

Shop Manager Responsibilities

Trade Aid Trusts are committed to providing a healthy and safe working environment and practices for employees, volunteers and customers.

The Trade Aid Trust Health and Safety Management Plan (HSMP) has been developed to meet this commitment.

It will be the responsibility of each Trust to implement and oversee the ongoing management of the plan for their Trade Aid shop. The Trust is required to appoint a Health and Safety representative to manage the actions required in the plan and assist the Manager with implementing the plan in the shop.

These are the Shop Manager's requirements and responsibilities for the operation of the plan:

Trust HSMP

A copy of the plan is held at the shop as reference. Please familiarise yourself with this.
Display a copy of:

Trust Health and Safety Policy Statement (signed by Trust Chair) (Form 1.1)

Acceptance of health and safety policy

Read and sign:

Manager Health and Safety Acceptance (Form 2.1)

Identify existing hazards

Do an initial scope of the shop hazards using:

Hazard Register (Form 4.1)

Risk Assessment Matrix (pg. 14-15 in HSMP)

Maintain hazards register

Assess new hazards using:

Hazard Identification Worksheet (Form 4.2)

Risk Assessment Matrix (pg. 14-15 in HSMP)

Staff/volunteer induction

Induct *all existing* staff, volunteers and contractors, and then any new staff, volunteers and contractors in Shop Health and Safety induction, including Safe Operating Procedures using:

Staff/Volunteer Health and Safety Induction and Policy Acceptance (Form 2.2)

Shop Safe Operating Procedures (Form 7.1)

Emergency Response (Form 9.1)

Accident/incident/near miss

Fill out/collect all Accident/Incident/Near Miss reports; add to Shop Incident Register, using:
Accident/Incident/Near Miss report (Form 8.2)
Shop Incident Register (Form 8.1)

Provide information

- Develop and maintain lists of emergency contacts and shop specific emergency procedures
- Produce site map of shop emergency exits and emergency equipment placement
- Provide Health and Safety information (H&S folder and notice board)

Maintain emergency equipment

- Check First Aid kits 3 monthly
- Check fire extinguishers annually and after use (if provided)

Other equipment

Schedule electrical appliance safety checks and any necessary test and tagging (annually/5 yearly as required)

Assess any new equipment brought into the shop for Health and Safety issues using:
New Equipment, Services or Work Processes Purchases (Form 6.1)

Contractors

Manage Health and Safety process for any contractors used for routine shop maintenance (excluding shop refits) using:

- Subcontractor Prequalification Survey (Form 10.1)
- Preferred Contractors Register (Form 10.2)
- Subcontractor's acknowledgement of duties (Form 10.3)
- Contractors Induction (Form 10.4)
- Post Contract Performance (Form 10.5)

Shop audit and review

Conduct 6 monthly Shop Safety Audit, including checking Hazards Register and Incident register, with assistance from Trust Health and Safety representative using:

- Shop Safety Audit (Form 5.1)
- Shop Hazard Register (Form 4.1)
- Shop Incident First Aid Register (Form 8.1)

Calendar of events

Monthly	Trust Meeting Health and Safety discussion
January	Shop Safety Audit and Hazard/Incident check First Aid kit check Fire extinguisher check (if provided) Electrical safety check/check all electrical items are tagged and current
April	First Aid kit check
July	Trust Annual Health and Safety Management Plan review Shop Safety Audit and Hazard/Incident check First Aid kit check
October	First Aid kit check