1.0. UCL has a duty to inform staff, students and visitors as well as the emergency services of potential hazards, chemicals or processes within Laboratories or other designated hazardous areas.

1.1. Due to the range of hazards and processes used in the Laboratory, this often results in a number of signs placed on doors, resulting in crowding and loss of impact; therefore, UCL has used an acrylic holder system (available in A4 & A3 portrait, or landscape) to good effect over a number of years. These sign holders are placed adjacent to the Lab or Hazard area on the wall or door.

1.2. The signage is then marked up locally with the various hazards signs using commercial safety clip art imported into a word document and printed in colour on light white card. The card can then be slipped between the acrylic face & backing board. This means that the sign can be updated with different hazards as necessary depending on the activities within the Lab / Area.

1.3. Acrylic Holders may be purchased by the Department (Not Estates) from the following:

<table>
<thead>
<tr>
<th>Acrylic holders available from:</th>
<th>Tel:</th>
<th>Web:</th>
<th>Email:</th>
</tr>
</thead>
<tbody>
<tr>
<td>John Woods Orbital Signs 121a Hagden Lane Watford, Herts, WD18 7SR</td>
<td>01923 817781</td>
<td><a href="http://www.orbitalsigns.co.uk">www.orbitalsigns.co.uk</a></td>
<td><a href="mailto:sales@orbitalsigns.co.uk">sales@orbitalsigns.co.uk</a></td>
</tr>
</tbody>
</table>

1.4. Safety Clip Art may be purchased by the Department (Not Estates) from the following:

<table>
<thead>
<tr>
<th>‘Safety Clip Art’ Available From:</th>
<th>Re:</th>
<th>Tel:</th>
<th>Email:</th>
<th>Web:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rivington Designs Ltd, PO Box 171, Bolton Lancs BL7 9BF</td>
<td>Safety Officer’s Combo Pack Safety Clip Art</td>
<td>01204 - 308032</td>
<td><a href="mailto:info@rivingtondesigns.com">info@rivingtondesigns.com</a></td>
<td><a href="http://www.rivingtondesigns.com">http://www.rivingtondesigns.com</a></td>
</tr>
</tbody>
</table>

1.5. Signage should be confined to ‘Yellow Hazard Warning’ information using a hierarchy similar to the COSHH Regulations e.g.:

- Toxic / Harmful / Imitant / Radiation / Bio Hazard / Corrosive & Acids / Alkaline / Flammable Gases / Flammable Liquids / Non Flammable Compressed Gases / Laser Hazard / Liquid Nitrogen / Liquid Helium / High Voltage / other significant hazards - see below for examples:
Acrylic Holders:

A3 Clip Frame in Landscape

A4 Acrylic Holder Portrait

A3 Portrait Hazard Information Acrylic Holder

Sample below:
Warning
Toxic substances

DANGER
Chemical irritants

DANGER
Harmful chemicals

Warning
Oxidising substances

DANGER
Highly flammable liquid

DANGER
Solvents
Sample:

- **Warning**
  - Corrosive substances

- **Warning**
  - Biological hazard

- **Flammable gas**

- **WARNING**
  - Low temperature

- **Caution**
  - Compressed gases

End