

Construction site signage checklist

Check the signs, their locations and the arrangements behind them. Use this aid alongside your project risk assessments, traffic plan and emergency procedures.

Site / project	Inspection date
Reviewer	Next review date

Choose one response per item. Yes = meets the check; Action = needs attention; N/A = does not apply. Record actions and N/A reasons on page 2.

1 Planning and understanding	Yes	Action	N/A
01 Match required signs to current risk, traffic and emergency plans.	☐	☐	☐
02 Confirm that signs support suitable physical controls and safe working methods.	☐	☐	☐
03 Check that workers and visitors understand the symbols and instructions.	☐	☐	☐
2 Entrances and boundaries			
04 Identify each site entrance and the visitor reporting point.	☐	☐	☐
05 Show access restrictions before people enter the work area.	☐	☐	☐
06 Check that notices support suitable fencing, gates and access controls.	☐	☐	☐
3 Work areas and protective equipment			
07 Show PPE instructions that match the activity and work zone.	☐	☐	☐
08 Position relevant hazard warnings before the approach to the hazard.	☐	☐	☐
09 Identify restricted plant, electrical or chemical areas where needed.	☐	☐	☐
10 Use recognised symbols and colours; keep logos outside the safety symbol.	☐	☐	☐
4 Traffic and pedestrian routes			
11 Identify the pedestrian and vehicle routes in your traffic management plan.	☐	☐	☐
12 Show crossings, unloading points and relevant restrictions clearly.	☐	☐	☐
13 Place directions where drivers have enough time to respond.	☐	☐	☐
14 Check visibility from both pedestrian and driver approaches.	☐	☐	☐

Complete the review

Continue the checks below, then assign and follow up any actions. If you use separate sheets, add the site name to each one.

Choose one response per item. Yes = meets the check; Action = needs attention; N/A = does not apply. Record actions and N/A reasons on page 2.

5 Emergencies and first aid		Yes	Action	N/A
15	Check exit signs and arrows against usable escape routes.	☐	☐	☐
16	Identify fire equipment and the assembly point in your emergency plan.	☐	☐	☐
17	Show the first aid location and current first aid contact details.	☐	☐	☐
18	Check that temporary works protect existing escape arrangements.	☐	☐	☐

6 Visibility, materials and condition		Yes	Action	N/A
19	Check size, contrast and lighting from the actual viewing distance.	☐	☐	☐
20	Remove obstacles that hide signs from their intended approach.	☐	☐	☐
21	Match materials and fixings to the surface and weather exposure.	☐	☐	☐
22	Clean, replace or secure dirty, faded, damaged or loose signs.	☐	☐	☐

7 Changes, briefings and follow-up		Yes	Action	N/A
23	Remove outdated or conflicting signs after changes to the site.	☐	☐	☐
24	Explain current signs, routes and emergency arrangements at induction.	☐	☐	☐
25	Record issues, name action owners and set target dates below.	☐	☐	☐
26	Recheck signs after layout or work-phase changes, and set a review date.	☐	☐	☐

Action log and N/A reasons

Use the item number above. Make urgent risks safe immediately; use extra sheets if you need more space.

Item	Action / location / N/A reason	Owner	Target date	Closed date

Use this checklist to support your inspection. It does not replace a risk assessment or prove legal compliance. Apply the rules for your location: Great Britain and Northern Ireland have separate safety signs regulations.

Guidance: HSE L64: Safety signs and signals; site access; traffic management; fire safety; first aid.