


G1.4 HEALTH & SAFETY MASTER NOTICE BOARD TEMPLATE


The Corporate Health & Safety Team has created a master template of a H&S notice board. This is designed to support LCC employees located at different sites across the county by showing what standardised information should be visible on their H&S notice board, and by providing links to the relevant documentation for display or completion, or – where relevant - information on how to order documentaion from ESPO.

N.B. Where yellow-and-black hazard tape is available, this may be used to outline the board for easy identification. An image of the template is included within this document for purely illustrative purposes, and a copy of the template can be downloaded from G1.4 Appendix 1.


H&S LEGISLATION



1. [Corporate Health & Safety Policy Poster](#)




2. [Health & Safety Law Poster - order from ESPO catalogue \(product no 15806 in \(Safety Signs\) or click to order via ESPO website](#)




3. [Terrorist Bomb Threat Poster](#)
[G20 Terrorist Threat Procedures](#)
[Appendix B Hazardous Mail Guidance](#)
[Appendix C Powder in Mail Guidance](#)

SITE-SPECIFIC H&S INFO




4. [Fire Action template](#)




5a. [Fire Evacuation Out-of-Hours \(Lincoln campus\)](#)

5b. [Fire Evacuation Out-of-Hours \(template for completion by each LCC site\)](#)



6. [G23 Working Alone – Employee Leaflet](#)



7. [First Aid Poster](#)

H&S BULLETINS/ALERTS

[LCC's H&S bulletins and alerts](#)

[LCC Health & Safety Manual Index](#)

[G1 Health & Safety Policy](#)

[G1.2 Significant Findings of Risk Assessment form and risk assessment template](#)

[The G5 Fire Policy including PEEPS information](#)

[The G13 Display Screen Policy](#)

[G19 Premises Compliance Officers](#)

HOW TO USE THIS MODEL TEMPLATE

The Corporate Health & Safety team has created this 'model template' of a H&S notice board, to show LCC employees which H&S information should be displayed on the H&S notice board at your site.

Links have been included to enable staff to access relevant posters for download/completion or order from ESPO.

- The "H&S Legislation" section is where you need to display H&S legal information, e.g. H&S law poster.
- The "Site-Specific H&S Info" section is where you need to display H&S information that is specific to your site/building, e.g. Fire Action and First Aid.
- The "H&S Bulletins/Alerts" section is where you need to display H&S bulletins and alerts, and policy information that is LCC-wide, e.g. G1 H&S Policy. Bulletins will need to be reviewed and updated from time to time (e.g. seasonally) to ensure they are up-to-date and relevant.

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