



Safety Signs, Signals and Notices Guidelines

Version Number:	V2.0
Ratified by:	Health, Safety and Security Working Group
Date of Approval:	25.1.12
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Approving Body / Committee:	Health, Safety and Security Working Group
Date issued:	March 2012
Review date:	March 2013
Target audience:	All Liverpool Community Health Staff
Name of Lead Director / Managing Director:	Gary Andrews, Director of Finance
Changes / Alterations Made To Previous Version:	Paras 2.5 and 2.5.1 - reference added re H&S notice boards (21.2.12)

1. About this Document

1.1. Purpose

This guideline document defines the use of safety signs, signals and notices to be used in Liverpool Community Health NHS Trust (the Trust) controlled sites.

1.2. Application

This guideline applies to Liverpool Community Health (LCH) controlled sites and projects.

1.3. Legislation

The Health and Safety at Work etc Act 1974

The Health and Safety (Safety Signs and Signals) Regulations 1996

1.4. Responsibilities

Liverpool Community Health has overall responsibility for ensuring the safety, health and welfare of its employees and others in ensuring that the correct safety signs, signals, and notices are used where necessary.

1.4.1. Governance Department

The Governance Department is responsible for ensuring that the most up to date information in relation to Safety Signs, Signals and Notices is available for all employees in accordance with the relevant legislation.

1.4.2. Site Manager (or Nominated Deputy)

Site Managers (or their nominated deputy) at Liverpool Community Health controlled sites are responsible for ensuring these guidelines are both implemented, and their implementation is reviewed on a regular basis for sites under their control.

The Site Manager (or their nominated deputy) is responsible for:

1. Assisting and advising managers in the implementation of this procedure at their site, including the selection and use of safety signs
2. Ensuring that all building and plant hazards are identified

3. Ensuring that unavoidable hazards, or those controlled by other means, are suitably signed so as to avoid injury or harm to staff or others (this may include the use of brail or tactile signs as appropriate)
4. Ensuring that all employees and contractors under their control are aware and understand the meaning of all safety signs used
5. The erection, maintenance and review of all signs
6. Ensuring that the signs used comply with current legislation
7. The set up and management of site health and safety notice boards

It will be the responsibility of the Site Manager to ensure all fire, first aid, and emergency signs are correctly displayed.

1.4.3. Managers

Managers are responsible for:

1. Identifying any hazardous activities or processes under their control
2. Ensuring unavoidable hazards, or those controlled by other means, are suitably signed so as to avoid injury or harm to employees or others
3. All employees under their control are aware of and understand the meaning of all safety signs used
4. The review of safety signs is an ongoing procedure
5. Any employee who aids with the movement of - or drives - heavy goods vehicles, vans or other motorised vehicle in the work place can use and understand the relevant hand safety signals (as shown in Appendix B), and have attended appropriate Banksman training.

1.4.4. Employees

Employees are responsible for:

1. Ensuring that they understand the meaning of safety signs
2. Not obscuring or otherwise removing safety signs from view
3. Abiding by safety signs at all times
4. Notifying the Site Manager or their Line Manager of any missing or damaged signs they may find.

2. Procedures

2.1. Risk Assessment

The need for safety signage should be established as part of the general risk assessment carried out at all Liverpool Community Health sites in accordance with the 'Risk Assessment' guidelines.

Safety signage at any site is dependent upon the nature and layout of the site and the activities that are carried out.

The need (if at all) for key employees to be instructed in the use of safety signals should be assessed at each site, along with the requirement for Banksman training. This must be considered at sites where employees are expected to assist in the manoeuvring of vans, trucks, or other large vehicles or, when using manually operated hoists or lifting equipment. The use of safety signals may be necessary where distance and/or noise prevent verbal instructions being passed.

It should be noted that the use of safety signs is not a substitute for other control measures to minimise identified risks if they cannot be eliminated by other means.

The 'Signage, Notices and Signals Checklist' presented in Appendix A lists the areas most likely to require signage etc, although it should be noted that the list is not exhaustive. It should be used to assess the need for any safety signs etc, on site and as part of any site inspection process.

2.2. Safety Signs

Certain colours have set meanings when on safety signs:

Yellow	-	warnings indicating risks
Red	-	prohibitory or things that must not be done
Blue	-	mandatory and must be obeyed
Green	-	convey information

Types and colours of signs and their meaning are listed as follows:



Warning Signs

Generally triangular in shape and carry a black pictogram on a yellow background with a black edging.



Prohibitory Signs

Are round in shape and carry a black pictogram on a white background with red edging and a diagonal line.



Mandatory Signs

Are round in shape and carry a white pictogram on a blue background.



Emergency Escape or First Aid Signs

Are rectangular in shape and carry a white pictogram on a green background.



(As above)

2.3. Safety Signals

Safety signals may need to be used in assisting with the movement of large vehicles. An overview of the signals commonly used is shown in Appendix B. Any employee who needs to assist in such manoeuvres should be trained in the correct use of safety signals, and in Banksman activities.

2.4. Acoustic Signals

Acoustic signals may be used to provide warning information. Examples of this might be fire alarms, bomb alert warnings, intruder alarms, and may also include reversing vehicles. Where acoustic signals are used, they must be clear, unambiguous, and audible by all concerned. People with hearing impairments should be taken into consideration when selecting acoustic signals.

2.5. Notices

All sites are required to display the 'Health and Safety Law - What You Should Know' poster (ISBN 07176 24935) on the Health and Safety notice board – see para 2.5.1 below. The poster must be completed to show the name and address of the local enforcing authority, (Health and Safety Executive), along with other relevant site information such as the responsible person.

(Please note that the format of this poster changed with effect from 6th April 2009. However, employers have until 5th April 2014 to replace the posters. The Health & Safety Department is responsible for ensuring that the posters are changed before the deadline).

All sites are also required to display a current copy of the 'Employers Liability Insurance' certificate. (This requirement extends to all sites where LCH employees are working).

Examples of other notices which are required to be displayed in Liverpool Community Health controlled sites are:

1. Names and locations of first aiders
2. Electric shock information (where necessary)
3. Information for visitors (unless adequately provided on visitors passes).

2.5.1. Health and Safety Notice Board

All sites shall set up in the staff area and maintain a notice board (or more as needed) for displaying relevant site and Liverpool Community Health health and safety information, notices, Workplace Inspection reports etc.

Site Managers (or equivalent) shall ensure any notice board is kept in good order i.e. free from the practice of overlaid notices and posters etc.

2.6. Training

All employees should be made aware of safety signs and specific signals in use, and should have a full understanding of their meaning.

Where acoustic signals are used for emergency purposes, these must be explained in the first instance to employees during induction, and their attention drawn to the fixed times when such systems are tested.

2.7. Monitor and Review

All site signage and notices should be monitored and reviewed on a regular basis, with no more than 12 months since the last review.

3. Records

1. Signage, Notices and Signals Checklist

The above form should be completed and retained in the Health & Safety Log Book kept on site

Appendix A: Signage, Notices and Signals Checklist

Page 1 Signage, Notices and Signals Checklist	
Name of site:	
Date:	
Fire:	Check
Fire exit routes (direction)	
Internal fire exit door closure	
Final exit fire doors (internal)	
Final exit fire doors clearance (external)	
Evacuation assembly points	
Fire extinguishers, fire fighting appliances, blankets, fire systems	
Special fire risks (e.g. flammable materials)	
Alarm call points	
Fire emergency procedures notices	
Battery room warnings	
Petrol/diesel tanks	
Smoking prohibition	
Other?	
First Aid:	
Location of first aid containers	
First aid room location	
Other special first aid items as needed (e.g. eyewash)	
First aiders contact names/contact notice	

Page 2 Signage, Notices and Signals Checklist	
Electrics:	
Electrical plant (as needed in each case)	
Riser cupboard/doors closure	
Plant room machinery	
Electrical mains intake room	
Standby generators	
Overhead cables (if applicable)	
Fuse cupboards/doors closure	
Electric Shock Poster	
Other Hazards:	
Battery rooms (used to support uninterrupted power supply)	
Diesel generators	
Lift motor room(s)	
Chains/hoists warnings	
Step edges/ floor height step changes	
Internal traffic routes (inc. pedestrian)	
External traffic routes (inc. pedestrian)	
Two way swing doors warning	
External hazardous plant enclosures	
Hazardous chemical/substance storage warnings or prohibitions	
Battery acid warnings	
Office equipment warnings	

Page 3 Signage, Notices and Signals Checklist	
Equipment repair/maintenance notices/signs	
Vehicle manoeuvring signals	
Bomb alert notices	
Lift emergency notices	
HSE poster	
Others?	

Appendix B

Commonly Used Safety Signals



START - Attention start of command.

Both arms are extended horizontally with the palms facing forwards.



STOP - Interruption. End of movement.

The right arm points upwards with the palms facing forwards



END - of the operation.

Both hands are clasped at chest height.



RAISE

The right arm points upwards with the palm facing forward and slowly makes a circle



LOWER

The right arm points downwards with the palm facing inwards and slowly makes a circle



VERTICAL DISTANCE

The hands indicate the relevant distance.



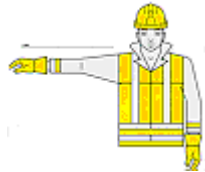
MOVE FORWARDS

Both arms are bent with the palms facing upwards, and the forearms make slow movements towards the body.



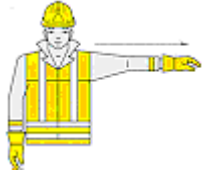
MOVE BACKWARDS

Both arms are bent with the palms facing downwards and the forearms make slow movements away from the body



RIGHT - to the signalman's

The arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the right



LEFT - to the signalman's

The left arm is extended more or less horizontally with the palm facing downwards and slowly makes small movements to the left.



HORIZONTAL DISTANCE

The hands indicate the relevant distance



DANGER - Emergency stop

Both arms point upwards with the palms facing forwards

QUICK - all movements faster

SLOW - all movements slower