



Health & Safety Checklist

By using the **Daily/ Weekly/ Monthly Checklist**, the **Risk Assessment Template**, and the **Training Record**, you have a solid foundation for managing health and safety in your shop. These tools complement each other: the risk assessment tells you what to focus on; the checklist keeps those tasks on schedule; and the training record ensures you and your team have the knowledge to work safely. 'Health and safety' does not have to be overwhelming – it's mostly about staying organised, being consistent and fostering a safety-conscious culture.

Remember, a safe shop is a successful shop. It means fewer accidents (so less downtime and hassle), compliance with the law (avoiding fines or prosecutions), and a place where employees and customers feel secure. By following the guidance in this document, you're taking proactive steps to run your business responsibly. Good luck and stay safe!

Maintaining a safe retail shop protects your employees, customers and business reputation.

This document provides three practical tools for shop owners to manage health and safety effectively:

1. **Routine Safety Checklist** – daily, weekly, and monthly tasks to keep your shop safe and compliant.
2. **Risk Assessment Template** – a simple form to identify hazards and plan controls.
3. **Staff Training Record** – a table to track health & safety training for your team.

Using these tools consistently will build good habits. Regular checklists and training routines not only prevent accidents and legal issues but also lead to a more efficient and confident workplace. *(Consistent standards and small daily actions can greatly reduce chaos and boost productivity in your shop.)*

1. Routine Health & Safety Checklist (Daily / Weekly / Monthly)

Below is a checklist of tasks to incorporate into your shop's routine. They are broken down by how often each should be done. Many of these are simple checks that, if done regularly, **prevent common accidents** or issues. By following a daily/ weekly/ monthly schedule, you will ensure nothing important slips through the cracks.

How to use this checklist: You can incorporate these into an opening routine, closing routine, and weekly/ monthly reviews. Consider printing this section and ticking off tasks or using it as a basis to create your own custom checklist for your shop.



Daily Checks (Every day, ideally at opening and throughout the day)

- **Fire Exits & Doors:** Ensure **all fire exits are clear, unlocked, and easy to open**. Never block emergency exits with stock, rubbish or displays—not even briefly. In an emergency, everyone must be able to get out quickly. Check exit routes first thing each morning and keep them clear all day.
- **Floors & Spillages:** Keep floors **dry and free of trip hazards**. If anything spills (water, product, etc.), **clean it up immediately** and put a "Wet Floor" sign until it is fully dry. Use door mats on rainy days to catch water from shoes (and mop as needed to prevent puddles). Remove any obstacles in walkways: boxes, handbags, loose wires, litter—anything that could trip someone.
- **First Aid Kit:** Check that your **first aid kit is stocked and accessible**. It should be in a known location (marked, if possible). Do a quick scan: are there plasters, bandages, gloves, etc. in there? If supplies are low or used up, note to replace them. (We will do a full restock check weekly.) Even if you are the only worker, a first aid kit on site is essential—accidents can happen to anyone.
- **Fire Extinguisher & Alarm:** Verify the **fire extinguisher is in place** (eg mounted on its wall hook or in its designated spot) and unobstructed. Everyone should be able to access it quickly if needed. If your shop has a fire alarm or smoke detectors, make sure they show no faults (eg power light on, no beeping). You don't need to test alarms daily but keep awareness (and test weekly – see weekly checks). Also, if you have emergency light indicators on exits, glance to see they are lit.
- **Electrical Safety:** Do a quick scan of **electrical cables and equipment**. No extension leads running unchecked across customer areas. No frayed or damaged cords (if you find any, unplug that item and repair or replace it). Ensure plugs are not overloaded—avoid piggy-backing multiple adaptors. During daily operation, keep cables tidy and away from where people walk (use cable covers or route them behind fixtures). At closing time, **switch off or unplug non-essential electrical items** (like portable heaters, fans, displays) to reduce fire risk overnight.
- **Customer Hygiene & Safety:** Especially in a post-Covid world, maintain basic **hygiene practices**. Provide hand sanitiser at the entrance or till for customers and staff, and refill it as needed.
- **Staff Preparedness:** If you have staff, ensure **everyone is wearing appropriate footwear and clothing**. For safety, staff should wear closed-toe shoes with good grip (no high heels or flip-flops) to reduce slip risks and protect feet from falling items. Remind staff (perhaps in a quick morning huddle) of any specific safety focus that day eg "We got a big delivery, so watch your lifting technique and mind the back door stays clear." Encourage a culture where if anyone sees a hazard, they fix it or report it immediately.



Weekly Checks (Once a week, eg end of week)

- **Fire Alarm Test:** If your shop has an electrical **fire alarm system**, test it **weekly**. Pick a quiet time (or do it just before opening) and activate a test call-point or alarm switch—the alarm should sound loudly. Record the test in a logbook noting the date and any issues. (If you only have standalone smoke alarms, test them by pressing their buttons—and replace batteries if needed.)
- **Emergency Lights & Signs:** Examine your **emergency exit lights** (the green ‘Running Man’ signs or similar) to make sure they are lit when they should be. Many have a small test button—you can briefly press it to simulate a power failure and confirm the light stays on. Check **exit signage** throughout the shop: every exit door should have a clear sign above it, and directional signs should point the way if your layout is not obvious.
- **First Aid Kit Restock:** Do a **thorough inventory of the first aid kit**. Ensure it contains all recommended items (see HSE guidance for basic contents) and replace anything used or expired. Common things to check: bandage rolls, sterile gauze, adhesive plasters (various sizes), cleaning wipes, scissors, adhesive tape, disposable gloves, face shield (for CPR), etc.
- **Stockroom & Safety:** Organise the **stockroom or storage areas**. Make sure heavy items are stored on lower shelves (waist height or below) to prevent injuries from lifting or falling items. Nothing should be stacked too high without support (risk of toppling). Keep the floor clear—no stock or equipment should block aisles or exits in the back area either. Check that the stepladder or kick-stool is in good condition. If you have any hazardous substances (eg strong cleaning chemicals, paints), ensure they are in a secure place with their lids intact. A tidy stockroom is safer and helps you find stock more easily.
- **Electrical and Equipment Check:** Each week, inspect electrical equipment more closely. For example, check that plugs and sockets are not overheating (no scorch marks or burning smells). Look at cables for damage. If you use extension leads, ensure they have surge protection and are not daisy-chained. Any portable appliances (kettle, radio, till, printer) should be in good working order—if something is malfunctioning (sparking, flickering, etc.), stop using it until repaired. This is also a good time to verify your **PAT testing** schedule (Portable Appliance Testing) if you have one—many small businesses have appliances tested annually or per manufacturer recommendation. While not a legal requirement to test on a fixed schedule, doing routine visual checks like this goes a long way.
- **Accident/Near-Miss Review:** Review the week’s incidents, if any. Check the **accident book** for any new entries, and ensure details are fully recorded. Also consider any “near-misses” you or staff noticed but that did not result in an accident (eg ‘I nearly tripped on a loose mat yesterday’). Treat near-misses as warnings: take action to fix the underlying issue (in this example, secure or replace the mat). By reflecting weekly, you can spot



patterns or hazards and address them proactively. If something did happen (even minor), ask 'How can we prevent that in future?'.

- **Team Safety Chat:** If you have employees, hold a brief **weekly safety chat or training refresh**. For example, one week remind everyone how to properly lift heavy boxes (lift with legs, not back); another week, discuss how to use the fire extinguisher or where the assembly point is outside; another time, quiz where the first aid kit is and what is in it. Encourage questions or suggestions. Regular, small doses of training keep safety knowledge fresh and show your commitment. Jot down any training done (even informal tailgate talks) in case you need to prove it later.

Monthly Checks (Every month, eg the first Monday of the month)

- **Comprehensive Inspection:** Do a **top-to-bottom safety inspection** of your premises. This is like a mini audit. Walk around with a clipboard and look for anything potentially unsafe or not up to standard. Check the condition of floors (no new trip hazards or damage), stairs (handrail secure, anti-slip treads okay), ceilings (no leaks or dangling fixtures), shelving (securely anchored?), and so on. Verify that **fire extinguishers** are within their service date (they usually require an annual professional check – note the last service sticker date). Look at any **fire doors**—do they close fully and latch (they should not be wedged open)? If you find issues, take note and arrange to fix them. Document this inspection (even informally) to track improvements.
- **Risk Assessment Review:** Pull out your **health & safety risk assessment** (you should have one—see next section for the template). At least once a year (and ideally more often like quarterly or whenever changes occur) you need to **review and update your risk assessment**. Use the monthly check to quickly go through it: Have there been changes in the shop that introduce new hazards (new equipment, new layout, etc.)? Have you implemented the control measures you planned, and are they effective? For example, if last year you identified 'entrance gets slippery when wet' as a hazard and decided to use a bigger mat, check that the mat is indeed being used and doing the job—and the hazard is now lower. Update any sections necessary and note the date of review. Regular reviews keep your safety management current and effective.
- **Emergency Drill / Plan:** Schedule a **fire drill or emergency evacuation drill** at least once or twice a year. If you have staff, every employee should know what to do if the fire alarm goes off. For a small shop, a full-blown drill might just mean talking through the steps ('If there is a fire, we guide customers out through this exit and meet across the street. You call 999 once outside. Here is how to use the extinguisher if safe' etc.).
- **Equipment Maintenance:** Consider if any **maintenance or servicing** is due for safety equipment. Common ones: fire extinguishers (usually annual service), fire alarm or smoke detectors (battery changes or professional check annually), burglar alarm or

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CCTV (maintained as recommended), heating/ cooling equipment (service to prevent faults), PAT testing of electricals (yearly or as needed). Mark on a calendar when these are next due but use the monthly review to see if something is upcoming.

- **Policy and Paperwork:** Once a month, quickly scan any written **safety policies or records** you maintain. For instance, ensure your **Accident Book** is being used properly for any incidents (and stored securely due to personal data). If you have a **Health & Safety Policy** document (required if you have 5+ employees), check if any updates are needed (eg new staff roles, new procedures). Make sure the '**Health & Safety Law**' **poster** (required to be displayed at workplaces) is up in a visible spot with current contact details filled in. Are your **fire evacuation instructions** posted for staff and perhaps customers? Verify your **Employer's Liability Insurance certificate** is displayed and in date (legal requirement if you have employees).
- **Staff Training & Engagement:** Use the monthly schedule to plan any **formal training or refresher courses** needed. For example, if someone needs to renew a First Aid certificate or attend a Fire Warden training, plan for it.



Health & Safety Tick List for Retail Shops

Daily Checks

- ☐ Fire exits clear, unlocked, and easy to open
- ☐ No stock, rubbish, or displays blocking emergency exits
- ☐ Floors dry and free of trip hazards
- ☐ Spills cleaned immediately; 'Wet Floor' sign used if needed
- ☐ Walkways clear of obstacles (boxes, wires, litter, etc.)
- ☐ First aid kit stocked and accessible
- ☐ Fire extinguisher in place and unobstructed
- ☐ Fire alarm/ smoke detectors show no faults
- ☐ Emergency exit lights lit (if present)
- ☐ Electrical cables and equipment safe (no frayed cords, no overloaded plugs)
- ☐ Non-essential electrical items switched off/ unplugged at closing
- ☐ Hand sanitiser available and refilled
- ☐ High-touch surfaces wiped down regularly
- ☐ General housekeeping (bins not overflowing, shelves tidy, sharp/ heavy items stored safely)
- ☐ Staff wearing appropriate footwear and clothing
- ☐ Staff reminded of any specific safety focus for the day

Weekly Checks

- ☐ Fire alarm tested and result logged
- ☐ Emergency exit lights and signage checked
- ☐ First aid kit restocked and checked against HSE guidance
- ☐ Deep cleaning of shop premises (under shelves, behind counters, staff areas)
- ☐ Stockroom organised; heavy items on low shelves, aisles/ exits clear
- ☐ Stepladder/ kick-stool in good condition
- ☐ Hazardous substances stored securely
- ☐ Electrical equipment inspected for overheating/ damage
- ☐ PAT testing schedule reviewed (if applicable)
- ☐ Accident book reviewed; near-misses addressed
- ☐ Weekly safety chat or training refresh with staff; record any training

Monthly Checks



- ☐ Comprehensive safety inspection (floors, stairs, ceilings, shelving, fire extinguishers, fire doors)
- ☐ Risk assessment reviewed and updated if needed
- ☐ Emergency drill or evacuation plan scheduled/ reviewed
- ☐ Emergency phone numbers accessible; fire evacuation plan posted and up to date
- ☐ Equipment maintenance/ service scheduled (fire extinguishers, alarms, CCTV, heating/ cooling)
- ☐ Safety policies and records checked (Accident Book, Health & Safety Policy, Law poster, insurance certificate)
- ☐ Staff training/ refresher courses planned; staff asked for safety concerns/ suggestions