

HEALTH AND SAFETY

SAFETY POLICY & ARRANGEMENTS



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Subject: Health & Safety Signs & Signals

Introduction

This document forms part of the National Ice Centre's organisational written safety policy arrangements.

Departments, services or teams may consider it appropriate to develop additional guidance and systems of work on specific work related activities.

Where proposals, additional guidance or changes to systems of work will have an impact on health, safety and welfare, this will be discussed and agreed at the Health & Safety Committee.

If you have any questions or require further information or support on the contents of this document, please contact The NIC Health & Safety Advisor or Corporate Safety Advice.

Overview Of Management & Colleague Responsibilities

Manager Responsibilities

Below is an overview of the responsibilities which is intended to support managers in identifying their key duties that need to be taken to comply with the requirements of this document and the safety management systems of the National Ice Centre.

- Managers must ensure that the safety signs required for a premises are in place and displayed correctly in line with the requirements of this document
- Managers must ensure the signs comply with the requirements of this document
- Managers need to ensure that those signs are complied with by colleagues and others who are within the working environment
- Managers need to ensure that any colleagues who are required to use signals as part of their work are properly trained to both send and receive the signals correctly

Employee Responsibilities

The Health & Safety at Work Act 1974 section 7 requires all employees to consider their own health & safety and the safety of others.

As an employee of the National Ice Centre, if you have concerns in relation to health & safety that is likely to cause you or someone else, injury or ill health then you must ensure that the concern is communicated to your manager immediately.

You are also required to co-operate with the management of the National Ice Centre to ensure compliance with the health & safety arrangements, policies and procedures and work to the requirements identified within this document.

Legislative Compliance

To comply with the Health and Safety (Safety Signs and Signals) Regulations, managers must ensure that specific safety signs are in place whenever there is a risk that has not been controlled by other means e.g. engineering controls and safe systems of work.

Where a safety sign would not help to reduce the risk, or where the risk is not significant, there is no need to provide a sign.

Managers must ensure that signs are in place for effective traffic management using the correct road traffic signage.

Managers need to ensure that the safety signs are kept in a suitable condition and are clear and easy to understand.

Where the signage may be specialised or there is a need to clarify what the signage is in place for, colleagues must be informed of the purpose of the signage.

These regulations not only cover signage but also other means of communicating health and safety information including acoustic signals (e.g. fire alarms), spoken communication and the use of hand signals.

Text Only Signage

The use of text only signs is not acceptable.

All signs must have pictograms and text where necessary to aid clarity. Managers need to ensure that all signs comply with this requirement.

Other Signs and Signals

These additional signs and signals that may be utilised can include:

- the requirement for illuminated signs where necessary e.g. fire warning systems and emergency exit locations.
- hand signals for mechanical handling and directing vehicles.
- dangerous locations (e.g. slips, falling from heights) and traffic routes need to be marked.
- where evacuation is needed, the fire alarm signal should be continuous. Where hearing impairment may be an issue, the provision of a visual alarm should be considered



Sign Types

There are various types of sign, each having their own particular style and requirements.

The pictograms should also be accompanied by text identifying relevant information.

Prohibition Signs

This signage identifies a situation or task that is specifically prohibited. Typical signs include “no smoking”, “no access for unauthorised persons” and “not drinking water”.

- a) round shape
- b) black pictogram, white background, red edging and red diagonal line



Warning Signs

This signage identifies a hazard and gives a warning such as “slippery floors”, “fragile roof” or “fork lift trucks present”.

- a) triangular shape
- b) black pictogram on a yellow background with black edging



Mandatory Signs

This signage demands that this particular action MUST be carried out within the designated hazardous area.

These signs include “wear hearing protection”, “fire door-keep shut” and “eye protection must be worn”.

- a) round shape
- b) white pictogram on a blue background



Emergency escape or first-aid signs

This signage identifies a safe condition or route.

Typical examples will include directional signage showing the location of the 'Fire Exit' and where a 'First Aid box' may be located.



- a) rectangular or square shape
- b) white pictogram on a green background



Fire-fighting signs

All fire fighting equipment and call points must be identified by this type of signage:

- a) rectangular or square shape
- b) white pictogram on a red background



Fire Action Notices

Although not covered directly by the legislation, completed fire action notices adjacent to key fire alarm call points may be required to ensure colleagues and visitors are informed about the premises' fire procedures.

- a) Rectangular shape
- b) White text on a blue and red square with blank spaces that need to be completed by the management



Managers must ensure that the blank boxes are completed and that the information remains legible.

Signals

Although the Regulations specify a code of hand signals for mechanical handling and directing vehicles, they permit other equivalent codes to be used such as:

- BS 6736:1986 Code of practice for hand signaling for use in agricultural operations
- BS 7121:Part 1: 1989 Code of practice for safe use of cranes

Managers must ensure that a clear set of precise hand signals must be identified and understood by both vehicle / equipment controller and signaller prior to directing vehicles or other equipment.

The signaller's duties whilst directing manoeuvres must be exclusive to that task.

The signaller must wear distinctive clothing or other identifiable items and there is a guide that shows a list of the coded hand signals as identified within the regulations:

Further Information & References

The following information and reference material is in place to assist managers to understand their responsibilities and duties.

NIC Documentation and Links

Specific guidance on signage is also identified within the Safety Manual in the following Sections

- Managing Asbestos in the Workplace
- Workplace Fire Precautions
- Provision and Use of Work Equipment Regulations
- Lifting Operations and Lifting Equipment
- Control of Noise at Work
- First Aid at Work
- Control of Substances Hazardous to Health (COSHH)

External References

- L64 – 'Safety signs and signals - Guidance on Regulations' (HSE)