

16. Safety Signs at Work

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Policy

The Board of Directors and the Chief Executive of the Society recognise that where there are risks to the health & safety of any colleagues, as indicated by risk assessments, and such risks have not been prevented or adequately controlled by equally or effective means, safety signs must be provided and maintained in accordance with health & safety regulations.

Signs

Signs will be unambiguous and easy to read, bearing in mind the importance of legibility in times of stress. All signs used within Society premises will conform to statutory requirements in terms of colour, design and shape. A competent person will be responsible for the specification, siting and installation of such signs.

Types of Sign

Mandatory

- Message conveyed – must do something
- Colour – white text / symbol / illustration on blue background
- Shape – Round
- Example – Fire Door, Keep Shut

Prohibition

- Message conveyed – must not do something
- Colour – white text / symbol / illustration on a red background. Sometimes black is used to enhance the message.
- Shape – round
- Example – No Admittance, Authorised Personnel Only

Warning

- Message conveyed – warning of particular hazard / danger
- Colour – black text / symbol / illustration on yellow background
- Shape – triangular
- Example – Danger: Electric Shock Risk

Condition

- Message conveyed – safe to proceed; safety feature
- Colour – white text / symbol / illustration on green background
- Shape – square or oblong
- Example – First Aid Box

Sign Maintenance

All signs must be kept in good condition, and never obstructed or removed except during maintenance periods. In this instance, alternative arrangements must be made (temporary re-positioning etc.) and signs must be replaced immediately on completion of this maintenance.

Sign Awareness

Managers should ensure that colleagues:

- Are aware of these signs, and their location.
- Are able to recognise and interpret sign status through colour, shape and message.
- Know what the signs mean.
- Know that any missing, damaged or defaced signs must be reported to the Property Project Management Group.

Signals

The regulations permit hand signals. Hand signals should be simple, precise, easy to make and easily understood. Where colleagues use hand signals, all those colleagues will receive such training so as to make them competent in the use and understanding of such signals used in their place of work.

Ordering of Signs

New signage can be ordered directly from the Society's approved supplier.

Should you require additional signs that are not listed or wish to discuss further signs being installed you contact the Health & Safety Team: Health&SafetyTeam@midcounties.coop