**Ready for Trading Check List**

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| **General information** | **Description** |  |
| **Name and address of business** | The full name and address of the business, including its trading name, should be displayed at the entrance to the shop |  |
| **Information on business documents** | All documents must show the full business name, the place of registration, the company number, registered office address and a VAT registration number where applicable. This applies to all forms, letter heads, brochures and extends to emails, order forms and websites |  |
| **Opening hours notice** | Clearly display the opening hours at the entrance to the shop. Make a clear distinction between the shop hours and that of the post office if appropriate. |  |
| **Post Office** | Post Office Ltd requires a post office to display specific information about the branch – further information available from POL & Post Office Ltd. |  |
| **Employers’ liability insurance** | A current insurance certificate will be issued by the insurance company and should be displayed in the shop |  |
| **Liquor licence** | The licence relating to the building should be displayed in the shop. It will list the hours during which it is permitted to sell alcohol and name the designated premises supervisor(s).  Licences are issued by the district council |  |
| **Notices relating to restricted sale items** | Alcohol and tobacco: 18 years and over Lottery sales: 16 years and over  DVD/Blu-Ray certification ‘U’, ‘PG’ ‘12’, ‘15’, ‘18’ Any identification policy that is operational |  |

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| **Health and safety** | **Description** |  |
| **Health and safety notice** | The large white Health and Safety Executive poster (ISBN 0 7176 2493 5) should be completed and displayed in the office/stockroom. Available from HSE Books <http://www.hse.gov.uk/pubns/books/lawposter.htm> |  |
| **Health and safety risk assessment** | A health and safety risk assessment should be produced, discussed with staff and regularly reviewed. Further information from [www.hse.gov.uk](http://www.hse.gov.uk/) |  |
| **Accident book** | Records should be kept of any accidents or near-misses with information about the date, time, personnel involved, nature and circumstances of the accident, outcome/injury and any treatment required. Entries should be made one to a page and stored securely to satisfy the Data Protection Act.  Available from business stationers |  |
| **First aid kit** | This should be well stocked at all times, readily accessible and its location known by all staff. It should contain only the items that first aid personnel have been trained to use and should not contain any kind of medication |  |

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| **Fire** | **Description** |  |
| **Fire risk assessment** | A fire risk assessment document should be produced, discussed with staff and regularly reviewed. Further information is available from [www.firesafetyguides.communities.gov.uk](http://www.firesafetyguides.communities.gov.uk/) |  |
| **Fire warning and evacuation procedures** | A simple list of instructions entitled ‘In the event of a fire…’ should be displayed in each part of the premises. It should name the appointed evacuation area. Agree a warning system – this can simply be to shout FIRE throughout the building – and ensure all staff and volunteers know what to do in the event of a fire |  |
| **Fire safety check book** | This lists all the various safety checks that should be carried out and provides a record to show that checks and training have been completed. Available from all good business stationers |  |
| **Fire extinguishers** | There should be one extinguisher for every 200 sq m of floor space with at least one on each floor. Different types of extinguisher – water, powder, foam of carbon dioxide, should be used to fight different types of fire. All staff should receive training on how and when to use the various extinguishers and the equipment should receive annual maintenance checks |  |
| **Visitors/ Volunteers book** | There should be a record of staff and volunteers on duty plus any visitors on the premises at any one time so that personnel can be accounted for in the event of the fire alarm being raised. Customers should not be included! |  |

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| **Food health and hygiene** | **Description** |  |
| **Temperature check cook** | It is a legal requirement that the temperatures of all chiller and freezer cabinets are recorded daily, ideally twice a day |  |
| **Digital thermometers for chiller and freezer equipment** | Do not rely solely on the temperature dials on the equipment. A digital thermometer or food probe should be used to ensure that food is being kept at the recommended temperature.  **Further information in the Food Standards Agency handbook ‘Safer Food, Better Business for retailers’ available free from** [**www.food.gov.uk**](http://www.food.gov.uk/) |  |
| **Health and hygiene checks** | The latest regulations require a daily written record to be kept of the health and hygiene checks made in the shop at the beginning and end of each trading day. Any hygiene issues should be noted and information kept on how they were dealt with |  |

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| **Staff and volunteer information** | **Description** |  |
| **Contact details, next of kin and relevant medical information of staff and volunteers** | These should be kept safely for reference in case of emergency |  |
| **Staff training records** | Records should be kept of any food hygiene training and off licence courses completed. Examples are given in the Food Standards Agency handbook ‘Safer Food, Better Business for retailers’ as above. It may also be useful to keep a record of induction training sessions with new staff/volunteers |  |

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| **Useful aids to running the shop** | **Description** |  |
| **Shop diary** | This is the main register for comings and goings within the shop particularly for information about any orders taken, customer requests for stock, returned goods etc. A particularly useful way for people working on different shifts to communicate |  |
| **Waste book** | Record all goods that have had to be thrown away for being damaged or out of date. The wastage should be accounted for in the shop’s financial figures. Such records will also enable buying patterns to be adjusted accordingly |  |
| **Refusals book** | A log of all refusals to serve tobacco, off licence goods, solvents and lottery tickets |  |
| **Day book** | Chiller & freezer temps and daily/weekly cleaning schedules to be kept in this |  |