

Signage Guide

- External/Building Entrance
- Reception Area
- Corridors & Stairwells
- Offices
- Factories/Production
- Warehousing & Logistics



Clear compliant visual and audio communication can help create awareness of risks.

Signsinc are here to help!

There are a variety of agencies, associations and organisations involved in the development of signs, who have produced legislation and guidance which includes:

- The Safety Health and Welfare at Work (General Application) Regulations 2007 (Chapter 1 of Part 7: Safety Signs at Places of Work) apply to safety signs. (Amended 2016)
- Guidance on labelling and packaging of substances and mixtures in accordance with Regulation (EC)No 1272/2008
- ISO 7010 Graphical symbols – Safety colours and safety signs – Registered safety signs (ISO 7010:2019)
- BS 1710:2014 Specification for identification of pipelines and services

Our guide will take these regulations into account so you can be assured your facility is fully compliant when it comes to signage.

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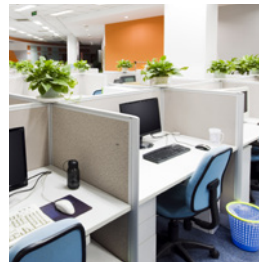
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Tel: **021 2355007**
Email: **info@signsinc.eu**
Online: **signsinc.eu**

Guidance Checklist

This signage guide has been put together to help you meet your company responsibilities. An employer must provide safety signs where they can help reduce risk and where all other methods of reducing that risk have been employed but a danger to employee health and safety remains. By completing a walk-through of your facilities and working environment, this booklet has been designed to help you review the suitability of current signage and make observations of locations where new or additional signage may be required. Please consider the following four stages of the sign review to help you along your way:

A: Risk Assessment:

The review will help to compile a formal risk assessment to:

- Identify risks that may cause harm to employees and/or visitors within your premises.
- Qualify the likelihood or possibility of any occurrence or incident likely to cause injury or harm to employees or visitors within the confines of your premises.
- Assess the possibility of any consequential injury or harm likely to be caused by any event or incident.
- Define the measures, steps or actions needed to be taken to prevent the possibility of any occurrence likely to cause injury or harm to employees or visitors. Liaise with emergency services and create an emergency plan.

B: Communicate, Education and Training:

You should communicate, educate and train employees and visitors in the actions they need to take to prevent injury or harm to themselves or others in accordance with the health and safety management system.

C: Application, Use, Siting and Maintenance of Safety Sign and Statutory Notices:

For an effective application strategy:

- Safety signs should not be surrounded by other signs of a similar size and colour.
- Safety signs should be located in areas where colour contrast is good.
- Add supplementary text to safety signs to improve comprehensibility and legibility.
- Consider whether lighting conditions are good enough to see the safety signs clearly at a distance and time required.
- Inform all employees, occupiers and visitors of the meaning of the distinctive colour and geometric shape of safety signs as well as the meaning of graphical symbols used - continue to reinforce this training and awareness by using training aids or guides, for example wall charts, pocket guides or leaflets.
- Make sure the safety signs used give the complete message and are unambiguous (design should comply with ISO 7010 standards wherever possible). Once your safety signs are in place, it is important that they are cleaned and visually inspected regularly. Actions should be taken to remedy defects immediately.

D: Choosing the right materials and size of sign:

Having established the need for a safety sign, consideration should be given to the substrate from which the sign is made to ensure its suitability for the environment where it is to be displayed. Every substrate has its own unique characteristics and we have included a summary of our most popular sign materials below:

- **Self adhesive vinyl** - A thin flexible material suitable for indoor and outdoor application, easily applied to smooth surfaces.
- **Corriboard** - A cost-effective solution for high impact outdoor signs. Light and durable it is ideal for temporary outdoor signage.
- **Pvc/Foamex** - A perfect solution for all applications of indoor signage, it is light and durable and can be drilled and cut into shapes.
- **Di-bond** - An aluminium composite, a perfect solution for longer lasting outdoor signage. A high quality product which is light weight, durable and weather resistant.

We hope you find this signage guide a useful tool and we will be happy to provide a quote for any sign requirements that you identify as a result.

Protecting people, protecting buildings



SignsInc can help you use signs and graphics to create a safe, compliant and more usable facility for customers, visitors and employees.

Make it easy to identify entrances and exits, accessibility features, restrooms, non-smoking areas, and emergency evacuation routes with braille, bilingual and universal signage. Mark hazardous and restricted areas with wall signs, floor graphics and barrier markers.

Protect your customers, visitors, employees and your business by using signs and graphics to help create a safe and compliant facility. Be it the Health and Safety (Safety Signs and Signals) Regulations 1996 in Great Britain

or Chapter 1 of Part 7: Safety Signs at Places of Work in the General Application Regulations of 2007 in Ireland, **SignsInc** will help you manage your signage compliance obligations.

We will ensure all graphical symbols meet the requirements of EN ISO 7010 and guide you through the Labelling and Packaging of Chemicals (Amendments to Secondary Legislation) Regulations 2015 if needed.

Our regulatory products:

- Accessibility Signs
- Bilingual Signs
- Braille Signage
- Care Home Signs
- Catering Signs
- Construction Signs
- Disability & Equality Signs
- Digital Signs
- Electrical Safety Signs

- Energy Conservation / Recycling Signs
- Fire Safety Signs
- First Aid Signs
- Food Safety Signs
- Hazard Warning Signs
- Hazardous Material Signs
- Information Signs
- Labels, Tags & Marking
- Mandatory Signs

- Prohibition Signs
- Quarry Signs
- Regulations & Safety Guides
- School Signs
- Security & CCTV Signs
- Sign Fixings & Frames
- Traffic & Car Park Signs
- Water Safety Signs
- Wayfinding Signs

Safety Signs - FAQs

When must safety signs be used?

Safety signs must be used whenever a hazard or danger can not be avoided adequately or reduced in another way. Before installing safety signs an employer should examine whether the hazard can be avoided or reduced by collective precautions (precautions that protect everybody) or safer ways of doing the work.

What regulations apply to safety signs?

The Safety Health and Welfare at Work (General Application) Regulations 2007 (Chapter 1 of Part 7: Safety Signs at Places of Work) apply to safety signs.

What types of safety signs are there?

A safety sign provides information about safety or health and can be a signboard, colour, acoustic signal, verbal communication, or hand signal.

What is a signboard?

A signboard is a sign that provides information or instruction using a combination of shape, colour and symbols but excludes information in writing.

How will workers understand the meaning of safety signs?

Employers must provide information to employees on the meaning and requirements of any signs used in the workplace, especially where text on supplementary signboards is used.

What colours and shapes should be used on safety signboards?

Red for prohibition

Yellow for caution

Green for positive action

Blue for mandatory actions

○ Discs for prohibitions and instructions

▲ Triangles for warnings

□ Squares and rectangles for emergency and information signs

What is a safety sign?

The Regulations cover a variety of methods of communicating health and safety information. The terms used in the Regulations mean the following:

(a) **Safety and/or health sign** – a sign providing information or instruction about safety or health at work by means of a signboard, a colour, an illuminated sign or acoustic signal, a verbal communication or hand signal;

(b) **Signboard** – a sign which provides information or instructions by a combination of shape, colour and a symbol or pictogram which is rendered visible by lighting of sufficient intensity. In practice, many signboards may be accompanied by supplementary text, eg 'Fire exit', alongside the symbol of a moving person. Signboards can be of the following types:



(i) **Prohibition sign** – a sign prohibiting behaviour likely to increase or cause danger (eg 'no access for unauthorised persons');



(ii) **Warning sign** – a sign giving warning of a hazard or danger (eg 'danger: electricity');



(iii) **Mandatory sign** – a sign prescribing specific behaviour (eg 'eye protection must be worn');



(iv) **Emergency escape or first-aid sign** – a sign giving information on emergency exits, first aid, or rescue facilities (eg 'emergency exit/escape route');

(c) **Safety colour** – a colour to which a specific meaning is assigned (eg yellow means 'be careful' or 'take precautions');

(d) **Symbol or pictogram** – these appear in Schedule 1, although some variation in detail is acceptable provided the meaning is the same (examples of variations are included in BS EN ISO 7010). They are for use on a signboard or illuminated sign (eg the trefoil ionising radiation warning sign);

(e) **Illuminated sign** – a sign made of transparent or translucent materials which is illuminated from the inside or the rear to give the appearance of a luminous surface (eg emergency exit signs);

(f) **Acoustic signal** – a sound signal which is transmitted without the use of a human or artificial voice (eg a fire alarm);

(g) **Verbal communication** – a predetermined spoken message communicated by a human or artificial voice (eg a fire alarm);

(h) **Hand signal** – a movement or position of the arms or hands giving a recognised signal and guiding people who are carrying out manoeuvres which are a hazard or danger to people.

External/Building Entrances

Signs are not just a concern for inside the building, alongside the obvious company name sign (contact us for custom solutions), there are several areas that should be addressed:

Assembly Points

Assembly point signs are essential for identifying areas of safety where persons should assemble in the event of an emergency. The general rule of thumb is it should be positioned a distance equal to twice the height of the building.



Fire Exit Doors

Exit doors of a building present problems because this type of door requires a higher degree of security to prevent access from outside, while still having to be opened easily from within. It is important that this route is clear of any obstacles.



Parking

Clear instructional signs will help pedestrians, cyclists and motorists to navigate parking areas safely. These will include signage to indicate traffic flow restrictions and to demarcate restricted areas, concealed entrances and speed limits.



Security

If CCTV is in use, the operator must let people know they are using CCTV. Signs are the most effective way of doing this and must be clearly visible and readable, with details of the organisation operating the system provided.



Speed Restrictions

Speed limits may be variable around your business. Indicate speed limits with safety signs and enforce the slowing of traffic with speed bumps, perfect for use in car parks, private roads,



Non/Smoking Areas

Appropriate no smoking signs must be clearly placed in all smoke free premises. Smokers looking for an appropriate place to smoke may check the no smoking signs in and around premises to easily see which areas are restricted.



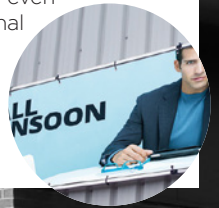
Roof Access

If fragile surfaces are present on a non-domestic building they must be identified. A 600x200mm sign can be seen from 25 metres away in good light, making it ideal for this type of application.



Bespoke

The custom made sign services that we offer, allow you to create a wide variety of signs that will fit even the most creative needs. We have several processes which we use on a regular basis, dependent upon volume, graphical content or even just personal taste.



Corporate Signage

We provide all aspects of Corporate Signage both internally and externally to help you communicate your brand effectively. We can provide you with signage solutions across all types of materials and media.



Notes

- Assembly Points
- Emergency Escape
- Safe Condition & First Aid
- PPE
- Parking & Directional
- CCTV
- Speed
- Designated Smoking/Non-Smoking Areas

- Roof Access
- Bespoke Requirement
- Corporate Requirement
 - Corporate Values
 - Mission Statement
 - Company Branding
 - Company Messages or Slogans
- Site Map & Notices
- Traffic

Reception Areas

In most buildings the entrance will lead staff and visitors into the reception area. This provides an excellent opportunity to display key safety information for maximum awareness. As the 'introduction' to your company it is also an opportunity to use deluxe and/or customised signs to enhance a professional profile.

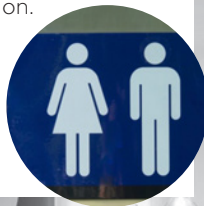
Company Info

The reception area can be a useful place to display key safety information as it is often the main entry point for staff and visitors, providing an excellent opportunity to advise of important safety messages.



Toilet Signs

General information signs will help identify various facilities within a building and display important notices and requests to staff and visitors. Ensure toilets & restrooms are clearly marked and visible from all areas of the reception.



Fire Alarm

The display of appropriate notices, in clear and precise format is recommended to support good fire safety management and formal training. Fire Action Notices provide important information to staff and visitors in the event of a fire.



Extinguisher ID

Under the Regulatory Reform (Fire Safety) Order 2005, any non-automatic fire fighting equipment should be identified with an appropriate sign. Training and instruction on how to use equipment is also required under PUWER.



Emergency Escape

It must not be assumed that everyone will know all safe routes through a building. Emergency escape signs are provided to guide people from wherever they are within a building to the place of ultimate safety (the assembly area).



Access

There are many situations where you may need to use signs to prevent access - because a door is alarmed, of dangers beyond or to prevent the general public entering a private staff only area.



Braille

Meet obligations under the DDA & Equality Act 2010 by providing braille & tactile signs in your building.



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Wall, Window & Floor Graphics

Our premium vinyl & fabric materials can be applied to almost any smooth surface. Our materials can be used to mount to windows, wall or floor. Ideal for safety information, directions or other display applications



Pull up Displays

Pull-up banners are a great way to add instant impact to any entrance area. They're light but robust, can be put up or taken down in an instant, and come complete with carry case. Perfect for indoor displays in your reception area.



Corridors & Stairwells

Corridors and stairwells can prove a confusing labyrinth for visitors if rooms and emergency escape routes are not clearly signed. They are often used as the most direct passage for exiting a building in the event of an emergency and should be kept clear of obstacles (boxes, rubbish, furniture etc) at all times with fire doors clearly identified.

Fire Equipment

By positioning an appropriate fire equipment sign at a height between 1.7 - 2 metres from the ground it helps to locate and identify essential fire equipment in the event of it being obscured by furnishings in the room.



Emergency Escape

Exit To assess your fire exit requirements you should start from the centre of the building, or point farthest from a fire exit and work towards the exit, noting changes in direction and levels.

Fire exit signs should be placed at these points.



Fire Doors

All fire exit doors should have sign displayed to explain opening methods. Fire doors need to have a sign explaining that they must be kept shut. Fire escape doors must be kept clear of obstacles on both sides of the door.



Stairwell Signs

Stairways may be the only way to exit a building in the event of a fire as lifts will usually be out of use. The risk of trips and falls under these conditions are increased and can present additional concerns for the visually or physically impaired.



Extinguisher IDs

Under the regulatory Reform (Fire Safety) Order 2005, any non-automatic fire fighting equipment should be identified with an appropriate sign. Training and instruction on how to use equipment is also required.



Non/Smoking Signs

Under BS EN ISO 7010 and BS 5499, as with First Aid signs and Fire Exits, signs relating to Designated Smoking Areas are deemed as Safe Condition signs. These signs should always use white text on a green background, alongside a tick or appropriate symbol.



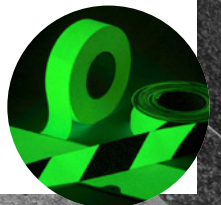
Anti-slip Tapes

General Purpose anti-slip tape is designed essentially for slippery areas to prevent falls, slips and accidents. Our range of anti-slip tape is available in a range of sizes and colours.



Photoluminescent Tapes & Signs

Glow in the dark tape and signs for use around doors, handles, skirting boards, step edges, etc, clearly marking escape routes and emergency exits during power cuts and dim lighting conditions.



Bespoke

The custom made sign services that we offer, allow you to create a wide variety of signs that will fit even the most creative needs. We have several processes which we use on a regular basis, dependent upon volume, graphical content or even just personal taste. Despite the thousands of standard safety sign messages available in our catalogue we appreciate that there will always be occasions when a customer needs something customised - whether it's adding a company logo, imagery or simply creating a unique 'one-off' sign.



Offices

With nearly one in three employees working in an office in the UK and Ireland, the need to highlight potential hazards and fire risks is ever increasing. Check out our range of safety signs ideal for the office environment.

Prohibition Signs

Prohibition signs indicate an action or behaviour that must not be committed. Within the office environment these should be highly visible to insure employees and visitors do not forget the action they should not commit.



Janitorial Signs

We can provide an extensive range of janitorial & WRAP compliant recycling signs ensure your office area is kept tidy, waste is recycled and spillages disposed of appropriately.



First Aid Signs

Under the Health and Safety (First Aid) Regulations 1982 (as amended 1997) employers have a legal obligation to assess and introduce first aid provisions. Any such provisions should be easy to locate,



Emergency Escape

It must not be assumed that everyone will know all safe routes through a building. Emergency escape signs are provided to guide people from wherever they are within a building to the place of ultimate safety (the assembly area).



Fire Alarm Signs

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General Information

General information signs will help identify various facilities within a building and display important notices and requests to staff and visitors. Ensure toilets & restrooms are clearly marked and visible from all areas of the office..



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Factories & Warehouses

Warehouse signs ensure the safety of workers and products in an often noisy and busy environment. Most warehouse workers operate heavy machinery and encounter risks on a daily basis, therefore it is imperative that they are aware of proper procedures and potential hazards. The wall space in your warehouse is an obvious place to hang signage, but look beyond it if you want them to be noticed. Safety reminders can be placed next to equipment, on pallet racking or on the ground, making them incredibly difficult to ignore.

Floor Marking

Highlight pallet positions, walkways and traffic flow with our range of tough PVC floor markers. Capable of withstanding every day traffic in a fully operational warehouse due to the aggressive adhesive backing.



Labelling

A range of self adhesive letters and numbers for the identification of storage locations, bin numbers, aisles numbers, plant and equipment and many other applications.



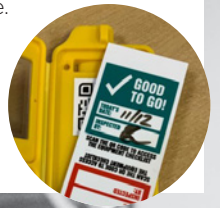
Emergency Escape

It must not be assumed that everyone will know all safe routes through a building. Emergency escape signs are provided to guide people from wherever they are within a building to the place of ultimate safety (the assembly area).



Inspection Systems

Encourage safety checks on warehouse equipment with Good to Go Safety. Providing a means for assessing equipment and in doing so highlighting any defects and ultimately providing a safer workplace.



Fire Equipment

By positioning an appropriate fire equipment sign at a height between 1.7 - 2 metres from the ground it helps to locate and identify essential fire equipment in the event of it being obscured.



Pipeline Identification

Health and Safety Regulations 1996 require employers to mark visible pipes in the workplace which contain or transport dangerous substances, including conduits for electrical services and ventilation ducting.



Mirrors

Our range of overhead surveillance mirrors and 2-way safety mirrors are ideal for warehouses and industrial premises. All mirrors are supplied with wall fixings.



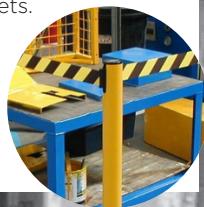
Impact Protection

Impact protection systems cushion and warn of protruding corners, edges, vulnerable pipes and protect many other areas such as walls, kerbs and machinery. They are ideal for racking and shelving - protecting staff from injury and property from damage.



Posts & Wall Units

Tough portable barrier systems to cordone off areas or direct traffic flow. Features high visibility retractable chevron webbing. Simply pull out the webbing and attach to additional posts or wall brackets.



5 Stage Process



1. Survey

Site Visit & Requirements Established

A comprehensive sign survey will be carried out on site and we will guide on regulatory compliance helping you sign your hazards, improve site navigation with road and pathway marking. We will make recommendations on what signage would perform best for your business taking into consideration which materials and structures will be most suitable. We will also briefly go through installation procedures if required.



2. Design

Proposal Created with Artwork Indicating Sign Locations / Placement

With years of experience our designers can provide you with various proposals and layouts complete with a full specification before your signs go into production. The design process is carried out with careful consideration to ensure your product or business is communicating clearly with your target audience.



3. Review

Proposal Reviewed /Amended and Signed Off

Working through the proposal with you, we will refine the proposal to ensure that it is exactly right for your requirements.



4. Manufacture

Signs Produced and Quality Checked

On approval your signs will go into production. Each and every sign is manufactured to the best possible finish using only good quality materials ensuring you end up with a reliable product that will be durable, well made and ensure that you communication requirements are professionally addressed.



5. Installation

Signs Delivered To Site and Installed if Required

Installation of all work is undertaken by trained and experienced fitters. From acrylic plaques to large fabricated signage, we will ensure that all projects large or small are carried out safely, on time & with minimum disruption to your business. The knowledge and use of correct fixings, adhesives and framing systems is critical for a successful installation.



Our core products

With over 14,000 standard safety signs available to buy online, we cover a vast array of industries and applications such as:

Safety | Prohibition | Mandatory | Hazard

When it comes to regulatory signs, at **SignsInc** our goal is to help you meet your statutory obligations for the provision of safety signs and signals which must be used at all workplaces when hazards cannot be avoided or adequately reduced.

Safety signs and signals are required where, despite putting in place all other relevant measures, a significant risk to the health and safety of employees and others remains. Such signage must be clear and legible, and should be used to identify actions that are prohibited (e.g. no access), safeguards that must be followed (e.g. ear protection must be worn), warning of a hazard (e.g. corrosive material) and to direct towards fire exits/equipment or first-aid equipment.

Our primary goal in **SignsInc** is to ensure your compliance with all legislative requirements.

We know that you will have other signs requirements, whether it be to promote your brand, connect with people or simply to pass on information. Being a full service signage company we can help you with these too.



Standard Signs



Custom Made Signs



Premises Management Signage



Traffic Management Signage



Wall, Floor and Display Graphics



Labels and Identification Tags



Our signage expertise

Standard signs

We provide a range of predesigned signs which meet many common workplace requirements, visit www.signsinc.eu to request a printed copy, download a PDF of the catalogue or to just browse/shop online.



Custom signs

With many years experience and knowledge of creating and manufacturing quality signage, from concept to installation, **SignsInc** can provide you with your total signage solution.

We will create and devise a complete project plan to meet your requirements from initial site visit, matching corporate guidelines, adhering to Health

& Safety legislation or create a new concept for you.

We provide a full colour, clear, high resolution project scheme for you to review and complete with all your stakeholders.

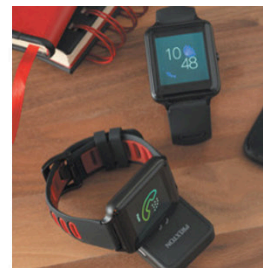
We put together the best possible team to utilise our skill sets, experience and knowledge, so we can meet each and every critical point in your custom made project.

All main areas of signage design and production covered, including:

- Acrylic Panels & Standoffs
- Backwalls/Wall Graphics
- Banners
- Barrier Systems
- Boards
- Lightboxes
- Pop Up Stands
- Display Stands
- Poster Displays
- Directories & Wayfinding
- Monoliths
- Totems
- 3D Cut Out Letters
- Glass Manifestations

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- Toys & Games
- Tools & Car Accessories
- Health & Personal Care
- Gift Packaging

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