



## **ROLES AND RESPONSIBILITIES**

Issue Date: 01/05/23

Approved by: Louise Hastie, Director and Katy Holt, Director

### *1. Overall Responsibility*

The final responsibility for Health and Safety rests with Louise Hastie and Kathryn Holt the Directors of Movement Evolution Scotland CIC.

### *2. Roles*

The responsibility for developing the Health and Safety policy and procedures lies with Louise Hastie.

The responsibility for Human Resources including staffing lies with Kathryn Holt.

Louise Hastie and Kathryn Holt together are responsible for the following:

- Training delivery
- Bookings
- Administration
- Marketing

Coaches are responsible for the planning, organisation and delivery of the activity. This will include:

- Equipment delivery
- Obtaining Weather Report
- Meeting group
- Delivery of activity session
- Obtain feedback
- Return equipment
- Report any incidents (incl. near misses)
- Report any damage to equipment

### *3. Team Roles*

In addition to the delivery of sessions the Coaches and Assistant Coaches have a positive role in the promotion and development of the business. There will be frequent opportunities to discuss the development of the business, activities and courses. Staff will be encouraged to develop their own skills and where appropriate financial assistance maybe provided.

### *4. General Responsibilities*

All staff have to ensure Health and Safety procedures are followed and look after their own and group members safety. Any health and safety issues that cannot be resolved at the time require to be reported to the proprietor as soon as possible.

In the event of an emergency staff are required to deal with the situation as best as they can appropriate to the circumstances at the time.