

	Yes	No	N/A
Is the poster Health and safety law: What you should know completed and on display?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is your safety policy up to date and have you explained it to your workers?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does your shop meet basic workplace standards (eg for lighting, temperature, ventilation, doors, stairs, floors, windows, cleanliness, toilets, and washing and rest facilities)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are your racking, shelving and display units strong enough for the loads they need to carry and are they stable and securely fixed?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Can they be easily reached without step ladders? If not, are step ladders provided?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you carried out risk assessments and recorded any significant findings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Have you thought about the risks associated with:

	Yes	No	N/A
Lifting and carrying	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Goods and passenger lifts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sorting donated goods (contamination, infestation and so on)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Storing and displaying goods for sale	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Slip and trip hazards (such as slippery floors, torn carpets, trailing cables, poorly marked steps, obstructed walkways and stairs, cluttered areas)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Fire	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equipment, including electrical appliances	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ladders and stepladders	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintenance work	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Work-related violence	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cash handling	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Chemicals (eg cleaning chemicals)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	Yes	No	N/A
Have you identified any workers who may be particularly at risk (eg young workers, new starters, people with disabilities or medical conditions, pregnant women and new mothers)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you considered the risks to your customers (including young children and the elderly)?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you taken action to control all the risks you've identified?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have effective arrangements for managing the activities of any contractors?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Have you given your workers the information, instruction and training they need to carry out their work safely?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is health and safety included in the induction of all new volunteers and employees? (it's good practice to keep a record.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do your workers know what to do in an emergency, such as a fire or accident?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is there a first aid kit in the shop and does someone have responsibility for looking after it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have an accident book? Does everyone in the shop know where it's kept and what to record in it?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you have suitable arrangements for reporting accidents?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do you check that the precautions you've introduced are actually being used and are effective?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>