

## 1.0 Fire Signage

1.1 The [Health and Safety \(Safety Signs and Signals\) Regulations 1996](#) covers the provision of fire safety signs that are required in the workplace.

## 1.2 Standardisation of Signs

Safety signs are divided into categories according to the type of message they are intended to convey. Each category is assigned a specific format and set of colours. It is important that our staff and residents and contractors deal with standard signs across the City's stock within the social housing system.

As a result of firefighter deaths when dealing with high rise incidents they have requested low level signage to assist fire fighters.

### Prohibition Signs



These signs should be used to convey "Do Not" type commands. For example, to indicate that smoking is not allowed or where a particular material reacts dangerously with water, "Water should not be used" sign. In the workplace they should be used to reinforce instructions prohibiting dangerous activities and are required by the Health and Safety (Safety Signs and Signals) Regulations 1996. Such instructions, however, should also form part of the employees training.

Signs prohibiting an activity consist of a circular red band and single diagonal cross bar descending from left to right at an angle of 45 degrees. The background should be white with the pictogram indicating the nature of the command in black.

### Warning Signs



These signs should be used to make people aware of a nearby danger. For example, a flammable liquid store or a laboratory where radioactive substances are in use should have an appropriate warning sign near the entrance. These signs are required by the Health and

Safety (Safety Signs and Signals) Regulations 1996 and in specific cases by the Dangerous Substances (Notification and Marking of Sites) Regulations 1990.

Signs warning of a particular hazard consist of a black band in the shape of an equilateral triangle. The background within the band should be yellow with the pictogram indicating the type of hazard in black positioned centrally on the sign.

#### Mandatory Signs



These signs should be used to indicate actions that must be carried out in order to comply with statutory requirements. For example an area of a construction site where hard hats should be worn should have appropriate signs at the entry points and self-closing fire doors that must be kept closed, to comply with a fire risk assessment, should be labeled with “FIRE DOOR KEEP SHUT” signs.

It should be noted that the Health and Safety (Safety Signs and Signals) Regulations 1996 do not apply to mandatory fire instructions but do apply to health and safety mandatory signs where pictograms are required. The minimum requirement is for the sign to include an appropriate pictogram and there are no pictograms for fire safety instruction signs. Although mandatory in the UK through inclusion in the requirements of most fire risk assessments, such signs are not considered as health and safety signs within these Regulations. Thus the familiar white on blue fire safety mandatory signs using text only will remain in place and will not have to be changed.

Fire action notices, that is, notices which list actions that occupants must carry out in the event of a fire are, by convention, written as white text on a blue background but not in the circular format. The colours are used to convey the mandatory nature of the instructions but because of the amount of text normally needed a rectangular format is used. The general mandatory sign of a white exclamation mark on a blue circle may be used in conjunction with a fire instructions notice.

Signs indicating mandatory requirements consist of a blue circle with the pictogram or text in white positioned centrally.

#### Safe Condition Signs



These signs should be used to indicate escape routes, emergency exits, first aid equipment, emergency showers and the like. In the same way as for mandatory signs some UK fire safety signs in this category are not required by the Health and Safety (Safety Signs and Signals) Regulations 1996. For example "PUSH BAR TO OPEN" is not required to comply and there is no pictogram with that meaning. Such signs are still needed for compliance with fire risk assessment and in some cases the Health and Safety At Work Act 1974.

Safe condition signs consist of a green rectangle or square with the pictogram or text in white positioned centrally.

#### Exit Signs

In order to comply with the requirements of the Building Regulations 1991, every doorway or other exit providing access to a means of escape, other than exits in ordinary use, should be provided with an exit sign. Installation of signs conforming to British Standard 5499 will satisfy both the Building Regulations 1991 and the Health and Safety (Safety Signs and Signals Regulations) 1996.

In general these Regulations will not require any changes where existing fire safety signs containing symbols that comply with BS 5499. This is because the signs in British Standard 5499, although different in detail to those specified in the Regulations, follow the same basic pattern and are therefore considered to comply with the Regulations.

There are many types of signage available if a manager is unsure please check with your ABCL Fire Safety Team Member of the ABCL fire safety team, as a guide the standard signs in use within the organization are detailed below:



Note: British Standard ISO 7010: 2012 has superseded BS 5499 Part 1, and old Euro type sign should not be used. An example of the new standard and out dated standard is below



Acceptable signage under BS ISO 7010:2012









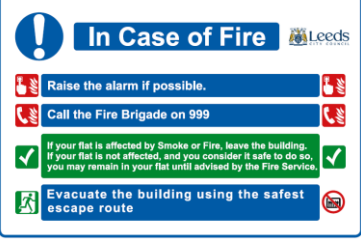




Old Euro Type signage no longer permitted











Sign No,	Type of sign	Size in mm	High Rise	Low Rise	Sheltered	Community Centre	Offices	Comments
1	 <p>The image shows two fire safety signs. The top sign is titled 'FIRE SAFETY' and includes a 'NO SMOKING' symbol, a warning about storing furniture and rubbish, and a 'KEEP THESE AREAS CLEAR AT ALL TIMES' instruction. The bottom sign is titled 'In Case of Fire' and provides instructions: 'Raise the alarm if possible', 'Call the Fire Brigade on 999', 'If your flat is affected by smoke or fire, leave the building. If your flat is not affected, and you consider it safe to do so, you may remain in your flat until advised by the Fire Service.', and 'Evacuate the building using the staircase, never use the lift.' Both signs feature the Leeds City Council logo.</p>	420 x 290						<p>This sign is the accepted fire action sign for high rise buildings over 4 storeys; These signs will be manufactured using 3mm steel sheet, with very little recyclable value, faced with a digitally printed graphic on to professional grade vinyl. The signs will be laminated with a protective overlay film, this will aid any need to clean off mild graffiti, this graphic will wrap around the edges of the sign.</p> <p>The signs will have 6no 3.5mm holes (drilled off site, template used for identical positioning of holes) to enable security screw (torque) fix installation where required, the rear will also have a quality self-adhesive tape around the perimeter of the sign this will add even greater theft/vandal resistance <b>for PFI properties only.</b></p> <p>For all other properties, signs will be glued using a covering of glue to the rear of sign using structural general purpose adhesive/sealant. Glue to be then applied around the edges of the sign using structural epoxy brickslip to give a antipick and smooth finish and prevent any theft to sign.</p> <p>Sign to be fixed to wall at height of 1200mm next to the lift if the space and wall structure will allow, otherwise the sign should be fixed as near to this measurement as possible.</p> <p>This sign will be 420mm x 290mm</p>

2		420 x 290						<p>This sign is the accepted fire action sign for low rise buildings up to 5 storeys; These signs will be manufactured using 3mm steel sheet, with very little recyclable value, faced with a digitally printed graphic on to professional grade vinyl. The signs will be laminated with a protective overlay film, this will aid any need to clean off mild graffiti, this graphic will wrap around the edges of the sign.</p> <p>The signs will have 6no 3.5mm holes (drilled off site, template used for identical positioning of holes) to enable security screw (torque) fix installation, the rear will also have a quality self-adhesive tape around the perimeter of the sign this will add even greater theft/vandal resistance <b>for PFI properties only.</b></p> <p>For all other properties, signs will be glued using a covering of glue to the rear of sign using structural general purpose adhesive/sealant. Glue to be then applied around the edges of the sign using structural epoxy brickslip to give a antipick and smooth finish and prevent any theft to sign.</p> <p>Sign to be fixed to wall at height of 1200mm next to the lift (If no lift, main lobby or landing area) if the space and wall structure will allow, otherwise the sign should be fixed as near to this measurement as possible.</p> <p>This sign will be 420mm x 290mm</p>
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Sign No,	Type of sign	Size	High Rise	Low Rise	Sheltered	Communi City Centres	Offices Workplac es	Comments
3		420 x 290						<p>This sign is the accepted fire action sign for sheltered Housing Complexes; These signs will be manufactured using 3mm steel sheet, with very little recyclable value, faced with a digitally printed graphic on to professional grade vinyl. The signs will be laminated with a protective overlay film, this will aid any need to clean off mild graffiti, this graphic will wrap around the edges of the sign.</p> <p>The signs will have 6no 3.5mm holes (drilled off site, template used for identical positioning of holes) to enable security screw (torque) fix installation where required, the rear will also have a quality self-adhesive tape around the perimeter of the sign this will add even greater theft/vandal resistance <b>for PFI properties only</b>.</p> <p>For all other properties, signs will be glued using a covering of glue to the rear of sign using structural general purpose adhesive/sealant. Glue to be then applied around the edges of the sign using structural epoxy brickslip to give a antipick and smooth finish and prevent any theft to sign.</p> <p>Sign to be fixed to wall at height of 1200mm next to the lift (If no lift, main lobby/landing area) if the space and wall structure will allow, otherwise the sign should be fixed as near to this measurement as possible.</p> <p>This sign will be 420mm x 290mm</p>
4		200 x 300						<p>This is the standard fire safety signs for workplaces, offices. To be sited In prominent locations by fire fighting points and adjacent every break glass call point</p> <p>The boxes on the sign must be completed in permanent ink, Available on intranet</p> <p><a href="http://insite.leeds.gov.uk/Root%20document%20library/lc%20sample%20fire%20procedure%20notice%20(2).pdf">http://insite.leeds.gov.uk/Root%20document%20library/lc%20sample%20fire%20procedure%20notice%20(2).pdf</a></p>



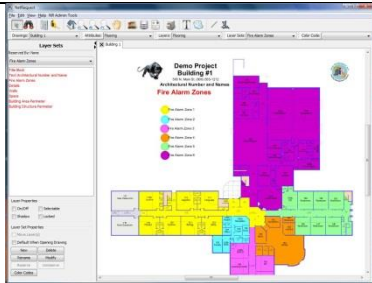





















Sign No,	Type of sign	Size	High Rise	Low Rise	Sheltered	Community Centres	Offices Workplaces	Comments
5		148 x 210			✓	✓		<p>This is the standard fire safety signs for Sheltered Housing High/Low rise &amp; Community Centres. These signs will be manufactured using 3mm steel sheet, with very little recyclable value, faced with a digitally printed graphic on to professional grade vinyl. The signs will be laminated with a protective overlay film, this will aid any need to clean off mild graffiti, this graphic will wrap around the edges of the sign.</p> <p>The signs will have 4no 3.5mm holes to enable security screw fix installation, the rear will also have a quality self-adhesive tape around the perimeter of the sign this will add even greater theft/vandal resistance <b>for PFI properties only</b></p> <p>For all other properties, signs will be glued using a covering of glue to the rear of sign using structural general purpose adhesive/sealant. Glue to be then applied around the edges of the sign using structural epoxy brickslip to give a antipick and smooth finish and prevent any theft to sign.</p> <p>Sign to be fitted above each break glass call point or as near to the call point as possible.</p> <p>This sign will be 210mm x 148mm</p>
6		400 x 150	✓	✓	✓	✓	✓	Used without an arrow, directly above the final exit to open air and safety
7		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>straight on and down from here</b>
8		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>straight on and up from here</b>
9		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>turn left from here</b>

















Sign No.	Type of sign	Size	High Rise	Low Rise	Sheltered	Community Centres	Offices Workplaces	Comments
10		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>turn right from here</b>
11		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>down &amp; right from here</b>
12		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>up &amp; right from here</b>
13		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>down &amp; left from here</b>
14		400 x 150	✓	✓	✓	✓	✓	Used to direct a person to a fire exit indicating that the direction of travel is <b>up &amp; left from here</b>
15		400 x 150	✓	✓	✓	✓	✓	Placed on the outer face of every exit other than the main entrance
16		600 x 100	✓	✓	✓	✓	✓	Used where exits are opened by a panic bar
17		100 x 150	✓	✓	✓	✓	✓	Used where there is a push pad used to open a fire exit

Sign No.	Type of sign	Size	High Rise	Low Rise	Sheltered	Community Centres	Offices Workplaces	Comments
18		100 x 50	✓	✓	✓	✓	✓	Used to open a fire exit secured by a thumb lock, note sign can be turn left or turn right
19		100 x 100	✓	✓	✓	✓	✓	Used where a security bolt is held closed by a glass tube, care should be taken where glass is in use because of glass shards
20		400 x 300	✓		✓			Used on lift motor rooms and doors to stairs in high rise leading to lift motor rooms. Can be used on areas designated by management
21		200 x 80	✓	✓	✓	✓	✓	Used to mark the position of fire fighting equipment when not readily visible, fitted by Fire equipment provider.
22		100 x 100	✓	✓	✓	✓	✓	Placed on both faces of any fire door with communal areas or on risk rooms with general access
23		100 x 100	✓	✓	✓	✓	✓	Placed on the outer face of fire doors to rooms normally locked, storerooms, services etc.
24		A4			✓			To be added to all guest rooms in sheltered Housing Complexes and fitted to rear of door

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25		150 x 150						<p>1. Placed on wall 300mm above floor landing level directly on the stair down to open air, This sign should be reflective</p> <p>Placed on the wall 300mm above floor adjacent right hand edge of door to landing from lobby see diagrams.</p>
26		150 x 150						Placed at floor landing levels within the stairway central on wall and in addition to conventional floor numbering 300mm above floor level, this sign should be reflective
27		200 x 200						Placed on door to dry riser outlet on every landing
28		200 x 200						Placed on door to dry riser inlet on ground floor

Sign No,	Type of sign	Size	High Rise	Low Rise	Sheltered	Community Centres	Offices Workplaces	Comments
29		200 x 200						Placed on door to wet riser outlet on every landing (Cottingley's only)
30		A3						Zone Diagram: Must be prepared and provided on every site with a Full fire alarm to BS5839 part 1. To be laminated and sited near or adjacent the fire alarm panel
31		200 x 150						To be prepared, laminated and sited adjacent the fire alarm panel for use by residents or fire service personnel. This simple sign will eliminate a lot of complaints from West Yorkshire Fire Service
32		300 x 100						To be used on access doors to areas such as Roofs, Plant Room, Main electrical intake rooms, Lift motor rooms
33		240 x 115mm Arial font size 33						For use on the inner face of meter cabinets and meger cupboard doors

Sign No,	Type of sign	Size	High Rise	Low Rise	Sheltered	Community Centres	Offices Workplaces	Comments
34								To be used above each flat door where a sprinkler is fitted to warn Contractors before entering. Self-adhesive sign to be 150 x 150mm
35		200 x 200mm						Main sprinkler stop valve sign to indicate location of main stop valve of sprinkler system. In the case of domestic sprinklers this will be on every floor level
36		150 x 95mm						Any building a provided cooker is supplied Housing Leeds apply sign to mains cooker switch
36		104 x 74mm						Sheltered accommodation where oxygen is being used by Resident in there flat to be mounted on the flat door at eye level

