

Bookshop Risk Assessment Checklist

- ☐ Ensure all bookshelves are stable and secured to walls.
- ☐ Maintain spacious aisles to prevent trip hazards.
- ☐ Ensure ladders or steps used to reach higher shelves are stable and safe.
- ☐ Provide clear signage for genres, sections, and exits.
- ☐ Clearly mark and maintain accessible emergency exits.
- ☐ Install and maintain fire alarms and extinguishers.
- ☐ Install CCTV cameras for security purposes.
- ☐ Ensure shop is accessible for disabled customers.
- ☐ Maintain cleanliness, especially in reading and cafe areas (if applicable).
- ☐ Provide staff with regular safety and first aid training.
- ☐ Protect customer data for online purchases.
- ☐ Implement proper waste management and recycling procedures.
- ☐ Provide safe and comfortable rest areas for customers and staff.
- ☐ Regularly review store layout for possible improvements in safety.
- ☐ Regularly check inventory to avoid overstocking and related hazards.
- ☐ Ensure secure payment methods for customers.
- ☐ Consider staff welfare with regular breaks and support.
- ☐ Have a system in place for customer feedback and concerns.
- ☐ Ensure regular pest control inspections and treatments.
- ☐ Monitor storage conditions to prevent book damage (e.g., moisture).
- ☐ Regularly inspect electrical appliances and sockets.
- ☐ Inspect plumbing in bathrooms and cafe areas regularly.
- ☐ Ensure child-safe areas if children's books are sold.
- ☐ Plan for crowd control during events or sales.
- ☐ Monitor noise levels, especially if there's an in-house cafe.
- ☐ Conduct background checks for staff, especially for child areas.
- ☐ Ensure any supplementary products (e.g., toys) meet safety standards.
- ☐ Ensure good ventilation, especially in crowded areas.
- ☐ Ensure adequate and safe lighting throughout the store.

Please remember: these are minimum precautions only and you should check with local regulations; and possibly industry experts; to ensure that you keep safe and stay within the law.