

Small Shop Compliance — A Practical Guide

A practical health & safety checklist for micro-SMEs in England — retail shops, salons, barbers, cafés, takeaways, workshops and sole-trader premises. Reflects the position at August 2026.

Core legal requirements — these apply to every small shop

Whatever you sell or serve, these sit at the base of the Health and Safety at Work etc. Act 1974 and the Management of Health and Safety at Work Regulations 1999.

■	Risk assessments — identify hazards, evaluate the risk and record the controls you actually use.
■	Fire Risk Assessment — a legal requirement for every non-domestic premises under the Regulatory Reform (Fire Safety) Order 2005.
■	First aid provision — an appointed person, a stocked first aid kit and clear arrangements.
■	Accident book and RIDDOR — record every incident; report serious injuries and occupational illness to the HSE.
■	Employee training and information — staff must understand the risks and the safe way to work.
■	Employers' Liability Insurance — mandatory for any business with employees.
■	Written Health & Safety Policy — required once you have five or more employees.

Additional requirements — depending on what you do

Most shops trigger at least two or three of these. Work through them rather than relying on a generic pack.

■	COSHH assessments — cleaning chemicals, aerosols, solvents, sanitisers, salon products.
■	Manual handling assessment — stock lifting, deliveries and storeroom work.
■	DSE assessment — tills, back-office computers and desks.
■	PUWER — powered equipment such as mixers, grinders, saws, clippers and hand tools.
■	Noise and vibration controls — workshops, garages and barbers in particular.
■	Lone working procedure — common where one person opens, trades and closes.
■	Stress risk assessment — where psychosocial risks exist, including busy retail, lone working and customer aggression.

The documents you should be able to produce on the day

If an inspector, insurer or landlord asks, this is the folder that answers them.

■	General risk assessment and Fire Risk Assessment
■	COSHH register and cleaning / chemical safety procedures

■	Manual handling assessment and equipment inspection records (PUWER)
■	H&S Policy where you have five or more staff
■	Training records and staff induction sign-off
■	Accident book and emergency procedures displayed on the premises
■	Lone working procedure and visitor / contractor controls

How JN Compliance helps small shops

Simple, affordable and predictable. Everything is quoted on a project-by-project basis before any work starts.

■	Competent Person service — the safety support the law requires you to have access to.
■	Full documentation package — risk assessments, policies, fire safety, COSHH and manual handling.
■	Annual compliance audit so nothing quietly goes out of date.
■	Staff training — inductions, manual handling, fire safety and COSHH awareness.
■	Accreditation support for CHAS, SafeContractor and Constructionline where clients demand it.
■	Emergency advice — when something goes wrong, you have someone to call.
■	Digital organisation of your documents, with renewal reminders.

"Are we compliant?" — the quick self-check

Answer no to any of these and there is a gap worth closing before someone else finds it.

☐	Do you have a general risk assessment?
☐	Do you have a fire risk assessment?
☐	Do you have a first aid kit and a named appointed person?
☐	Do you record accidents, and know what to report to the HSE?
☐	Do your staff receive documented training and induction?
☐	Do you hold Employers' Liability Insurance?
☐	Do you have a H&S Policy (five or more staff)?
☐	Do you use chemicals — and hold COSHH assessments?
☐	Do staff lift stock or deliveries — and is manual handling assessed?
☐	Do you have powered equipment — and PUWER checks?
☐	Do staff work alone — and is there a lone working procedure?
☐	Are emergency procedures displayed, and is every document in date?

Not sure where you stand?

We review what you already have, tell you plainly what is missing and quote for the gap — no packages you do not need. Call 07585 135120 or email dave@jnoon.co.uk.

This guide is general information for premises in England and is not legal advice. Requirements vary with your activities, premises and staff numbers. © JN Compliance & Safety Solutions Ltd.