The Unity Centre
Health & safety policy
2025-2027

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Part I: Unity's statement of intent

This is the health and safety policy statement of Unity Lewes CIC trading as The Unity Centre and hereinafter referred to as 'Unity', 'we', 'us' and 'our'.

It is our policy to:

- Provide and maintain safe and healthy working conditions for our employees, volunteers and on-site contractors.
- Provide and maintain a safe and healthy environment for clients, customers and other visitors to The Unity Centre.
- Prevent, as far as is possible, workplace accidents and cases of work-related ill health.
- Identify health risks and safety risks within the workplace and manage them.
- Provide clear instructions and information, together with adequate training, to ensure that employees, volunteers and on-site contractors are competent to do their work.
- Identify and provide any necessary personal protective equipment.
- Ensure that any plant and equipment provided is safe and adequately maintained.
- Ensure the safe handling and use of substances.
- Devise and implement emergency procedures, including evacuation in the event of fire or other significant incident.
- Consult with employees, volunteers and, where appropriate, on-site contractors on matters affecting their and the public's health and safety.
- Review and revise this policy regularly.

Signed

Jo-Anne Attwood (AKA Sevanti), managing director, Unity Lewes CIC

Date 1 May 2025

Next review date 1 May 2027

Part 2: Responsibilities for health and safety

1. The **overall responsibility** for health and safety is held by the managing director of Unity Lewes CIC.
2. **Day-to-day overall responsibility** for ensuring this policy is put into practice on site is held by the house manager.
3. To ensure health and safety policy, precautions, procedures, practice and standards are applied, maintained and improved, **managers holding the following roles* have responsibility** (including the management of risk assessments and risk mitigations) in the following areas:
    - Sycamore studio and Silver Birch studio: studio manager;
    - Float room and floatation facilities, sauna room and sauna facilities, Sanctuary and Cabin, together with associated plant and equipment: spa manager;
    - Kitchen and its equipment, food/drink service and volunteer supervision: spa manager;
    - All other areas, including front door, back door, reception/café-lounge/shop area, connecting fire door from reception to hallway, hallway, bathrooms, office, other common interior parts, cupboards, all loft space, roof voids and building exterior, together with precautions, procedures and practice affecting more than one specific area, such as major incidents or evacuation: house manager.

4. All **directors, managers and supervisors have a responsibility** to
    - Cooperate on matters relating to health and safety
    - Take reasonable care of their own health and safety
    - Raise with the appropriate person (as detailed above) all health and safety concerns in any part of the business.

5. All **employees, volunteers and on-site contractors have a responsibility** to
    - Cooperate with managers and supervisors on matters relating to health and safety
    - Take reasonable care of their own health and safety
    - Report all health and safety concerns to an appropriate person (as detailed above).

** The names of individuals holding these roles from time to time may be found at https://being-in-unity.com/who-are-we*

Part 3: Arrangements for health and safety

1. Risk assessment

- We will complete relevant risk assessments and take action on the basis of such risk assessments.
- We will review risk assessments when working habits or conditions change and when review of this policy requires it.

2. Training

- We will give employees, volunteers and on-site contractors a health and safety induction and will provide appropriate training.

3. PPE

- We will provide personal protective equipment where it is needed.

4. Staff input

- We will routinely consult relevant employees, volunteers and permanent on-site contractors on health and safety matters as they arise.
- We will consult employees, volunteers and permanent on-site contractors when we review health and safety.

End of The Unity Centre health & safety policy 2025-2027