

Safety Signs Checklist

This checklist can be used to help carry out a safety sign survey of your premises. Although not extensive, it has been designed to help highlight any clear gaps in your current set-up and identify the relevant products to help ensure compliance with British and International Standards. **Upon completion of the checklist, if any of your answers are NO then use the page reference to find the recommended signs to rectify the issue.** You should check the condition of existing signs and replace any that are showing excessive wear and tear, display old symbols or where the graphics are fading as this may make them difficult to read. Look for consistency in terms of graphics / text format to maximise comprehension levels and minimise any risk of uncertainty.

Buckled or Bent Signs



Faded or Sun Damaged Signs



Chipped or Cracked Signs



Incorrect Colours



Old Symbols or Capital Letters



Outside and at Point of Entry into the Building

Page References

Is the assembly point clearly identified?	Y	N	20
If a visitor leaves through a rear fire exit, can he/she find their way to the assembly point?	Y	N	20
Is the designated smoking area clearly defined?	Y	N	21
Are all parking restrictions clearly identified?	Y	N	103 - 107
Are any speed restrictions within the grounds clearly marked?	Y	N	86, 87, 103 - 115
Can the roof be accessed and hold the weight of an average person?	Y	N	29, 55

Entry & Reception

Does the building clearly display at least one updated Health and Safety Law poster?	Y	N	53
Is there a 'No Smoking' sign on display in the building and / or in fleet vehicles?	Y	N	21, 22
Are facilities provided to ensure equality and inclusivity of all staff / visitors?	Y	N	82, 83, 89
As a visitor, is it clear if you need to sign in?	Y	N	81, 86, 114
If there is a CCTV system in use, is there at least one sign stating this?	Y	N	81
Where CCTV is in operation, is it clear who is running the system and how to contact them?	Y	N	81
Does the business have a clear way of informing staff of when a fire drill is due to take place?	Y	N	9

Fire Action, Equipment and Doors

Does every fire alarm call point have a fire action notice above it?	Y	N	10 - 12
Can all fire alarm call points be seen from a distance?	Y	N	9
Can all fire extinguishers, hose reels or fire call points be seen clearly from a distance?	Y	N	6 - 8
Have staff received instructions of what type of fires the fire extinguishers can / not be used on?	Y	N	6 - 7
Are fire doors indicated with a 'Fire door Keep shut' sign?	Y	N	12 - 13
Are all fire doors that open to fresh air clearly marked 'Fire exit Keep clear'?	Y	N	13, 16
Are emergency door push bars or pads clearly signed with the appropriate symbol?	Y	N	16, 143

First Aid

Is the location of the first aid equipment clearly marked?	Y	N	41 - 43
Are first aiders known by all staff members?	Y	N	41
Does your company have an accident report book?	Y	N	43

Toilet / Washroom Signs

Are the hot water taps, which could reach a harmful temperature, clearly signed?	Y	N	27
Do 'wash hands' signs currently appear in all washrooms?	Y	N	40, 138 - 141
Are policies on energy saving and recycling clearly indicated?	Y	N	76, 77
Are no smoking signs displayed in toilets / washrooms?	Y	N	22
Can visitors easily locate the toilets / washrooms? Is everyone catered for?	Y	N	83, 92 - 94

Access / Restriction around the Building

Are customers, visitors or new starters aware of areas they are restricted from entering?	Y	N	23
Are all height hazards clearly marked? (e.g. low ceilings, overhangs or areas with low clearance)	Y	N	29, 33
Are unexpected trip hazards or changes in flooring levels marked?	Y	N	35
Do all visible hazards have the correct sign next to them?	Y	N	26 - 35

Factories and Warehouses

Are there any requirements to wear specific PPE? Is this highlighted at all points of entry?	Y	N	36 - 38
Is all dangerous working equipment clearly marked with measures to be aware of?	Y	N	28, 32, 39, 56
Are all staff / visitors aware that forklifts operate in the area?	Y	N	28, 56, 58
Are signs in place to warn of potential reversing vehicles?	Y	N	24, 28, 56
Are there appropriate signs next to any 'Hot Works'?	Y	N	54
If any part of the building contains Asbestos, is it properly marked and managed?	Y	N	27, 54
Do all of the triangular warning signs display either 'Danger', 'Warning' or 'Caution'?	Y	N	26 - 35
Are routine equipment inspections carried out in compliance with PUWER?	Y	N	131 - 135

Fire Escape Signage

Do all Exit and Fire Exit signs show an ISO 7010 compliant running man?	Y	N	15 - 19, 142 - 144
With the exception of an office with one door out, can fire exit signs be seen from every area?	Y	N	15, 17, 19
Is there a fire exit sign pointing right or left above any door?	Y	N	15 - 19, 142 - 144
Would fire exit signs be visible in smoky / dark conditions for sufficient time to exit the building?	Y	N	15 - 19, 142 - 144

Notes / Comments
