For example, 'danger: electricity'.



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**Mandatory sign:** These are a solid blue circular sign with a white symbol. These prescribe a specific behaviour. For example, ‘eye protection must be worn’



**Emergency escape or first-aid sign:** These are solid green with a white symbol. These give information on emergency exits, first aid, or rescue facilities. For example, ‘emergency exit / escape route’.



**Fire information signs:** These are solid red signs with a white symbol. These give information regarding on fire alarm call points or fire extinguishers.



**Safety colour:** A colour to which a specific meaning is assigned. For example, yellow means ‘be careful’ or ‘take precautions’.

**Symbol or pictogram:** For use on a signboard or illuminated sign. For example, the trefoil ionising radiation warning sign.

**Illuminated sign:** A sign made of transparent or translucent materials which is illuminated from the inside or the rear to give the appearance of a luminous surface. For example, emergency exit signs.

**Acoustic signal:** A sound signal which is transmitted without the use of a human or artificial voice. For example, a fire alarm.

**Verbal communication:** A predetermined spoken message communicated by a human or artificial voice.

**Hand signal:** A movement or position of the arms or hands giving a recognised signal and guiding people who are carrying out manoeuvres which are a hazard to people.

**Residual risk:** The amount of risk or danger associated with an action or event remaining after natural or inherent risks have been reduced by risk controls.

## 5. Procedure

Safety signs on their own are not an adequate control measure and should not be seen as a substitute for implementing safe systems of work, or engineering controls.

Unless legislation dictates the use of a particular sign, the decision of what signage to use should come through risk assessment. When the control measures identified in the risk assessment have been applied, there may be one or more residual risks remaining which employees need to be warned of. If one or more of these risks is significant, then a safety sign will be needed.

Any signage installed must be in accordance with the requirements established within the Health and Safety (Signs and Signals) Regulations 1996. In particular:

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- All signs should be large enough to be clearly visible at a safe distance
- Where signage needs to be visible in low light, this should either be illuminated or photo luminescent
- When signs are used to denote hazardous substances, symbols are in line with relevant legislation.
- Where multiple signs are to be used, consideration should be given to the use of a purpose designed sign board.
- Signage must be effective, maintained and unfamiliar signage explained to employees.
- Use internationally understood pictorial signs where appropriate.

**Fire signage**

The fire safety manager or relevant building services engineer is responsible for reviewing the provision of fire safety signs. Where necessary, they will arrange for signage to be updated via Estates and Digital Services. For new building or refurbishments it is expected that this provision will be part of the project.

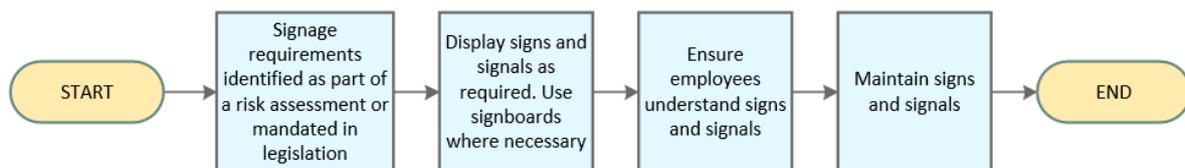
**Laboratory/workshop signage**

Signage used for laboratories and workshops must be reflective of the hazards associated with the laboratory. For laboratories that utilise radiation, signs will be installed in accordance with the University Radiation Rules C:01, C:03 and C:07.

In addition to the hazards, prohibitions and mandatory signs, laboratories and workshops will display the name of the person responsible for safety of the area.

**Other safety signage**

Safety signs that have been identified as required as part of a risk assessment must be installed. It is not possible to define every situation that would require a sign. Examples would be in order to prevent falls from height, or being struck by falling objects, secure fencing or barriers will often be required, and signs denoting risk or falling or potentially falling object installed.



Further direction on compliant signals and safety signs can be found in Section 5. Related documents

**6. Related documents**

- [L64](#) Safety signs and signals The Health and Safety (Safety Signs and Signals) Regulations 1996

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## 7. Revision History

Date of Issue	Version number	Amendments Made
31/01/2020	1.0	First issue
14/12/2020	1.1	Minor (British standards removed, all Regulations placed in one section by Mubin Chowdhury HSBP for AMC)



# Appendix 1

UNIVERSITY OF LEICESTER Department Name

Laboratory

LSS Name:

Tel. Ext.



Lab Coats Must Be Worn In This Area



NO Eating Or Drinking



NO Access For Unauthorised Persons



**WARNING**  
Biological Hazard  
Containment Level 2

## Additional warning information



Supervised Area



**WARNING**  
Hazardous  
Chemicals



Editable version is available from the Health and Safety Services website.

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