

## Guidance for Laboratory Door Signage

### Introduction

Laboratories represent a broad spectrum of hazards across the university. It is important to inform those entering the facility of those hazards and precautions which need to be taken. This must be done without cluttering up the door where overuse of signage can create ‘sign blindness.’

This guidance is designed for laboratories and workshops. Offices and other low risk areas do not require additional information. Plant rooms and other maintenance or storage spaces managed by campus services are also not within the scope of this document.

The following guidance lays out the rules for what should be on signs and what should not be on these signs. A template is also provided but is not mandatory so long as your template conforms. This guidance is designed so that only one sign is present on any door which will be similar across the University.

In general there should be no other signage on the door itself apart from that legally mandated such as signage relating to radiation, lasers or licencing.

### Essential information:

Information	Example
Room number	G.17
Lab name/ activity type	Biophysics Laboratory
Mandatory Symbols	Example symbols
Contact Details -Name -Role -Extension -Email	John Smith Laboratory Manager Ex. 6345 J.Smith@Exeter.ac.uk

The essential information is designed to provide maximum usefulness to those visiting the lab and should not rely on the visitor having existing knowledge of rules and procedures. Regular users will already be familiar with this information and will have had other information and procedures covered in a local induction.

### Optional information

Information	Example
Date	Reviewed January 17
Branding	UoE or Spin out Logo

It is important to keep this information up to date so a review date can be helpful. Branding is ok but not essential.

#### Prohibited Information

Information	Example
Personal phone numbers	Non work mobile numbers
Sensitive Information	'Killer Robot research lab'
Detailed information on sensitive materials	Radiation
Non standard symbols	Orange CHIP COSHH symbols
Lab rules	
General statements	Unauthorised users are not allowed in this area
Non authorised branding	

It is important to minimise the information on the signs to only the most important. The prohibited information may not be incorrect but is less critical than the essential information and inclusion would reduce the effectiveness of the sign.