**Example Staff H&S Structure**

**(specific to this compliance check)**

Person within organisation with overall and final responsibility for Health and Safety within your organisation (i.e. Business Owner/Chair of trustees etc)

Name and designation

What H&S training have they taken?

Will they be on site every day?

Who will deputise for the above roles should that person be on holiday or sick leave?

Name and designation

What H&S training have they taken?

Will they be on site every day?

Lead person responsible for Fire Safety

Name and designation

What H&S training have they taken?

Will they be on site every day?

Lead person responsible for the management of asbestos

Name and designation

What H&S training have they taken?

Will they be on site every day?

Lead person responsible for Water Safety (Legionella)

Name and designation

What H&S training have they taken?

Will they be on site every day?

The named health & safety competent person lead for the setting (the operational H&S lead)

Name and designation

What H&S training have they taken?

Will they be on site every day?

Person who has day-to-day responsibility for ensuring the health & safety policy is put into practice (the Health & Safety Strategic Lead/Competent Person)

Name and designation

What H&S training have they taken?

Will they be on site every day?