

Intructions for Use of the Excel Spreadsheet

There are three tabs at the bottom of this worksheet



Instructions tab is the one you are reading

Title Tab

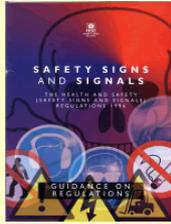
TITLE Tab is the front cover page of the Risk Assessment

Simply insert your Company Name, Date and Assessor name where indicated
Print the front cover once you have completed your Audit
Do not enter any data other than Company name, Date and Assessor - the data will copy from the risk assessment details

Audit Details Tab

Read each section and answer the questions
Enter Data ONLY in the white coloured boxes for each question
Enter a score for each question as indicated
If the question is not aplicable score it as max potential score
Enter comments in the comments box

Once complete simply print off both the Title Page and the Audit Details pages
Note you may need to change your printer settings
You have now completed your Health & Safety Audit



Health & Safety Safety Signs Audit



Date	
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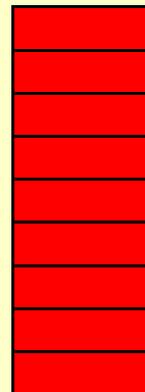
Company Name	
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Assessor	
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Performance Acceptable - no action required
Performance marginal - ongoing action required
Performance not acceptable - urgent action required



- General**
- Information, Instruction and Training**
- Fire**
- Acoustic signals and Illuminated signs**
- Obstacles, Dangerous Locations and Traffic Routes**
- Chemicals, Substances and containers**
- Asbestos**
- Information for Emergency Services**
- Work Equipment and Machinery**



Safety Signs Audit

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Guidance	Examples
General					
Do you have and sufficient copies of the mandatory Health & Safety Law poster displayed in prominent positions within the workplace	3		0		
Do you have a copy of your Employers Liability Insurance certificate displayed in your workplace	3		0		
Do the Prohibition safety signs that you use conform to the relevant regulations and are the relevant colour	3		0	<i>Prohibition sign (RED)</i> - a sign prohibiting behaviour likely to increase or cause danger (eg no smoking);	
Do the Warning safety signs that you use conform to the relevant regulations and are the relevant colour	3		0	<i>Warning sign (YELLOW)</i> - a sign giving warning of a hazard or danger (eg danger: electricity);	
Do the Mandatory safety signs that you use conform to the relevant regulations and are the relevant colour	3		0	<i>Mandatory sign (BLUE)</i> - a sign prescribing specific behaviour (eg eye protection must be worn);	
Do the Safe Condition safety signs that you use conform to the relevant regulations	3		0	<i>Emergency escape or first-aid sign (GREEN)</i> - a sign giving information on emergency exits, first-aid, or rescue facilities (eg emergency exit/escape route.)	

Safety Signs Audit

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<p>Do you ensure that Permanent signboards are used for signs relating to prohibitions, warnings and mandatory requirements and the location and identification of emergency escape routes and first-aid facilities.</p>	<p>3</p>		<p>0</p>		
<p>Do you ensure that Places where there is a risk of colliding with obstacles or of falling are permanently marked with a safety colour and/or with signboards.</p>	<p>3</p>		<p>0</p>		
<p>Do you ensure that Traffic-routes are permanently marked with a safety colour.</p>	<p>3</p>		<p>0</p>		
<p>Do you mark or place signs on pipelines within your workplace to indicate their content</p>	<p>3</p>		<p>0</p>	<p>It is useful to place signs on pipe work to indicate the contents and the danger which the pipeline presents. The general provisions of the <i>Health and Safety (Safety Signs and Signals) Regulations 1996 (S.I. 1996, No. 341)</i> do not cover the colour coding of pipelines but they are pertinent to positions on pipelines, such as sampling points, stop valves, drain valves and joints where they may become exposed to the contents of the pipe. Such signs are covered by <i>BS 1710 1984 'Specification for identification of pipelines and services'</i>.</p>	
<p>If the hearing or sight of any employee is impaired for any reason, for example, by the wearing of personal protective equipment, do you take additional measures to ensure that employees can see or hear the warning sign or signal, for example by increasing the brilliance or volume.</p>	<p>3</p>		<p>0</p>	<p>In some cases more than one type of safety sign may be necessary, for example, an illuminated warning sign indicating a specific risk combined with an acoustic alarm meaning 'general danger' to alert people, or hand signals combined with verbal instructions.</p>	

Safety Signs Audit

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<p>Do you ensure that all safety signs are properly maintained so that they are capable of performing the function for which they are intended. This can range from the routine cleaning of signboards to regular checks of illuminated signs and acoustic signals to see that they work properly.</p>	3		0		
	3		0		
	39	0	0		
<p>Information, Instruction and Training</p>					
<p>Have you ensured that comprehensible and relevant information on the measures to be taken in connection with safety signs is provided to each of his employees.</p>	3		0		
<p>Have you ensured that each employee receives suitable and sufficient instruction and training in the meaning of safety signs and the measures to be taken in connection with safety signs.</p>	3		0		
<p>Do you ensure that your employees fully understand the meaning of fire safety signs in the workplace and how to give warning in case of fire.</p>	3		0	<p>Supervisors and others who have been given particular responsibility in an emergency need to be clear about the action to take if the fire alarm is sounded.</p>	
	9	0	0		
<p>Fire</p>					
<p>Do you ensure that any non-automatic fire-fighting equipment so provided is easily accessible, simple to use and indicated by signs.</p>	3		0		
<p>Do you ensure that all emergency routes and exits are indicated by signs</p>	3		0		

Safety Signs Audit

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Guidance	Examples
Are emergency exit and route signs rectangular or square shape and have a white pictogram on a green background (the green part to take up at least 50% of the area of the sign)	3		0	A fire safety sign which bears only text (ie typically 'Fire Exit') will not be acceptable, although text can be used in combination with pictograms.	
Are emergency routes and exits requiring illumination provided with emergency lighting of adequate intensity in the case of failure of their normal lighting and provided with illuminated signs where necessary.	3		0	Make sure the fire exit sign is displayed immediately above the exit opening or, if this is not possible, choose a position where the sign can be clearly seen and is least likely to be obstructed or obscured by smoke.	
Are fire fighting signs rectangular or square shape and have a white pictogram on a red background (the red part to take up at least 50% of the area of the sign)	3		0		
Do you ensure that, where an exit cannot be seen or where a person escaping may be in doubt about the location of an exit, (eg in warehouses where goods for transit and other obstructions may prevent a clear view of the exit doors), fire exit signs including a directional arrow are provided at suitable points along the escape route.	3		0	In buildings in multiple occupation a common approach to the provision of fire safety signs is sensible so that people are not confused about the exit routes from the building. In such cases it is normally the owner of the building who has responsibility for displaying signs in common areas (eg stairways). Individual occupiers are normally responsible for the signs necessary within their part of the building.	
Do you ensure that where an exit is seldom used it is marked with appropriate signs indicating that the exit is not be blocked or obstructed in any way.	3		0	Your enforcing authority for fire safety may, in addition to the fire safety signs referred to, require provision of certain supplementary signs contained in BS 5499 to aid the effective and efficient use of the escape routes provided. For instance, where there is a danger that a door which is a fire exit may become obstructed (because its importance is not appreciated) such as a final exit door opening into a car park or storage yard, or a seldom used intercommunicating or bypass door between rooms, a conspicuous 'Fire Escape - Keep Clear' sign may need to be shown on the appropriate faces of the door.	

Safety Signs Audit

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Guidance	Examples
Do you ensure that your fire alarm has a sound level considerably higher than the level of ambient noise so that the warning signal can be heard throughout the workplace	3		0	The method of giving warning of fire will vary from workplace to workplace. However, it needs to be suitable for the premises. In some cases, such as small workplaces, the fire alarm may consist of manually operated sounders (eg rotary gongs or handbells). In larger workplaces it may take the form of an electrical fire-warning system (eg conforming to BS 5839 <i>Fire detection and alarm systems in buildings</i>).	
Do you ensure that your fire alarm is easily recognisable and distinct from other acoustic signals and ambient noise;	3		0	Fire alarms are included in the term 'acoustic signal'. The definition in the Regulations is 'a coded sound signal which is released and transmitted by a device designed for that purpose, without the use of a human or artificial voice'. In practice it is important that the acoustic signal for a fire alarm:	
Do you ensure that your fire alarm is continuous for evacuation					
	27	0	0		
Acoustic signals and illuminated signs					
Do you ensure that when acoustic signals or illuminated signs need to be activated (either automatically or in line with other safety arrangements) they remain so for as long as the danger exists or until receipt of any planned acknowledgement.	3		0		
Do you ensure that acoustic signals and illuminated signs are checked at regular intervals to ensure that they are functioning correctly.	3		0		
Do you ensure that illuminated signs are bright enough to be seen, without causing glare	3		0	Where flashing signs are used to warn of imminent danger, it is particularly important to ensure that measures are in place to either detect failure of the sign quickly or to prevent its failure (eg by fitting duplicate bulbs etc).	
Do you ensure that a number of illuminated signs are not used together if this could give rise to confusion . Confusion could also arise if an illuminated sign is placed close to any other similar light source.	3		0		

Safety Signs Audit

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Do you ensure that acoustic signals are set at a level which is considerably higher in terms of frequency than the ambient noise, for example 10dB above the level of ambient noise at that frequency.	3		0		
Do you ensure that acoustic signals are not used more than one at a time.	3		0		
Do you ensure a guaranteed supply of power or back-up in the event of failure for safety signs and signals which require some form of power to enable them to operate (unless the hazard is itself eliminated by the power failure).	3		0		
	21	0	0		
Obstacles, Dangerous Locations and Traffic Routes					
Do you ensure that any obstacle or dangerous location is suitable marked with yellow and black striped warning stripes.	3		0	Regulation 13 of the Workplace (Health, Safety and Welfare) Regulations 1992 (Workplace Regulations) includes requirements to prevent injuries caused by falls from heights or from being struck by falling objects. In most cases secure fencing is needed to prevent falls. However, where the risk is low or where it is impracticable to safeguard by other means, marking the dangerous location may be necessary - for example, highlighting the edge of a raised platform or area where objects may fall using markings consisting of yellow and black (or red and white) stripes.	 
Do you ensure that such signs have stripes at an angle of 45 degrees, and more or less of equal size.	3		0		
Do you ensure that all traffic routes where pedestrians and vehicles combine are suitably marked with yellow or white stripes and that warning signs are posted.	3		0	Regulation 17 of the Workplace Regulations includes requirements for indicating traffic routes within workplaces where necessary for reasons of health and safety. The Safety Signs Regulations requires the markings to take the form of continuous lines, preferably yellow or white, taking into account the colour of the ground.	

Safety Signs Audit

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Do you ensure that the stripes are located so as to indicate the necessary safe distance between the vehicles and any object which may be near by, and between pedestrians and vehicles.	3		0	Permanent traffic routes in built-up areas outdoors should, as far as is practicable, be similarly marked, unless they are provided with suitable barriers or pavements.	
Do you mark the boundary of work areas so as to distinguish between increasing areas of risk.	3		0	Such markings are useful in defining the boundaries of work areas and obstructions where they an act as a reminder of the physical environment and the danger which exists.	
	15	0	0		
Chemicals, Substances and containers					
Do you ensure that all containers of chemicals or substances are labelled in accordance with the CHIP regulations. I.E. Name of substance; Name, address and telephone number of the person responsible for placing the substance or preparation on the market; Symbols and indication of danger; Phrases indicating risks (the R phrases); Phrases indicating safety advice (S phrases); Any EC number for substances and "EC label"for substances listed in Part I of Approved Supply List; Labelling phrases	3		0	Labelling of containers is generally covered by the requirements of the <i>Chemicals (Hazard Information and Packaging for Supply) Regulations 2002 (S.I. 2002, No. 1689)</i> (CHIP 3).	
Do you ensure that employees have relevant information relating to chemicals or substances. I.E. Information posters or signs	3		0		
Do you ensure that where dangerous substances or explosive atmospheres may occur the relevant signage is displayed	3		0	A number of signs are require to comply with the <i>Dangerous Substances and Explosive Atmospheres Regulations 2002 (S.I. 2002, No. 2776)</i> . These include the need to mark explosive atmosphere zones as well as general directions and fire signs , including alarms and escape routes.	

Safety Signs Audit

Question Make a judgement about your level of compliance against each question. Score 1 for marginal, Score 2 for mostly, score 3 for fully compliant	Potential Score	Score	% Performance	Guidance	Examples
Do you ensure that areas, rooms or enclosures used for the storage of significant quantities of dangerous substances or preparations is indicated by a suitable warning sign.	3		0		
	12	0	0		
Asbestos					
Do you label any asbestos you may have on site in accordance with the Asbestos regulations	3		0		
Does any label show the word 'ASBESTOS' or, if a product containing crocidolite, 'contains crocidolite/blue asbestos'.	3		0	The Control of Asbestos at Work Regulations 2002 (S.I. 2002, No. 2675), Sch. 2 provide requirements for the labelling of asbestos. The requirement to label asbestos waste is contained in the Control of Asbestos at Work Regulations 2002 (S.I. 2002, No. 2675), reg. 23(3)(a) and refers to the requirements of the Carriage of Dangerous Goods and Use of Transportable Pressure Equipment Regulations 2004 (S.I. 2004, No. 568) (the Carriage Regulations), which largely revoked previous legislation or significantly amended it: Carriage of Dangerous Goods by Road and Rail (Classification, Packaging and Labelling) Regulations 1994 (S.I. 1994, No. 669) or Carriage of Dangerous Goods by Road Regulations 1996 (S.I. 1996, No. 2095) . The Control of Asbestos at Work Regulations 2002 (S.I. 2002, No. 2675), Sch. 2, para. 1A has been similarly amended by the Carriage Regulations .	
Do you ensure that the labelling of any asbestos present in buildings to ensure that anyone coming into contact with the material does not create any fibres and are warned of the danger. This particularly applies to people engaged on maintenance type activities, refurbishments and similar tasks.	3		0		
Do you ensure that any labelling is done as a support to a well developed register of asbestos locations (and types) and a permit to work system.	3		0		
	12	0	0		
Information for Emergency Services					
Do you ensure that any dangerous substances stored on site are adequately labelled in accordance with the relevant regulations	3		0	Marking of Sites Regulations 1990 (S.I. 1990, No. 304) requirements are for the marking of stores containing in excess of 25 tonnes of dangerous substances. In circumstances where both signs under the Dangerous Substances (Notification and Marking of sites) Regulations 1990 and Health and Safety (Safety Signs and Signals) Regulations 1996 are required, it is generally acceptable for only one form of the sign to be	
For example if a corrosive substance is used on site do you ensure that the location is marked with the appropriate signage	3		0		
	6	0	0		

Safety Signs Audit

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Work Equipment and Machinery					
Do you ensure that all machinery has appropriate marking and signage. I.E. Stop and start controls; Maximum rotation speed of an abrasive wheel;	3		0	The <i>Provision and Use of Work Equipment Regulations 1998 (S.I. 1998, No. 2306)</i> , reg. 23 requires that every employer shall ensure that work equipment is marked in a clearly visible manner with any marking appropriate for reasons of health and safety .	
Do you ensure Maximum safe working load of lifting equipment is marked.	3		0		
Do you ensure the contents of gas cylinders, usually by colour is marked	3				
Do you ensure the marking of pipe work and containers with content	3				
Do you ensure the marking of compressed air lines and receivers	3				
Do you ensure the marking of mains services	3				
Do you ensure that all machinery is marked with the name and address of the manufacturer.	3			The <i>Supply of Machinery (Safety) Regulations 1992</i> and the <i>Supply of Machinery (Safety) Regulations 1992 (S.I. 1992, No. 3073)</i> (as amended in 1994) provide for the marking of all machinery with the following minimum information:	
Do you ensure that all machinery is marked with CE marking, which includes the year of construction	3				
Do you ensure that all machinery is marked with a designation of series or type	3		0		
Do you ensure that all machinery is marked with a serial number, if any	3		0		

Safety Signs Audit

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<p>If in any area of the workplace under the control of the employer an employee is likely to be exposed to noise at or above an upper exposure action value for any reason do you ensure that the area is designated a Hearing Protection Zone by means of appropriate signage</p>	<p>3</p>		<p>0</p>		
<p>If in any area of the workplace under the control of the employer an employee is likely to be exposed to noise at or above an upper exposure action value for any reason do you ensure that the area is demarcated and identified by means of the sign specified for the purpose of indicating that ear protection must be worn.</p>	<p>3</p>		<p>0</p>		
	<p>36</p>	<p>0</p>	<p>0</p>		