

IWYS HEALTH & SAFETY ORGANISATIONAL CHART

Name	Role	Duties
Charmaine Baines	Proprietor/Director	<ul style="list-style-type: none"> • Overall responsibility for health and safety in the provision • Ensure compliance with health and safety legislation • Allocate resources for health and safety • Review and approve health and safety policies • Monitor health and safety performance • Day-to-day management of health and safety • Conduct risk assessments • Implement health and safety policies • Provide health and safety training to staff • Investigate incidents and accidents • Organise first aid training for staff
Nikki Baines	Competent Person	<ul style="list-style-type: none"> • Provide advice and guidance on health and safety matters • Ensure risk assessments are up-to-date • Advise on health and safety legislation • Support the Health and Safety Officer in implementing policies

Charmaine Baines Josephine Regan Nikki Baines	First Aiders	<ul style="list-style-type: none"> • Coordinate first aid provision • Maintain first aid equipment and supplies • Ensure first aid procedures are followed
Charmaine Baines Josephine Regan Joy Baines Mark Hemmings Nikk Baines	Staff Members	<ul style="list-style-type: none"> • Comply with health and safety policies and procedures • Report hazards and incidents • Participate in health and safety training • Follow safe working practices
All students	Pupils	<ul style="list-style-type: none"> • Adhere to provision safety rules • Report any hazards to staff • Follow safety instructions

Reviewed	January 2025
Authorised	Charmaine Baines – Proprietor/Director
Next Review Date	January 2026