



Safety Signs Guidance

Safety signs are a useful way of communicating health and safety information. Employers are legally required to display some signs, while others are put in place to help reduce the likelihood of an accident or emergency being caused.

sportscotland acknowledge that the regulations apply to all places and activities where people are employed. They require us to provide specific safety signs whenever there is a risk that has not been avoided or controlled by other means. Where a safety sign would not help to reduce a risk, or where the risk is not significant, there is no need to provide a sign.

Safety signs are to be regarded as a last resort in the hierarchy of risk control, and should only be used in the absence of a reasonable or suitable alternative control measure.

Where appropriate, we will install a health and safety notice board in a public area to inform and instruct all who read. The notice board will have the following required information:

- Health And Safety Law Poster;
- Health and safety policy;
- Employers liability insurance;
- First aiders;
- Fire wardens;
- Fire evacuation arrangements.

We will not presume that employees will automatically understand what each sign requires of them. It is important that employees are aware of and understand the meaning of safety signs and signals either seen or heard during their work, including providing training where necessary. Although most safety signs are self-explanatory, employees (particularly new, young or inexperienced ones) may be unfamiliar with the meaning of some of the less commonly used signs.

It is therefore important that the meaning of any sign is clearly explained, and that employees are aware of the consequences of not following the warning or instruction given by the sign.

Safety notice board

Site safety notice boards are the perfect way to communicate and inform our employees, contractors and visitors of important health and safety information. Having safety notice boards in recognised locations ensures that everyone knows where to look to find out important information, and provides **sportscotland** with the opportunity of knowing exactly where to display information that our employees need to read.

The board will help **sportscotland** comply with the Health and Safety Information for Employees Regulations 1989 that require we not only display the HSE Health & Safety Law Poster, but to do so in a location where our employees can easily read it.

The boards allows the display of permanent health and safety information such as policy statements, names of first aiders, etc, as well as daily information such as works taking place on site, permits to work open, near-miss statistics, etc.

Using site safety notice boards and regularly updating the information, builds good safety behaviours by creating a central location where everyone knows they can go for the latest, up-to-date information.

There are certain things that must be displayed on the noticeboards in our premises. Some of these are legally required, others are just good practice. Below are the most important that we will display:

The Health and Safety “What You Need to Know” Law Poster – this details the employee’s rights under Health and Safety Law.

Health and safety policy – this lists the company’s aims for health and safety in a clear and simply way and is signed and dated by the person whose responsibility health and safety throughout **sportscotland**.

Employers liability insurance – this shows our insurance is fully up-to-date, but it shows to our employees and our visitors that we are a business that takes its health and safety considerations seriously.

First aiders – this will identify the fully trained and appointed first aiders on the premises. In the event of an accident, a trained first aider can be quickly contacted to give vital first aid whilst an ambulance arrives.

Fire evacuation plan – it is crucial that the premises’ noticeboard displays fire precautions and fire evacuation arrangements in the event of a fire. The information that we will provide will include:

- General instructions of what to do in the event of a fire;
- Where the nearest escape route is;
- The names of employees who are designated fire wardens/fire marshals; and
- Maps/diagrams of where the nearest assembly points are.

Prohibition signs

These are circular with a red border and diagonal line over a black symbol on a white background. These indicate the prohibition of the depicted activity, e.g. 'No Smoking'.



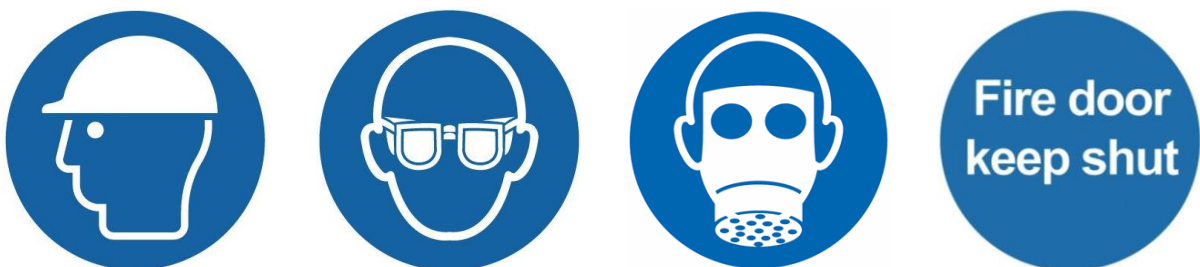
Warning signs

These are triangular in shape with a black border and symbol on a yellow background. These denote the presence of the depicted danger in the area where the sign is displayed, e.g., 'Caution'.



Mandatory signs

These are circular on a blue background with symbols in white. These indicate specific instructions that must be obeyed, where there is an obligation to use safety equipment, e.g., 'Hearing protection must be worn'.



Emergency signs

These are square or rectangular (depending on the size of text or sign) and will consist of a green background with white symbols. These will denote some safety consideration, e.g., 'First aid post' or 'Emergency Exit Route.'



Fire-fighting signs

These are square or rectangular, with a white pictogram on a red background.

