

Health and Safety in Small Retail Premises

Checklist

This checklist can be used as an aid in assessing and controlling hazards in the retail sector. The checklist is not an exhaustive list of items to be addressed as there may be specific hazards relevant to your workplace.

If you answer NO to any of the following questions, you need to put corrective action in place

Management of Health and Safety	Yes	No	What Action Required	Date Corrective action to be implemented
Have you prepared a safety statement				
Have staff been made aware of the safety statement				
Have you identified hazards				
Have you prepared a risk assessment				
Have you put required controls in place				
Have you recorded all the risk assessment & controls in your safety statement				
Do you review this safety statement at least annually				
Do you revise your safety statement whenever new hazards are introduced				
Have employees received adequate information				
Have employees received adequate instruction & training to enable them to carry out duties safely				
Is there a system in place to ensure non-English speaking employees understand the safety training, rules and procedures				
A-Z of Hazards:				
BULLYING				
Is there a written bullying prevention policy				
Have staff been made aware of the policy				
Do staff have access to this policy				
CHEMICALS				
Are staff provided with information on any chemicals they may use				

	Yes	No	What Action Required	Date of action
Are they aware not to mix chlorine bleaches with other chemicals				
Do they have appropriate personal protective equipment(PPE) e.g. gloves, masks, aprons				
Are cleaning agents stored safely away				
Are safety data sheets available (SDS's)				
COLD ROOMS				
Are suitable gloves provided for handling frozen surfaces and products				
Is there proper storage to avoid excessive bending, twisting or reaching.				
Is there a means of opening a cold room door from the inside				
If locked at night, is there a procedure to ensure no one is trapped inside				
ELECTRICITY				
Are leads & sockets regularly checked for wear & fraying				
Have you a Residual Current Device(RCD)				
Are all RCD's tested every 6 months				
Have you investigated causes for trip switches if they are activated				
FIRE				
Is rubbish removed frequently				
Are escape routes clear				
Are emergency exits unlocked				
Do emergency exits open outwards				
Are fire extinguishers provided				
Are fire extinguishers maintained				
Are staff aware of procedure in event of fire				
Are fire drills carried out at least twice/year				
Can disabled persons be evacuated safely				
FIRST AID				
Is suitably marked & easily accessible 1st Aid equipment provided				
Are first aid boxes checked and maintained regularly				
Is a qualified 1st aider available or suitable arrangements made with neighbouring premises				
Are names, addresses & telephone numbers of local emergency services clearly displayed				

	Yes	No	What Action Required	Date of action
LOADING/UNLOADING				
Is there a designated area for loading/unloading				
Is this area blocked off from pedestrians until loading is complete				
Are timber pallets checked regularly for defects				
Are staff trained in use of pallet trucks				
If fork lift trucks are used, is there a trained FLT Driver				
Is FLT certified				
MACHINERY AND EQUIPMENT				
Does all machinery have guards in place (e.g. slices/mincers)				
Do staff know to unplug or isolate equipment before cleaning or maintaining it				
Are compactor safety interlock switches operating to prevent access while in operation				
Are compactors located away from public				
Are employees instructed in risks and correct use of all machinery				
MANUAL HANDLING				
Have you carried out a risk assessment of remaining manual handling tasks				
Can large loads be broken down to acceptable weights				
Have you provided lifting aids such as trolleys, pallet trucks, lifts etc for necessary manual handling tasks				
Have you arranged storage areas so twisting, turning and overreaching is minimised				
Have you minimized the need to reach above shoulder height				
Have you minimised tasks involving awkward postures				
SENSITIVE RISK GROUPS				
A) CHILDREN & YOUNG PERSONS				
Have you carried out a risk assessment before employing a child (under 16) or young person(16 or over but less than 18yrs) taking into account their lack of experience, absence of awareness of potential risks or lack of maturity				

	Yes	No	What Action Required	Date of action
B) NIGHT WORK & SHIFT WORK				
Have you carried out a night work risk assessment				
Have you taken appropriate steps, if any, to protect the safety & health of a night/ shift worker				
C) PREGNANT EMPLOYEES				
Have you assessed any specific risks to a pregnant employee to ensure that she is not exposed to anything in the workplace that will damage either her safety or health or that of her developing child.				
If there are specific risks, have you put measures in place to ensure exposure to the risk is avoided for pregnant employee				
SLIPS, TRIPS AND FALLS				
Are aisles, stairs and working areas kept clear				
Are trailing cables rerouted or tied down				
Have you a system in place for cleaning spillages immediately				
Is flooring in good condition				
Are adequate levels of lighting provided and maintained				
STORAGE AND RACKING				
Are boxes stored safely to prevent objects falling or collapsing				
Are there safe means of transporting goods between floors				
Are there safe means to access goods e.g. platform steps				
Is racking/storage shelving secure, stable & suitable to prevent risk of material falling				
Is racking system inspected regularly				
VIOLENCE				
Are staff trained to deal with aggression/ violence				
Have you reduced the amount of available cash using time locked safes etc				
Have you a private area for counting / managing cash				
Have you a system in place to deter violence e.g. signs/security/surveillance equipment				
Have you means of raising the alarm				
Have you a system in place for lone workers				

	Yes	No	What Action Required	Date of action
Do staff vary routes/times to bank				
Have you identified higher risk times & put extra precautions in place				
WELFARE FACILITIES				
Are comfortable temperatures maintained – a minimum of 16c for light work, 17.5c for sedentary office work				
Is sufficient fresh air provided				
Are adequate sanitary and washing facilities provided				
Are there suitable and adequate facilities for taking meals and boiling water				
Is there an adequate supply of potable drinking water				
Do you provide seating where employees can sit as well as stand to do work				
WORK RELATED STRESS				
Has a risk assessment been carried out for work related stress				

What legislation is applicable?

Safety, Health and Welfare at Work Act, 2005 (S.I. No. 10 of 2005) and Safety, Health and Welfare at Work (General Application) Regulations 2007 (S.I. No. 299 of 2007)

Employers, the self-employed, persons in control of places of work and employees must comply with the Safety, Health and Welfare at Work Act, 2005 and related regulations, in particular the Safety, Health and Welfare at Work (General Application) Regulations 2007. Employers and self-employed persons must take all reasonable precautions to ensure the safety, not only of their workforce, but also of members of the public and others who might be affected by their activities.

Useful Links

<http://www.hsa.ie/eng/Sectors/Retail/>

http://www.hsa.ie/eng/Publications_and_Forms/Publications/Retail/

http://www.hsa.ie/eng/Publications_and_Forms/Publications/Safety_and_Health_Management/

Where can I get further information?

For further information on any of the topics above or general safety and health in the workplace, see **www.hsa.ie** or contact our Workplace Contact Unit at **1890 289 389**.