

STOCK GUIDANCE LIST

Items in Orange - DO NOT SELL

Antifreeze: DO NOT SELL

Batteries: Only sell if sealed and in original packaging. Best used in-store, put in battery-operated toys for checking.

Bicycles: Subject to the Pedal Bicycles Safety Regulations 2003; these essentially require brakes to be in safe working order and bells to be fitted. Though second-hand bikes are not technically bound by this legislation, you should ensure it is in good working condition. If in doubt, do not sell.

Chemical Products: DO NOT SELL

Child Safety seats: DO NOT SELL Car safety seats have to undergo a series of checks before they are passed safe. It can be impossible to tell whether a safety seat has been involved in an accident, or has been damaged in some way, therefore SC UK should not sell them.

Children's Clothes: Any item of children's clothing with a drawstring hood or drawstring around the neck cannot currently be sold, e.g. anoraks or baby jackets, as they could strangle or seriously injure a child. Children's nightwear must be made of non-flammable material and should have a manufacturers label with the wording 'Warning - Keep Away From Fire'.

Children's Footwear. Wellies, pumps, sandals etc are fine if in good condition. Fitted shoes can be sold only if in "as-new" condition with sizes clearly visible.

Cigarettes or Tobacco: DO NOT SELL

Crash Helmets, Cycle Helmets, Riding Hats and other Safety equipment: DO NOT SELL at all as it is virtually impossible to check compliance with the relevant safety standards.

Computer equipment: Electrical Computer Hardware can only be sold in shops that provide PAT testing. Please consult your RM. Non-electrical items such as mouse, keyboard etc are fine to sell if in good condition and with installation instructions where applicable.

Cushions and Duvets: All soft furnishings have to be made from fire-resistant material, and be manufactured to rigorous safety standards. They can only be sold if in "as-new" condition and bearing satisfactory safety instructions.

Drugs – prescription or any other form : DO NOT SELL

Earrings for pierced ears: DO NOT SELL due to possible transfer of infection. If they appear to be of value, consult a local jeweller.

Electrical Items: Anything with a plug needs to be PAT tested before sale. We cannot sell it unless it has been approved. Please consult your Regional Manager to see whether there is an approved shop near to you, or whether you may be able to find a local qualified PAT tester. Thereafter, all items would need to be listed in an equipment log and bear a "PAT passed" sticker.
If in doubt, do not sell.

Fireworks: DO NOT SELL

Fluorescent Tubes: DO NOT SELL

Food and Drink: Food Safety regulations mean we can only sell food and drink products produced by a reputable commercial manufacturer, if within date and in sealed original packaging. We cannot sell any alcoholic drinks.
If you wish to sell home-made or locally-made foodstuffs in your shop, speak to your RM in the first instance. They may contact Trading Standards and you will need to obtain a booklet called "Safer Food, Better Business" from the Food Standards Agency. If in doubt, do not sell.

Fur: DO NOT SELL. Fur should **not** be put on sale in the shops. Please consult your RM re best course of action.

Furniture: This is largely dictated by the size of the shop. Small items such as bedside tables, coffee tables should be acceptable in all but the smallest shops. Some shops have more space and a van available. Please consult your RM if you are offered some large furniture. NB: In order to sell second hand upholstered furniture legally SC UK will have to show that it complies with the Furniture & Furnishings (Fire) (Safety) Regulations 1988. Furniture that complies with these regulations will normally have a label sewn or stapled onto it giving information about flammability tests and resistance to cigarettes and matches. If no label can be found then the item must not be sold.

Gas Appliances (heaters and lamps etc) DO NOT SELL:

Ivory; DO NOT SELL. Consult your RM re best course of action.

Knives, Scissors and other Sharp Utensils: The Offensive Weapons Act of 1996 prohibits the sale of knives and other potential weapons to anyone under the age of 18. This list includes: Razor blades, knives, scissors, screwdrivers, corkscrews etc. All of these items can only be sold if BOXED, displayed in a locked cabinet, and sold only to those over 18 years of age. Items such as Knitting Needles should be kept in the storeroom and brought out as required by a customer.

Mattresses and Pillows: DO NOT SELL

Nightwear: All nightwear sold in our shop must have a manufacturers label with the wording 'Warning - Keep Away From Fire'.

Nursery Equipment: (Cots, High Chairs etc) **DO NOT SELL** unless you are a designated children's shop. Consult your RM in the first instance. If required, you will need a visit from Trading Standards to discuss current legislation and checking procedures. Thereafter, you will need to have all items checked by two people and listed in an equipment log. NB We cannot sell mattresses.

Paint, Glues and Chemical Products or varnish (Commercial or Domestic): **DO NOT SELL.** These products can cause damage and serious injury if misused. For that reason, Save the Children does not sell them in its shops.

Photographic Film and single-Use Cameras: May only be sold if unused and sealed in their original packaging.

Prams, Pushchairs, Prams and pushchairs are subject to the Wheeled Child Conveyances (Safety) Regulations 1997. **DO NOT SELL** unless you are a designated children's shop. Consult your RM in the first instance. If required, you will need a visit from Trading Standards to discuss current legislation and checking procedures. Thereafter, you will need to have all items checked by two people and listed in an equipment log.

Skateboards and Roller Skates: Should only be sold if in original packaging with relevant warning instructions attached.

Spectacles: **Do Not Sell prescription glasses** as they can damage eyesight. They may be recycled by taking them to your local Optician who will pass them on to Vision Aid Overseas or similar. Some local Eye Hospitals will also take them. Sunglasses and reading glasses are fine to sell if in good condition.

Toiletries or cosmetics: Can only be sold if brand new and in sealed packaging, from a recognized manufacturer.

Toys: All children's toys **MUST** bear the CE label in order to establish that it is fit for sale.

Construction toys and models: please don't sell these without instructions as these may be needed to ensure the toy is assembled safely or to point out parts which can present a hazard if incorrectly assembled.

NB Exceptions can be made to the CE ruling if the toy is obviously antique. It would therefore be sold as a collectable rather than toy.

Video tapes/DVDs/CDs/Computer games: Should only be sold to people over the age shown by the certificate. **DO NOT SELL** any that display no certificate, anything home-recorded, or anything of an adult or inappropriate nature.

Weapons of any sort: DO NOT SELL

Finally: **Inappropriate literature, videos or other material.** If in doubt, don't sell it! Or consult your RM