

Form 2.1

Manager: Health and Safety acceptance

I acknowledge and accept that I have been appointed as the Shop manager forTrade Aid Shop and agree to my following responsibilities:

The Shop Manager is responsible for:

- Ensuring Health and Safety matters are properly addressed on site
- Ensuring there is a process for the induction of all staff, volunteers, contractors and visitors to site.
- Adhering to all Health and Safety procedures & policies, implementing them on an operational level on shop sites.
- Ensuring staff, volunteers and subcontractor staff have received the safety training required for the specific job and supervision is provided for staff undergoing on-the-job training by experienced and skilled staff to ensure staff's newness to the task or role does not endanger themselves, others or equipment.
- Emergency equipment is available on site. (fire extinguisher (if provided by the Trust), first aid kit)
- The Hazard register, emergency plan and procedure, Incident register are kept up to date.
- Conducting the six month Shop Audit and reporting back the findings to the Trust Health and Safety representative.
- Ensuring routine safety inspections are taking place - documenting and putting into action corrective measures.
- Requesting prompt rectification of any breaches of the safety requirements outlined in Trade Aid Trusts Health and Safety Policy and reporting breaches immediately to the Trust Health and Safety representative /Trust Chairperson
- Participate in the Health and Safety discussion at Trust meetings and communicate to other staff about the issues it considers.
- Identifying existing and new hazards and taking all practicable steps to **eliminate** and **minimise** hazards
- Encouraging worker consultation and participation in all matters relating to health and safety
- Ensuring the accurate reporting and investigation of accidents and near misses takes place, using the Shop Accident /Incident/ Near Miss incident report form and informing Trust Health and Safety representative by next Trust meeting
- Ensure that any corrective action needed takes place in a timely fashion
- Participation in internal Health and Safety training to the required standard for the works being conducted

- Ensuring contractors have provided details of any hazards and associated risks that they will be bringing onto the site or any hazards/risks that may be created as a result of the nature of the work being undertaken
- Ensuring staff, volunteers and contractors meet the minimum Trade Aid Trusts' expectations as stated in the Health and Safety Management Plan and safe work procedures
- Quarterly first aid kit inspections
- Detailing any training updates
- Scheduling renewal of first aid certification (if relevant)
- Ensuring the staff/volunteers notice board contains details such as, but not limited to, new updates, Trust Health and Safety minutes, Emergency Evacuation Procedure, Shop plan showing location of emergency exits and emergency equipment
- Sign **Shop Manager Health and Safety Policy Acceptance Form 2.1**

Minimum Training Requirements for the Shop Manager:

- Suitable experience level determined by Trade Aid Trusts for internal training and on-the-job training and supervision for other staff
- Shop site induction
- First Aid Training (optional)

Shop manager: _____

Name of shop: _____

Signature: _____

Date: _____