

**School of Horticulture, Hairdressing and Applied Therapies**

**Level 1 Certificate in Retail Knowledge**

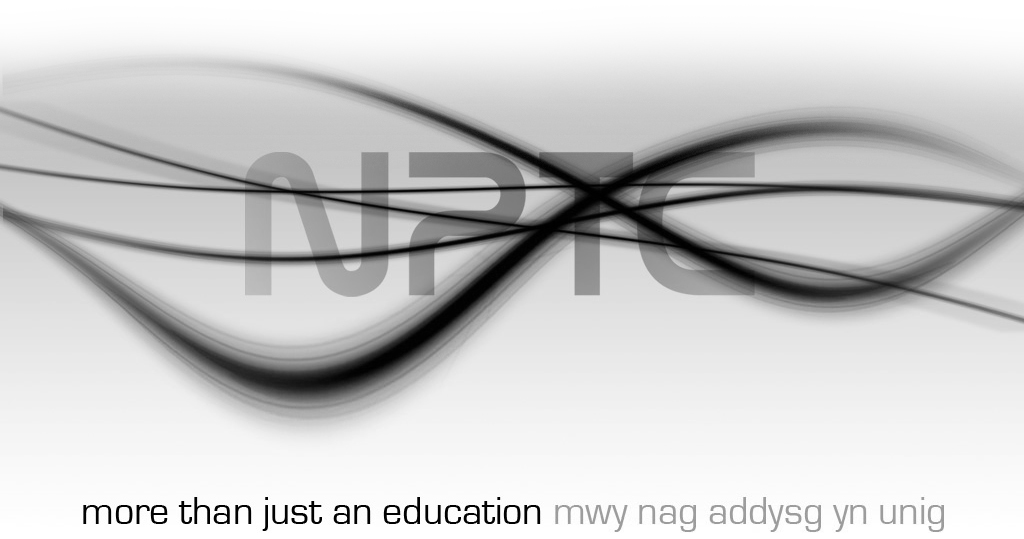
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| **Question** | **√ or X** | **Comments** |
| **Main provisions of health and safety legislation in relation to retail business** |  |  |
| **Health and safety maintenance on the premises of retail business** |  |  |
| **Cash and stock security on the premises of retail business** |  |  |

**Unit UV10349-Understanding how a retail business maintains health, safety and security on its premises**

**Workbook**

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| **Name:**  **Group:**  **Date of completion:**  **Tutor signature:** |

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| **Literacy Alert:** |



The purpose of this unit is to provide you with knowledge and understanding of maintaining security as well as health and safety on retail premises. It will introduce you to the relevant legislation and provides an overview of different procedures for maintaining health, safety and security.

**Know the main provisions of health and safety legislation in relation to a retail business**

1. State the role of employees and employers in relation to relevant health and safety legislation.

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1. State when and why the Control of Substances Hazardous to Health Regulations (COSHH) is important.

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1. State where to find information on company health and safety policies.

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**Know how health and safety are maintained on the premises of a retail business**

1. List the risks and hazards which commonly occur on the premises of a retail business.

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1. Outline precautions to reduce the risk of accidents.

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1. Outline precautions to reduce the risk of fire.

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1. List the main types of fire extinguisher and the materials each should be used on.

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1. Outline procedures for the safe manual lifting and moving of stock.

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1. State why high standards of cleanliness and hygiene should apply to the staff and premises of a retail business.

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**Know how cash and stock are kept secure on the premises of a retail business**

1. List the main causes of stock loss.

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1. List the different types of shop theft and where and when each type typically occurs.

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3. List the methods of payment typically accepted in retail outlets.

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1. Outline the main ways of preventing loss when handling payments.

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1. Outline the main checks for maintaining the security of cash and non-cash payments.

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