

Saltburn-by-the-Sea Golf Club



Health & Safety Policy

July 2022

Safety Policy: Update & Review.

Review Date	Update description	Signature
April 2011	Policy Installation	
April 2019	Policy document update	
July 2020	Re-check and update	
May 2022	Update to RIDDOR descriptor. Addition of PUWER & LOLER descriptions.	C Barraclough H&S Adviser
July 2022	Structure update	

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Saltburn-by-the-Sea Golf Club

Hob Hill, Saltburn, Cleveland, TS12 1NJ

Health and Safety Policy Statement

Saltburn-by-the-Sea Golf Club will, as far as is reasonably practical: -

- Make proper provision for the health, safety and welfare of its employees and others who may be affected by the club's activities.
- Maintain the property, buildings and environs in a safe and risk free condition.
- Undertake risk assessments on all existing and new activities with the objective of reducing or eliminating risk.
- Specify safe arrangements for the use, handling, storage and transportation of articles and substances, which are potentially hazardous.
- Provide and maintain personal, protective safety equipment as necessary.
- Provide and maintain equipment and work practices that are safe and without risk to health.
- Provide written instructions, practical training and adequate supervision to discharge our health and safety obligations.
- Respond to any health and safety related issues raised by employees or others.
- Ensure our activities have no adverse effect on public health or the environment.
- Provide adequate funding to discharge our obligations to health and safety.
- All employees are expected to accept their responsibility to work safely, adhering to safety rules and work procedures, using safety equipment provided and generally to contribute to the maintenance of safe and healthy conditions.
- Employees, members, customers and others are expected to report, to the Executive Committee, any potential unsafe condition, which they observe on the property or its environs.
- Responsibility for ensuring compliance with this policy and supporting documentation lies with the Executive Committee.
- Responsibility for implementation, supervision and compliance on a day-to-day basis lies with the Executive Committee or appointed members of staff, and they are held accountable for the operations within their control.

Signature : _____

Date : _____

Position : _____

Health & Safety: Arrangements and Organisation.

To promote this policy, the club will appoint a responsible person, who will report to the Executive Committee and be responsible for the implementation and development of the health and safety arrangements.

All employees will be provided with adequate information, instruction and training to enable them to discharge their job responsibilities in a safe manner. This will be complimented with the issue of personal protective equipment as necessary.

Based on the "Risk Assessment" process, procedures and guidelines will be developed and implemented in support of the health and safety policy statement.

An audit of our health and safety procedures and general compliance with this policy and related legislation will be carried out at six monthly intervals.

All accidents will be reported to a health and safety co-ordinator and recorded on an Accident Record Form (BI 510), retained in the co-ordinator's office. The co-ordinator must also be informed of any Reportable Occurrences who must then report these as required to comply with RIDDOR 2013.

All third parties – members, visitors, contractors and others - must follow agreed safe working practices and arrangements whenever they are on club property.

A health and safety manual will support this policy document including: -

- General safety instructions.
- Safe operating procedures for specific tasks.
- COSHH assessments.
- Risk assessments.
- Manual handling information.
- Audit report and action plans.
- Training requirements and records.
- Safety monitoring registers.
- Safety awareness programme.

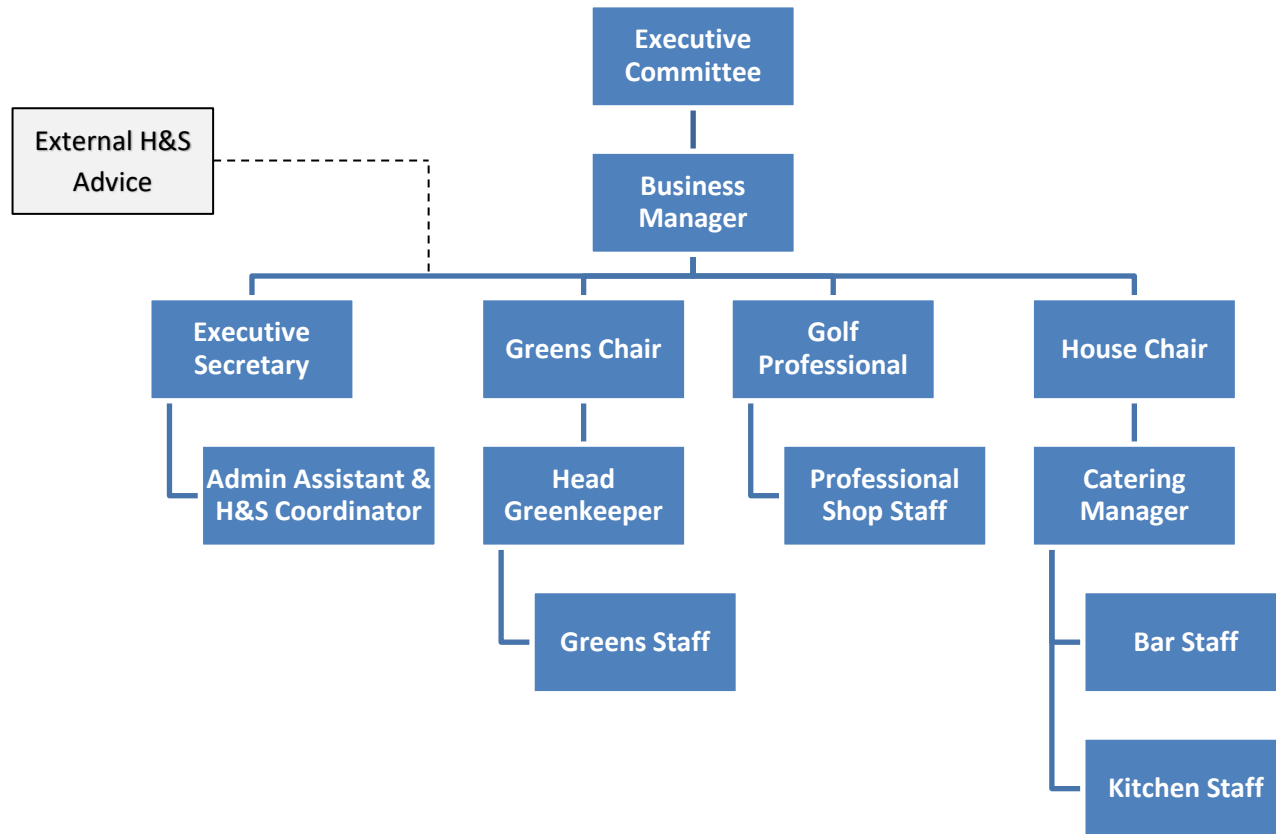
The relevant sections of the manual will be made available to all members of staff.

The health and safety policy statement, arrangements, responsibilities and supporting manual will be reviewed on an on-going basis to ensure compliance with existing and emerging legislation.

Health & Safety Organisational Structure



SALTBURN-BY-THE-SEA GOLF CLUB
Health & Safety Management Structure



Health & Safety Responsibilities

The Executive Committee:

The Executive Committee has overall responsibility for ensuring that: -

- Adequate funding and resources are provided to discharge our obligations to Health & Safety.
- The property and its environs are maintained in a safe and risk-free condition.
- Adequate staff welfare facilities are provided and maintained.
- Instruction, training and supervision is provided in health and safety matters for all employees including temporary staff.
- Safe equipment and safe systems of work are provided and maintained.
- All hazardous substances, implements and machinery are used, handled, stored and transported in a safe manner.
- Adequate personal protective equipment and clothing is provided.
- None of the activities of the club adversely affect the public or the environment.
- A person is appointed as being responsible on behalf of the Executive Committee for ensuring implementation of the Health and Safety policy.
- The Health and Safety policy is adhered to with support from the Health and Safety coordinator.

The Health & Safety Coordinator:

The Health & Safety Coordinator, with support from the Business manager and Executive committee is responsible for: -

- Supporting the Executive Committee to ensure compliance with this policy and its supporting documentation.
- Organising and assisting with health and safety audits and maintaining records.
- Reviewing this policy on an annual basis and issuing any revisions.
- Ensuring that a list of all hazardous substances is maintained in a register, that includes individual substance assessments and manufacturers safety data sheets.
- Listing and recording the maintenance, inspection and testing of all plant and equipment used by the club.
- Investigating all reportable accidents, diseases and dangerous occurrences (RIDDOR) and ensuring follow up actions take place.
- Maintaining a library of relevant HSE publications and Health & Safety documentation.

- Maintaining a record of the contents and location of all First Aid Equipment.
- Maintaining records of all Portable Electrical Equipment, Plant & Machinery, and Kitchen Appliances, with relative maintenance schedules and reports.
- Maintaining a library of relative Hazardous substance data sheets.
- Maintaining records of all risk assessments and follow up reviews.
- Maintaining a record of all personal protective equipment (PPE) issued to employees.
- Maintenance and testing of the Fire Alarm system, Emergency Lighting and portable Fire Fighting Equipment (for discharge) across the property.
- Ensuring that changes in legislation that affect the club's health and safety policy are recorded, updated and implemented.
- Organising and leading health and safety audits and maintaining records.
- Ensuring the reporting of all accidents occurring in relation to the playing of golf, course maintenance and associated undertakings.
- Ensuring that all reportable accidents, diseases and dangerous occurrences are properly investigated and reported without delay in accordance with RIDDOR to the appropriate enforcing authority.
- Ensuring that staff under their control work in accordance with agreed safe methods and risk assessments and ensure that staff under their control are trained in such methods.
- Ensuring the provision of appropriate tools, equipment, plant and machinery and that staff, volunteers or others are appropriately instructed in its safe use.
- Maintaining records of all electrical installations and equipment and reporting any deficiencies
- Ensuring that the buggy policy is implemented.

The House Chair

The House Chair has responsibility for:

- Implementing this policy as it applies to the Clubhouse, Halfway house, bar, kitchen and dining areas.
- Ensuring good housekeeping standards throughout the Clubhouse, kitchen, bar and lounge and ensuring that all fire escapes are kept clear at all times.
- Ensuring cleanliness and hygiene standards are maintained throughout the clubhouse.
- Overseeing all electrical installations and electrical equipment within the Clubhouse and providing the Health and Safety coordinator with records
- Participating in Clubhouse and halfway house risk assessments
- Reporting and recording all accidents reported to the Clubhouse to the Health and Safety coordinator.

The Catering Manager

The Catering Manager has responsibility for all aspects of running the kitchen, bars, and lounge area and specifically for:

- Implementing this policy as it applies to the operation of the bars, kitchen, and dining room.
- Maintenance of good housekeeping standards throughout the kitchen and dining room and ensuring that all fire escape routes, and fire exits are kept clear during catering opening hours.
- Maintaining cleanliness and hygiene standards throughout the kitchen, bar, lounge, and lounge welfare facilities.
- The supervision and training in health and safety matters of all kitchen and bar staff.
- Working with the House Chair to oversee all electrical installations and electrical equipment within the bar and kitchen and reporting any deficiencies.
- Supervising the use of personal protective equipment as required by bar and catering staff.
- Ensuring the safe use, storage, transportation and disposal of hazardous substances and waste generated by the bar and catering activities.
- Recording and reporting of all accidents reported to the clubhouse by bar and catering staff to the Health & Safety Coordinator, or in their absence their absence the Business Manager or Executive secretary
- Recording and reporting of all accidents to the clubhouse by contractors, visitors and members to the Health and Safety Coordinator, or in their absence, the Business manager or Executive secretary
- Participating in COSHH and risk assessments of clubhouse, bar and kitchen operations.

- Communicating with bar and kitchen staff on health and safety matters and maintaining safe working practices for key operations undertaken by the bar and catering staff.

The Head Greenkeeper with support from the Greens chair

The Head Greenkeeper has responsibility for the course, Clubhouse surrounds and associated buildings, plant, and equipment. Specific responsibilities are:

- To implement the health and safety policy drawn up by the Executive Committee as it applies to greenkeeping operations.
- Ensuring that the golf course is maintained so as to be safe to play, including course condition, signage and maintenance of routes around the course.
- To ensure that all greenkeeping staff including trainees work safely using any personal protective equipment required and suitable to task.
- To conduct all greenkeeping operations with due regard to the safety and well-being of club members, visitors, the public and the environment.
- To supervise and train staff as necessary.
- To monitor and review on-going competency of staff, in the tasks they are assigned to undertake.
- To ensure that all plant and equipment is safe to operate, and that any defective machinery is immediately withdrawn from use until repaired.
- To ensure that all plant and equipment is maintained and inspected in compliance with the manufacturer's specifications, and records kept.
- To maintain good housekeeping standards in all outbuildings and grounds, maintaining clear access and egress at all times.
- To ensure fire equipment, electrical installations and appliances are maintained in good working order, and records kept.
- To ensure that adequate first aid equipment is available within the greenkeeping buildings.
- To ensure the safe use, storage, handling, transportation and disposal of chemicals and pesticides.
- On the introduction of any new equipment, plant or chemical substance to ensure that appropriate risk assessments are carried out and staff advised.
- To represent the greenkeeping staff and bring any of their safety concerns to the attention of the Executive Committee if necessary.
- To participate in all safety audits, COSHH and risk assessments of the greenkeeping operations.
- To investigate and report all accidents related to greenkeeping operations to the Health & Safety Coordinator, or in their absence their deputy.
- To maintain appropriate standards of cleanliness and hygiene of the welfare facilities provided for the greenkeeping staff.
- In the absence of the Head Greenkeeper, the responsibility for health and safety will be assumed by the first assistant.

The Club Professional:

The Club Professional's specific responsibilities are: -

- To implement the Health & Safety Policy drawn up by the Executive Committee as it applies to the Teaching of Golf.
- To ensure that staff including trainees work safely with due regard to any Personal Protective Equipment required.
- To supervise and train staff as necessary.
- To represent staff on the Club's Health & Safety Committee and bring any of their safety concerns to the attention of that Committee, to be forwarded on to the Executive Committee if necessary.
- To participate in all safety Audits, COSHH and Risk assessments to the business of teaching Golf.
- Ensuring the provision of the Buggies for accessing the course, provided for the use of golfers or others, are properly checked and that users are provided with appropriate instruction, prior to use, Ensure that the Business Manager is informed of any defects so that the necessary repairs can be instigated.
- To investigate and report all accidents which occur when teaching Golf, to the Health & Safety Coordinator, or in their absence a deputy.
- When using the practice ground for teaching, to take reasonable care for the safety of other persons who may be affected by this activity.

Employees

Employees have responsibilities in regard to Health & Safety as follows: -

- To comply with the health and safety policy drawn up by the Executive Committee.
- To work so as not to endanger themselves or other people and report any accidents.
- To use any transport, machinery, equipment, hazardous substance and safety device in accordance with any instruction or training provided.
- To inform supervision of any hazard to health & safety or any shortcoming in health & safety arrangements.

Implementation of the Health & Safety Policy

To implement the Health & Safety Policy contained in this manual (which includes General Safety instructions) further supporting policies, operating procedures and controls have been written.

In addition the following controls apply: -

1. A copy of the Health & Safety policy will be given to each member of staff, together with any relevant documentation, which will enable them to carry out their duties in compliance with the policy.
2. A copy of the Executive Committee's Health & Safety Policy statement will be posted on the club's main notice board.
3. The Health & Safety Coordinator will retain the 'master copy' on behalf the club.
4. Any new procedures / processes will be subject to risk assessment prior to implementation and further safe operating procedures will be added to the policy as necessary.
5. The Health & Safety manual will be reviewed on an on-going basis to ensure compliance with existing and future legislation and updated as necessary.

General Safety Instructions:

The following general safety practices should be observed: -

- i. Before undertaking a task, staff should be aware of any safety instruction or safe operating procedure controlling the task and have been given suitable training. In case of doubt the senior appointed member of staff should be consulted.
- ii. Suitable to task personal protective equipment must be worn when specified. Defective safety equipment should not be worn and should be reported to the senior appointed member of staff for repair or replacement.
- iii. When handling any hazardous chemical or substance the safety leaflet or instruction label should be read and the appropriate precautions taken. Substances should not be mixed together unless specifically authorised or specified in the task.
- iv. All chemicals / hazardous substances must be properly labelled and stored in a suitable container, in compliance with COSHH assessments and suppliers data sheets.
- v. Staff handling hazardous substances should be familiar with the hazard classifications and their pictorial representation.

- vi. Hazardous manual handling operations should be avoided. Good, safe lifting practice should be employed at all times and assistance obtained as specified or necessary.
- vii. All accidents must be reported and an accident record form (BI510) completed.
- viii. No unauthorised person should carry out any maintenance, repair or modification to any plant, machinery or electrical equipment.
- ix. It is imperative that all machinery or equipment be switched off, and where appropriate gears disengaged and brakes applied before undertaking any adjustments or repairs.
- x. The use of a chain saw by club employees is expressly forbidden unless permission is obtained from senior authority, appropriate external certification is held by the operative and the specific protection required for the task worn.
- xi. Reversing of motorised equipment in the car parking areas should only be carried out in the presence of another member of staff, giving clear hand and verbal instructions. In the event of this not being possible the driver must physically check that it is safe to reverse.
- xii. No member of staff should work alone without the means of being able to contact others immediately, in the event of an accident.
- xiii. Staff should not indulge in, or encourage, any form of horseplay whilst at work.
- xiv. It is incumbent on all staff to be in a fit and coherent state to carry out their duties in a safe and proper manner. Staff must not present themselves for work under the influence of alcohol or drugs. Neither must alcohol be consumed or drugs administered whilst at the place of work. (an exception to administering drugs is the need to treat a prescribed medical condition.)

Welfare

Purpose:

To provide the club staff with welfare facilities, which satisfy the intent of the controlling regulations.

Legislation:

- a) The Health & Safety at Work Act 1974
- b) The Workplace (Health, Safety and Welfare) Regulations 1992

Arrangements

- The Greenkeepers' buildings provide rest room facilities for the Greens staff.
- The Greens staff has responsibility for the cleaning and maintenance of hygiene standards in the Greenkeepers' buildings.

- Arrangements have been made in the Greenkeepers' buildings to accommodate work clothing and includes facilities for drying clothing and footwear. Personal Protective clothing should also be kept in this area.
- The House, Bar & Catering staff may use the Clubhouse as their rest room.
- Toilets and washing facilities are provided for the House, Bar, Catering staff and the Professional in the Ladies and Gents Locker rooms.

Training & Competence

Purpose:

To achieve competence in Health & Safety matters and promote safe working practices.

Legislation:

The Management of Health & Safety at Work Regulations 1999

Requirements:

Adequate Health & Safety training will be provided for: -

- a) New staff including temporary workers.
- b) Existing staff undertaking new tasks or responsibilities including the introduction of new equipment, chemicals or substances.
- c) Employees who deputise for others.

Attendance at external courses will be arranged as necessary.

Training or retraining needs will be determined by performance monitoring, risk assessment and accident investigations.

Training and competence records will be kept in the office Health and Safety files.

Risk Assessment:

Purpose:

- a) To assess the Risks to the Health & Safety of employees, members, visitors and others who may be affected by the activities of the club.
- b) To make arrangements for implementing the Health & Safety measures that the Risk assessment shows to be necessary.

Legislation:

The Management of Health & Safety at Work Regulations 1999.

Requirements:

- Risk assessments will be carried out in all areas of club activity including the Golf Course, the Clubhouse and all environs and the Greenkeeping facilities and will include Machinery and Electrical appliances.
- The assessment will identify any significant hazards, who might be harmed or affected by the hazard and an evaluation of the risk involved.
- Emphasis should be placed on eliminating the risk. If this is not possible an assessment of existing controls should be made and consideration given to any further precautions or controls necessary to reduce the risk.
- Risk assessments shall be undertaken by the Food & Beverage Manager, the Caterer, the Head Greenkeeper and the Health & Safety Coordinator, within their own areas of responsibility. Other expert help will be enlisted as necessary.
- The findings of Risk assessments will be recorded on an assessment form together with the actions necessary to control the risk. Risk assessment forms will be placed in a register.
- The findings of Risk assessments will be considered by the Health & Safety Committee and will remain on the agenda until all necessary actions have been implemented. In addition, the findings will be reported to the Executive Committee by the Health & Safety Coordinator.
- Risk assessments should be carried out when a new activity, process, item of Machinery, Equipment, Chemical or Hazardous substance is introduced.
- Adverse events or Audit findings may indicate the need for review of existing Risk assessments.
- A full review of Risk assessments should take place at intervals not exceeding two years.

- Copies of Risk assessments will be displayed in the relevant areas throughout the club, and brought to the attention of all employees who may be affected.

COSHH Assessment

Purpose:

- a) To assess the risks to the health of Employees, Members, Visitors and Others who may be affected by the use of hazardous substances across the property and its environs.
- b) To implement measures to eliminate or control the risk imposed by the use of Hazardous substances, i.e. substances which are labelled as being highly flammable, flammable, very toxic, toxic, harmful, irritant or corrosive.

Legislation:

The Control of Substances Hazardous to Health (COSHH) Regulations 2002

Requirements:

- COSHH assessments will be carried out in all areas of club activity where chemical substances hazardous to health are used or stored.
- COSHH assessments shall be undertaken by managers within their own areas of responsibility. Other expert help will be enlisted as necessary.
- All hazardous substances should be listed and the list placed on record. Their hazard can be established from the label on the container or from the data sheet supplied by the manufacturer.

The assessment will evaluate the risk to health by consideration of: -

- a) The chance of exposure occurring.
- b) The level of possible exposure.
- c) The duration and frequency of exposure.

Should the assessment indicate that a significant risk is posed, control or prevention methods should be considered and implemented as necessary. Ideally elimination or substitution of the hazardous substance is the preferred option. The use of Personal Protective Equipment should be specified as a last resort.

A record of the assessment should be made on a COSHH assessment form and recorded in a register.

The assessment must be reviewed immediately if there is any reason to suppose that the original assessment is no longer valid or there has been significant change to the

circumstances or nature of work. Otherwise each assessment should be reviewed annually and all operations using hazardous substances will be reviewed every two years.

COSHH assessments shall be carried out when any new substance of a hazardous nature is introduced.

Arising from COSHH assessments employees should be informed of any precautions or Personal Protective Equipment necessary to provide safeguard for Health & Safety.

Personal Protective Equipment shall be subject to regular inspection and review of effectiveness.

The storage, handling, use and disposal of substances or their containers will be specified on the manufacturers data sheet, and these instructions should be closely followed.

Copies of COSHH assessments will be displayed in the relevant areas throughout the property, and brought to the attention of all employees who may be affected.

Manual Handling

Purpose:

- a) To assess all operations within the club, which involve manual handling with the objective of reducing the risk of injury to the lowest level reasonably practicable.
- b) The assessment will be part of the overall risk assessment required by the Management of Health & Safety at Work Regulations 1999.

Legislation:

- a) The Manual Handling Operations Regulations 1992
- b) The Management of Health & Safety at Work Regulations 1999

Requirements:

- Manual handling assessments will be carried out in all areas of club operation and activities.
- The Manual handling assessments shall be undertaken by the managers, within their own areas of responsibility. Other expert help will be enlisted as necessary.
- The assessment will be based on an Assessment checklist.
- The findings will be recorded on a "Summary of Assessment" form and will include remedial actions if required.
- The assessment will consider the task, the load, the working environment and individual capability.
- Consideration should be given to eliminating the task. If this is not possible, measures to reduce risk of injury to the lowest level reasonably practicable should be determined.
- The findings of Manual handling assessments will be considered by the Health & Safety Committee and will remain on the agenda until all necessary actions have been implemented.
- Assessments shall be reviewed if new information comes to light or if there has been a change in the Manual handling operations, which could affect conclusions, previously reached. In common with Risk assessments in general a full review should take place at intervals not exceeding two years.
- Copies of Manual handling assessments will be displayed in the relevant areas throughout the property and brought to the attention of all employees who may be affected.

Fire Prevention's / Fire Precautions:

Purpose:

- a) To promote good housekeeping practice to minimise the risk of Fire.
- b) To identify Fire prevention practices and procedures.
- c) To identify the drill in the event of a Fire.

Legislation:

The Regulatory Reform (Fire Safety) Order 2005

Requirements:

- 1) General Operating Practice.
 - a. Risk Assessments will be carried out to identify potential sources of Fire and the measures required to control them.
 - b. In addition the following practices should be employed to minimise the risk of Fire.
 - i. Work areas should be kept tidy and waste disposed of regularly.
 - ii. Smoking is prohibited whenever flammable liquids or gas are present.
 - iii. Only competent qualified persons should carry out work on Electrical installations. Faults should be reported and the services of a qualified person obtained. The power should be isolated following any malfunction.
 - iv. Only approved portable electrical equipment should be used. The use of non-approved personal electrical appliances is not permitted.
 - v. All electrical equipment should be switched off after use.
 - vi. The use of adapters and extension leads should be avoided as far as possible.
- 2) Fire Precautions.
 - a. Staff should be familiarised with the location of Fire fighting equipment and its type. i.e. Water, Foam, Dry Powder, Co2 etc.
 - b. Nominated staff should be trained in the various types of Fire extinguisher and their correct application.
 - c. Fire fighting equipment should be serviced and checked annually by an approved club. In the event of use of any equipment, the approved club should be contacted immediately to have the unit recharged.

- d. The Fire alarm system and Fire exits should be checked, as detailed in the safety monitoring system schedule and records kept in a logbook.
- e. The emergency lighting system should be checked, as detailed in the safety monitoring system schedule and records kept in a logbook.
- f. A full evacuation of the premises should be undertaken annually and recorded in the logbook. This should be organised in conjunction with the Health & Safety Committee.

3) Procedure in the event of Fire.

- Break the glass of the nearest Fire alarm.
- Tackle the Fire if safe to do so, using the correct type of Fire extinguisher or ring the Fire Authority (dial 999).
- Leave the building by the nearest exit.
- Do not delay to collect personal belongings.
- Do Not Run.
- Report to the Assembly Point, which is located in the Main Car Park.
- Senior personnel should check (if it is safe to do so) that work places, public rooms and toilets have been vacated.

The procedure in the event of a Fire should be displayed at suitable locations throughout the premises.

In the event of Fire, the safety of life shall override all other considerations such as saving property and extinguishing the Fire.

Personal Protective Equipment

Purpose:

- a) To identify those tasks which Risk assessment indicates require the use of Personal Protective Equipment (PPE) to reduce the hazard to health or likelihood of injury.
- b) In such cases, to provide effective PPE and institute a system of regular maintenance and inspection.

Legislation:

The Personal Protective Equipment at Work Regulations 1992

Requirements:

- Risk assessments of operations, particularly those involving dangerous machinery and hazardous substances, will identify those which as a last resort require the use of PPE to reduce the risk to an acceptable level.
- The Risk & COSHH assessment forms will be used to define the areas in which staff are at risk and require PPE.
- Utilising the above information the most suitable type of PPE specific to the task will be selected taking account of the nature of the job and the demands it makes on the individual.
- Appropriate information, instruction and training in the use of any article of PPE, will be given by the senior person in the area in question.
- Although it is incumbent upon the individual user of PPE to inspect that it is in sound condition before use and report to the senior person in the area any loss or obvious defect as soon as possible, the Club will have all items of PPE inspected by-annually for both condition and suitability. All findings and issues will be recorded and records kept.

Reporting Accidents & Incidents:

Purpose:

- a) To comply with the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013, which requires that injuries, diseases and occurrences in specified categories be notified to the relevant enforcing authority.
- b) To allow trends in Health & Safety to be monitored and preventative action taken.

Legislation:

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.

Requirements:

- All accidents and incidents, no matter how small, should be reported to the Health & Safety Coordinator and a record of any accident kept on an Accident Record Form (BI 510). (Seemingly trivial cuts and bruises can sometimes reveal the potential for more serious injury and should be reported).
- The record must include the date, time, place of the occurrence, and personal details of those involved and a description of the nature of the event.
- The Health & Safety Coordinator or designated deputy will report the occurrence if necessary to the enforcing authority in compliance with RIDDOR 2013.
- The Accident Record Pad (BI 510) specifies, which injuries / occurrences need reporting, how to report Injuries and Occurrences, and the method to be used. i.e. Telephone / Special Form F2508 etc.
- All accidents / incidents will be considered by the Health & Safety Coordinator and reported to the Executive Committee.

R.I.D.D.O.R.

Reporting is performed on-line at the website address below: -

<http://www.hse.gov.uk/riddor/report.htm>

All incidents can be reported online but a telephone service remains for reporting fatal and major injuries **only** - call the Incident Contact Centre on 0845 300 9923 (opening hours Monday to Friday 8.30 am to 5 pm).

First Aid

Purpose:

- a) To comply with the requirements for First Aid as specified in the Health & Safety (First Aid) Regulations 1981.
- b) To provide First Aid to minimise the consequences of illness or injury until the assistance of the medical services can be obtained.
- c) To treat minor injuries which do not require the attention of the medical services and which would otherwise receive no treatment.

Legislation:

The Health & Safety (First Aid) Regulations 1981.

Requirements:

First Aid Equipment.

The Club has provided First Aid Boxes and Eye Wash Bottles, which are appropriate to the type of work undertaken on the premises, and located at strategic positions, identified on the First Aid information notices.

First Aiders.

The Club will appoint Qualified and Emergency First Aiders who must hold current First Aid certificates acceptable to the Health & Safety Executive.

The duties of the First Aiders are to: -

- Render First Aid in cases of minor injury.
- Provide First Aid to minimise the consequences of illness or injury until the assistance of the medical services can be obtained.
- Assist completion of an Accident Record Form.
- Replenish the contents of the First Aid Boxes after use.
- Check the contents of the First Aid Boxes at three monthly intervals and record that the check has been carried out.

Local First Aid Training Centres: -

St. John's Ambulance.
British Red Cross.

Safety Audits

Introduction

- a) A Safety Audit should systematically examine the arrangements made by the Club for the achievement of satisfactory Health, Safety and Environmental standards in the premises and its environs, Greens facilities and the pitches, to ensure that they are adequate and effective.
- b) The Safety Audit should be carried out by an independent organisation, familiar with the activities of the Club.

Legislation:

The Management of Health & Safety at Work Regulations 1999.

Requirements:

- An annual Safety Audit as a minimum should be carried out by an independent organisation and to an agreed programme. A mid year Safety check is advisable to report on the progress made in areas, which were identified with non-compliances, or where improvements had been suggested and agreed.
- Self Audits should be carried out by designated members of the Health & Safety Committee before their meetings to monitor and record progress, or identify new areas of non compliance that may have become apparent, after the introduction of new equipment or substances into the work place.
- All Safety Audit findings will be recorded, with an agreed corrective action plan specified and target dates set for completion.
- Any Safety Audit report, will be reviewed by the Health & Safety Coordinator and will remain on their agenda until all required actions are completed to the satisfaction of the Executive Committee.
- The Health & Safety Coordinator will place all Safety Audit reports and action plans on file.

Provision and Use of Work Equipment:

Purpose:

These regulations place duties on people and companies who own, operate or have control over work equipment. PUWER also places responsibilities on businesses and organisations whose employees use work equipment, whether owned by them or not.

Legislation:

The Health & Safety at Work Act 1974
Provision and Use of Work Equipment Regulations 1998 (PUWER)

Requirements:

PUWER requires that equipment provided for use at work is: -

- suitable for the intended use
- safe for use, maintained in a safe condition and inspected to ensure it is correctly installed and does not subsequently deteriorate
- used only by people who have received adequate information, instruction and training
- accompanied by suitable health and safety measures, such as protective devices and controls. These will normally include emergency stop devices, adequate means of isolation from sources of energy, clearly visible markings and warning devices
- used in accordance with specific requirements

Some work equipment is also subject to other health and safety legislation in addition to PUWER. For example, lifting equipment must also meet the requirements of LOLER, pressure equipment must meet the Pressure Systems Safety Regulations and personal protective equipment must meet the PPE Regulations

Lifting Operations and Lifting Equipment:

Purpose:

These Regulations (often abbreviated to LOLER) place duties on people and companies who own, operate or have control over lifting equipment. This includes all businesses and organisations whose employees use lifting equipment, whether owned by them or not.

In most cases, lifting equipment is also work equipment so the Provision and Use of Work Equipment Regulations (PUWER) will also apply (including inspection and maintenance).

Legislation:

The Health & Safety at Work Act 1974
Lifting Operations and Lifting Equipment Regulations 1998 (LOLER)

Requirements:

All lifting operations involving lifting equipment must be properly planned by a competent person, appropriately supervised and carried out in a safe manner.

LOLER also requires that all equipment used for lifting is fit for purpose, appropriate for the task, suitably marked and, in many cases, subject to statutory periodic 'thorough examination'. Records must be kept of all thorough examinations and any

defects found must be reported to both the person responsible for the equipment and the relevant enforcing authority.

If lifting operations are undertaken, you must manage and control the risks to avoid any injury or damage.

Where lifting operations are undertaken involving lifting equipment the must be:

- planned properly
- using people who are sufficiently competent
- supervised appropriately
- carried out in a safe manner

Portable Electrical Equipment:

Purpose:

To identify the level of inspection required in order to maintain all Portable Electrical Appliances so as to control the risks of injury, which can arise from the use of electricity.

Legislation:

The Health & Safety at Work Act 1974
Electricity at Work Regulations 1989

Requirements:

All portable equipment requiring maintenance shall be listed together with its location and intended use.

The inspection and testing to maintain adequate assurance of safety is provided by a combination of actions applied at three levels.

1. Checks by Users.

These checks are carried out by the user, after a minimum of training, each time the piece of equipment is used. There is no requirement to record the findings of the inspection other than to bring to the attention of senior persons any equipment which is faulty or in need of repair.

2. Formal Visual Inspections.

Formal visual checks will be carried out by senior persons, in their respective areas, at quarterly intervals to an agreed programme. Appropriate training on what to look for and what is acceptable will be given.

A checklist of items should be followed, and checks should include that the correct fuse is fitted, that the cord grip is effective and cable terminations are secure and

correct, the plug and cable is not damaged. Also, that there is no sign of internal damage, overheating or ingress of liquid or foreign matter.

Faulty equipment should be taken out of service and not used again until repaired by a competent person and declared safe to use. If necessary, equipment should be tested following modification or repair.

The results of the inspection at quarterly intervals should be recorded in a Portable Electrical Equipment Test Record register.

3. Combined Inspection and Testing.

This more rigorous inspection and testing will be carried out on an annual basis by an electrician qualified to NICEIC standards, who will provide a formal report on the condition of the equipment. Among other deficiencies, testing is designed to detect loss of earth integrity or degradation of insulation. Equipment passing the inspection and testing will be tagged to this effect. In addition the tag will bear the next 'due' date of inspection.

It is emphasised that no 'unauthorised equipment' should be used on Club premises. If such equipment is found in the course of a formal inspection its use should be immediately discontinued.

Lone Workers

The Executive Committee will provide an adequate communication system enabling all employees to receive instruction or gain assistance at all times, if required.

The Executive Committee will: -

- i. Ensure that a means of communication is provided enabling contact with specified personnel/points of contact (i.e. mobile phone).
- ii. Ensure that any equipment to be used is in a safe and secure condition.
- iii. Ensure that panic alarms are provided if / when they are felt required.
- iv. Provide appropriate training and instruction for employees to carry out all tasks.
- v. Provide any equipment necessary to ensure the safety of the lone worker.
- vi. Establish and provide an adequate procedure for adoption in the event of automobile breakdown.

Contractors:

Purpose:

- a) To review contracts placed with contractors to ensure that they state that the contractor is responsible for the Health & Safety of their own employees and that their work practices conform to the requirements of all relevant Health & Safety legislation.
- b) To provide employees of contractors with the appropriate information and instructions regarding risks to their Health & Safety, which are peculiar to our premises or activities.

Legislation:

- a. The Management of Health & Safety at Work Regulations 1999.
- b) The Construction (Design & Maintenance) Regulations 2007.

Requirements:

The Executive Committee are responsible for ensuring that contracts placed for work on the premises are reviewed to ensure that the contractor is responsible for the Health & Safety of its employees and that its work practices conform to the requirements of all legislation.

The Health & Safety Coordinators are responsible for the day-to-day supervision of contractors working directly for them.

Contractors may be requested to provide copies of: -

- Their Health and safety policy and employees training records.
- Written Risk assessments relating to equipment or substances to be used on Club property.
- Copies of any documentation covered by The Construction (Design & Maintenance) Regulations 2007.

Notwithstanding the contractor has a duty of care to advise the Club of any risk to our employees from equipment or substances introduced by the contractor.

Similarly the Club has a duty to the employees of the contractor to provide them with appropriate information and instructions regarding risks, which are peculiar to our premises or activities.

Potential Industrial Diseases

There are a number of industrial diseases that Greenkeepers and to a lesser extent players may be exposed to, it is the intention of the club to comply with all appropriate legislation and encourage good practice to wherever possible remove the risk of exposure and where this is not possible to minimise and control any residual hazard to persons likely to be exposed.

These diseases generally fall into two categories:

1. Physical - asbestos, dust & fumes, noise, vibration^[1]_[SEP]
2. Biological - Hepatitis B & C, Tetanus, Leptospirosis, Toxocariosis, Dermatitis

Asbestos Management:

The Executive Committee will comply with the Control of Asbestos at Work Regulations and: -

- a) Carry out an investigation for the presence of Asbestos in the premises.
- b) Consult with others (i.e. Architects & Builders) who may be able to provide more information if required.
- c) Have samples surveyed if any doubt as to Asbestos content may be present.
- d) Assess the condition of any Asbestos containing materials at regular intervals.
- e) Record the condition of any Asbestos containing materials at regular intervals.
- f) Make arrangements for the safe repair or removal of the Asbestos containing material.

Dust & Fumes

Purpose:

The reduction of potential effects of dust on both greenkeepers and others.

Policy:

By the implementation of good practice and compliance with statutory regulation the generation of dust from a variety of sources can be eliminated or controlled. Sources of dust generation are:

1. Machinery from exhausts, grinding, welding and cutting, spraying, battery charging
2. Activities such as sweeping & blowing, mixing & spreading soil and compost, applying fertilisers and seed and servicing distributors, cleaning dried grass and debris from equipment, cutting of wood (sawdust)

Requirements:

Compliance with regulation (i.e. Provision and Use of Work Equipment Regulations PUWER) and good practice will reduce the exposure to the various sources of dust which include the wearing of appropriate PPE for the task being undertaken.

Consideration of those likely to be affected by dust generated during the activity should also be taken into account when planning the activity.

Noise

Purpose:

To comply with the requirements for controlling noise as specified in the Health & Safety Control of Noise at Work Regulations 2005.

Policy:

- a. Assessment of noise level so that permitted levels of exposure are not exceeded and where necessary adequate precautions to eliminate or reduce the noise level.
- b. Assessment to determine LEPD (Daily Noise Exposure) should be carried out where necessary
- c. Where possible, alternative methods of work are employed to eliminate or reduce possible noise levels
- d. Plant and equipment is selected and maintained to minimise noise levels.
- e. Where prolonged exposure is unavoidable, work should be planned to give operatives adequate rest breaks away from the noisy environment.
- f. Where possible, site noisy equipment away from working or public areas
- g. Ear protection supplied must be suitable for the conditions of exposure and adequate information in the proper use of any equipment provided for protection.
- h. Instructions regarding the wearing of hearing protection in those areas designated is provided and adhered to.

Vibration at Work

Purpose:

To comply with the requirements for control of exposure to vibration at work as specified in the Health & Safety Vibration at Work Regulations 2005.

The object of this policy and supporting procedures is to ensure that the club give adequate regard to the planning, organisation, implementation, monitoring and reviewing of Hand Arm Vibration issues that may affect Employees and Contractors.

Policy:

In order to provide adequate protection to employees the following should be considered:

- Hand Arm Vibration Syndrome (HAVS) is a wide spread industrial disease connected with the use of hand held or hand guided power tools and equipment.
- Vibration can effect other parts of the body causing Whole Body Vibration Syndrome (WBVS) normally effecting persons who drive plant or operate hand tools in confined spaces.
- Adequate in house competent advice and site supervision.
- Provision of adequate policy and procedures for managing and controlling HAVS issues.
- Provide and adhere to suitable risk assessments and method statements.
- Employees should co-operate in risk reduction of HAVS issues and advise the club of any formal or suspected diagnosis of WBVS or HAVS injuries associated with work activities.
- The club will provide all employees with relevant information and training on HAVS issues through an on-going programme of training.

A hierarchy of control will be observed through out the club for managing HAVS issues as follows:

1. Elimination
2. Substitution
3. Low vibration equipment
4. Reduce vibration between equipment and operator.
5. Minimise the force required to control and apply the equipment.
6. Reduce the length of exposure.
7. Provision of personal protective equipment such as anti-vibration gloves

It is the aim of the club to ensure early consideration of HAVS / WBV issues at the planning stage of the work activity.

All equipment provided for use by employees will have the relevant information regarding the safe operation of the equipment including HAVS issues attached.

Biological disease

Purpose:

To encourage and promote the development of good practice in order to avoid the contraction and spread of diseases, which can be present in certain locations on a golf course, these include: -

- Hepatitis B & C
- Tetanus
- Leptospirosis
- Toxocariosis
- Dermatitis
- Lyme disease

Policy:

Compliance with regulation and good practice will reduce the exposure to the various sources of disease and the wearing of appropriate PPE for the task being undertaken should be done at all times.

Consideration of the above and how a worker may be affected during the activity should also be taken into account when planning the activity.

Other potentially high risk activities

Working in or near Water

Purpose:

To ensure that work activities in or, near or over water are carried out without undue risks to the health and safety of those carrying out the work.

Policy:

General maintenance activities around the course are subject to specific Risk Assessments for those activities.

A specific method statement and risk assessment must be prepared and reviewed by a suitably competent person prior to work commencing.

Confined Space Entry

Purpose:

To ensure that any work activity requiring entry into an area or space which can be defined as a confined space under the Confined Space Regulations 1997 (and the associated Approved Code of Practice) is carried out strictly in accordance with those regulations.

Policy:

Any maintenance activity or special works relating to an area or space which can be defined as a confined space under the Confined Space Regulations 1997 a specific method statement and risk assessment must be prepared and reviewed by a suitably competent person prior to work commencing.

Under no circumstances must a person attempt to enter any confined space without prior approval to do so.

Working at Height

Policy:

Any work activity requiring work at height must be carried out in conformity to the Work at Height Regulations 2005.

Purpose:

To ensure that any work activity requiring working at height is carried out under the control of a specific method statement and risk assessment prepared and reviewed by a suitably competent person prior to work commencing taking into account the requirements of the Work at Height Regulations 2005 and is carried out strictly in accordance with those regulations.

Supporting Documents / Systems:

- Safety Awareness Training Programme
- Golf Course & Greens Maintenance Safety Manual
- HSE Guidance Leaflet set
- Disability Discrimination Act Audit
- Contractor Vetting Policy
- Fire Precautions Risk Assessment & Emergency Plan
- Tournament & Championship Safety Manual

