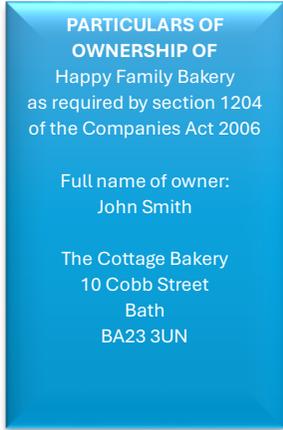


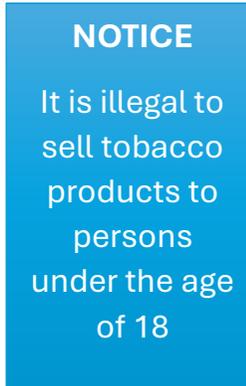
## SECTION 1: MANDATORY SIGNAGE (ALL RETAILERS)

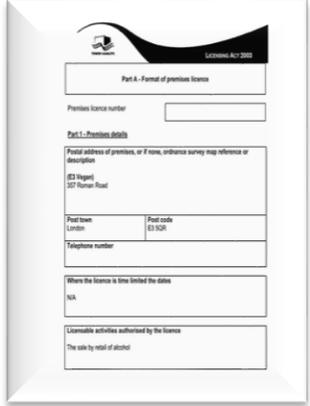
Signage	Example	Action Required	Placement	Regulation	Guidance	Required	Implemented?
<b>Health and Safety Law Poster</b>		You must display a health and safety poster that outlines the responsibilities of employers and employees under the Health and Safety at Work Act.	It must be displayed in a prominent location where all employees can read it.	<a href="#">Health and Safety Information for Employees Regulations 1989</a>	<a href="#">HSE Poster</a>	Yes	
<b>Fire Safety Signs</b>		You must display signs indicating fire exits, fire assembly points, and the location of firefighting equipment (such as extinguishers) must be clearly visible.	It is good practice to display a fire action notice beside every fire alarm call point and exit door.	<a href="#">The Regulatory Reform (Fire Safety) Order 2005.</a>	<a href="#">London City Fire Guidance</a>	Yes	
<b>Employers' Liability Insurance Certificate</b>		You must display the Employers' Liability Insurance Certificate, must state clearly the minimum level of cover provided and the companies covered by the policy.	You must display a copy of the certificate of insurance where your employees can easily read it. Since 1 October 2008, you have been allowed to display the certificate electronically. If you choose this method, you need to ensure your employees know how and where to find the certificate and have reasonable access to it.	<a href="#">Employers' Liability (Compulsory Insurance) Act 1969</a>	<a href="#">Government guidance</a>	Yes	

<p><b>Business Title Signage</b></p>		<p>You must display a sign showing your company name at your registered company address and wherever your business operates. If you are a sole trader(s) or a partnership, you must display the details of the legal owners of your shop(s).</p>	<p>The required information must be displayed in a prominent position in all business premises where customers have access.</p>	<p><a href="#">The Companies (Trading Disclosures) Regulations 2008</a></p>	<p><a href="#">CTSI Guidance</a></p>	<p>Yes</p>	
<p><b>Disability Access</b></p>		<p>You must display signs indicating the availability of assistance for disabled customers.</p>	<p>These should be displayed at the entrance and near any areas that are not accessible, such as stairs.</p>	<p><a href="#">Equality Act 2010.</a></p>	<p><a href="#">ACS Everyone Welcome Guide</a></p>	<p>Yes</p>	
<p><b>No Smoking signage</b></p>		<p>You must display a no smoking sign at your retail business.</p>	<p>It must be displayed in each public entrance to your workplace. It must be legible, but the size and design are a matter for the premises.</p>	<p><a href="#">The Smoke-Free (Signs) Regulations 2012</a></p>	<p><a href="#">ASH Guidance</a></p>	<p>Yes</p>	

CCTV Signs		If your store uses CCTV, signs must be prominently displayed to inform people that they are being recorded. The signs should include details of the operator and the purpose of the monitoring.	It is recommended that signs are displayed where they can be seen, such as a shop window. The signs can help improve the security of your store by acting as a deterrent.	<a href="#">Data Protection Act 2018</a> and <a href="#">General Data Protection Regulation (GDPR)</a> .	<a href="#">Government guidance</a>	Yes (if it uses CCTV)	
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**SECTION 2: CONDITIONAL STATUTORY SIGNAGE (IF YOU SELL THESE ITEMS)**

Signage	Example	Action Required	Placement	Regulation	Guidance	Required	Implemented?
Distributor Takeback Scheme Poster		if you sell less than £100,000 per year of electrical and electronic equipment <b>(excluding vapes)</b> across your entire business estate then must have information available to customers in your stores about the Distributor Takeback Scheme you are signed up to.	It should be displayed in a prominent location in your store.	<a href="#">Waste Electrical and Electronic Equipment Regulations 2013</a>	<a href="#">Government Guidance</a>	Only if you sell electrical electronic equipment.	N/A
Tobacco Sales Warning Notice		You must display a notice stating it is illegal to sell tobacco products to anyone under the age of 18.	It must be exhibited in a prominent position, which is clearly visible to anyone purchasing tobacco products, at every retail premise at which tobacco is sold.	<a href="#">The Protection from Tobacco (Display of Warning Statements) Regulations 1992</a>	<a href="#">ACS Selling Tobacco Guide</a>	Only if you sell tobacco products.	

<p><b>Vape Recycling Collection Poster</b></p>	 <p>The poster features a green recycling symbol at the top with the text 'RECYCLE YOUR VAPES HERE'. Below this, it explains that unwanted electrical equipment can be recycled and provides instructions on how to do so. It also includes a small diagram of a recycling bin and the ACS logo at the bottom.</p>	<p>You must make information available to customers in your stores about the vape collection service you offer and how it can be used.</p>	<p>The regulations do not specify where this should be placed in your store, it is best practice to display it in a prominent customer facing location in your store.</p>	<p><a href="#">The Waste Electrical and Electronic Equipment Regulations 2013</a></p>	<p><a href="#">ACS Template Poster</a></p>	<p>Only if you sell vapes</p>	
<p><b>Alcohol Premises License</b></p>	 <p>The image shows a sample of a Premises Licence form. It includes fields for the premises number, postal address, postal town, and telephone number. It also has sections for 'Where the licence is time limited the date' and 'Licenceable activities authorised by the licence'.</p>	<p>The Premises Licence summary (or a certified copy) must be prominently displayed at or on your premise – every page should be displayed. The Premises Licence Holder must display a notice at the premises specifying the position held at the premises by the person nominated to keep the Premises Licence or a certified copy under their control.</p>	<p>It should be in a location where it's easily seen by both staff and customers.</p>	<p><a href="#">Licensing Act (2003)</a></p>	<p><a href="#">ACS Guide</a></p>	<p>Only if you sell alcohol</p>	
<p><b>Non-prepacked loose foods</b></p>	 <p>The poster has a yellow warning sign at the top with the text 'Caution Do you have a food allergy?'. It lists 14 food allergens with corresponding icons: Cereals containing gluten, Peanuts, Nuts, Milk, Soya, Mustard, Lupin, Egg, Fish, Crustaceans, Molluscs, Sesame seeds, Celery, and Sulphur dioxide. At the bottom, it says 'QUERY BEFORE YOU EAT! Food prepared here may contain or have come into contact with the 14 food allergies above.'</p>	<p>If your store sells non-prepacked (loose) foods, or food prepared on the premises (such as sandwiches, bakery items, or deli products), you must provide food information. One of the ways you can do this is via a notice informing customers that food allergen information is available.</p>	<p>This notice should be prominently displayed where customers can see it before making a purchase. Please note there are other ways this can be displayed, for example on the product or verbally.</p>	<p><a href="#">Food Information Regulations 2014.</a></p>	<p><a href="#">CTSI Guidance</a></p>	<p>Only if you sell loose foods.</p>	

<b>Food Hygiene Rating Scheme (Wales)</b>		<p>In Wales, Rating stickers must be unobstructed and easily noticeable for consumers, with most businesses displaying them in the front window or door. Displaying signs is compulsory in Wales, but voluntary in England.</p>	<p>Your rating must be displayed in a visible place at or near each customer entrance, like the front door, entrance or window of the business.</p>	<a href="#">The Food Hygiene Rating (Wales) Regulations 2013</a>	<a href="#">FSA guidance</a>	<p>It is a legal requirement to display if you sell food/drink in Wales. It is voluntary in England.</p>	
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**SECTION 3: BEST PRACTICE SIGNAGE**

Signage	Example	Action Required	Placement	Regulation	Guidance	Required	Implemented?
<b>Age restricted products (Challenge25)</b>		<p>It is best practice to display signs that remind customers of age restrictions for purchasing certain products (e.g., alcohol, tobacco, lottery tickets).</p>	<p>The most impact you can have by displaying these signs is by placing them in areas most visible to customers, particularly at points of sale and near the store entrance.</p>		<a href="#">RASG Challenge25 Materials</a>	<p>It is not a legal requirement to display this although strongly encouraged.</p>	
<b>Customer Service</b>		<p>It is best practice to signal to your customers that your shop is an accessible and inclusive environment which you can do by displaying signage.</p>	<p>We would recommend placing signage near store entrances and at checkouts.</p>		<a href="#">ACS "Everyone Welcome" Poster</a>	<p>It is not a legal requirement to display this although strongly encouraged.</p>	

<p><b>Slushie Drinks</b></p>	<p><b>These slush ice drinks or 'slushies' contain glycerol</b></p> <ul style="list-style-type: none"> <li>• Children under 7 should <u>not</u> consume these drinks</li> <li>• Children under 10 should have a maximum of <u>one</u> 350ml 'slushie' per day -- that's about the size of a fizzy drink can.</li> </ul> <p>Glycerol can cause sickness and headaches in young children</p>  <p>More information on glycerol:</p> <ul style="list-style-type: none"> <li>• Visit <a href="http://food.gov.uk/glycerol">food.gov.uk/glycerol</a></li> <li>• Scan this QR code:</li> </ul>  	<p>It is best practice to display signs that remind customers that slushie drinks containing glycerol should not be consumed by children under 7.</p>	<p>We recommend displaying the sign on the slushie drink so the customer knows before purchasing the product.</p>		<p><a href="#">FSA Slushie Drinks Advice Poster</a></p>	<p>It is not a legal requirement to display this although strongly encouraged.</p>	
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