



Elsham Golf Club

Health and Safety Awareness Policy

Purpose of the Policy

The purpose of this policy is to raise awareness of the statutory provisions regarding employees' general responsibilities for health and safety in the workplace.

Scope of the Policy

The focus of the policy is solely on the role that employees are reasonably expected to play in promoting health and safety in the workplace. This draws in particular on the Health and Safety at Work Act 1974 and subsequent regulations. It should be read in conjunction with the broader Health and Safety Policy that sets out in greater detail how the club aims to deliver its legal duty of providing a healthy and safe environment for employees, members and other visitors.

UK Legislation on Health and Safety at Work

All employees have a right to work in places where risks to their health and safety are properly controlled. The Health and Safety at Work Act 1974 is the principal piece of legislation covering occupational health and safety in the UK and giving effect to this right. It sets out the general duties that employers have towards employees and members of the public, and that employees have to themselves, to each other and to their employer. A number of general health and safety duties required of employees were included in the primary legislation. Others have been added by subsequent statutory regulations. These general responsibilities are listed and described as follows, and they are then briefly explained in turn:

- All employees should take reasonable care of themselves whilst at work;
- They should take reasonable care of others who may be affected by their acts or omissions at work;
- They should cooperate with their employer to help them comply with health and safety legislation;
- They should not misuse or mistreat work equipment provided for the purposes of meeting the statutory health and safety requirements;
- They should use any machinery, equipment, dangerous substance, transport equipment, means of production or safety device in accordance with the training and instruction provided;
- They should inform their employer of any work situation that presents a serious and imminent risk; and
- They should inform their employer of any matters they would reasonably consider to represent a shortcoming in health and safety protection arrangements.



Taking Reasonable Care of Themselves

All employees must take reasonable care of their own health and safety whilst at work. This means that they should not put themselves at risk of harm. What this requires in practice depends on the nature of the workplace environment, the job and the individual. However, there are some common safety principles that would apply to any work situation, for example:

- Employees should not act in an unsafe way, unnecessarily deviating from established procedures;
- They should not wear clothing, footwear or jewellery that is inappropriate for the tasks they carry out or the environment in which they are working;
- They should not carry out work activities without being confident that they have been sufficiently trained and are competent to do so, informing their manager where this is not the case;
- They should always wear any personal protective equipment with which they have been provided for use whilst in the workplace or for specific tasks;
- They should make sure that they fully understand all workplace safety procedures and rules, for example in relation to the location of fire extinguishers, fire exits and alternative ways of leaving the building in an emergency; and
- They should inform their manager of any changes in their health or their circumstances, for example pregnancy, that may affect their ability to safely carry out their work.

Taking Reasonable Care of Others

Employees do not have the same level of responsibility as their employer in terms of health and safety, but they still owe a duty of care to others in the workplace. This does not just mean their immediate work colleague or others in close proximity. The duty is to anyone who may be placed at risk by what they do or do not do in the course of their work. Reasonable expectations of employees in this respect would include:

- Avoiding reckless behaviour that could result in injury to others;
- Carrying out any housekeeping and maintenance duties in such a way as to keep the workplace safe for others who will be using it;
- Ensuring that no workplace hazards are created by the work they are carrying out; and
- Ensuring that any equipment or facility that they find to be damaged, faulty or unhygienic is not left in that condition without being reported.

Cooperating with the Employer

Under the legislation, it is required of employees that they fully cooperate with their employer's efforts to sustain or improve a safe and healthy working environment. This includes:



- Attending all relevant health and safety training required by their employer such as fire drills, security meetings and first aid training;
- Acquiring an understanding of the employer's health and safety risk and hazard control procedures, observing them and ensuring that safety equipment and clothing are always used as directed;
- Complying with the instructions of fire-wardens if there is a fire, suspected fire or fire alarm, or a practice drill for any of those scenarios;
- Keeping emergency routes and exits clear at all times, and not locking or fastening exit doors in a way that might slow down anyone trying to escape in the event of an emergency;
- Reporting and recording in the employer's accident book straightaway all accidents however minor; and
- In general terms, once given everything that they need to work safely, following all safety instructions given and measures provided.

Not Misusing or Mistreating Work Equipment

Employees must not obstruct, misuse or interfere with anything that has been provided for their health, safety or welfare. Unless trained and unauthorised to do so, they should not, for example:

- Interfere with the fire alarm system;
- Tamper with fire-fighting equipment such as portable fire extinguishers;
- Obstruct, lock or fasten emergency exit doors;
- Move safety barriers, guards or screens;
- Remove, relocate or alter any safety signs or illuminations;
- Open and remove the legally determined contents of first aid boxes; and
- Attempt temporary fixes where there are faults or damage to any of the above.

Using Equipment in Accordance with Instruction and Training

As a general principle, employees should use equipment as directed by any instructions given by their employer or contained in any approved operating manual or instructions for use. The employer must ensure that the work equipment is suitable for its intended purpose and that it is maintained in safe working order. The employee in turn must ensure that it is used and stored in a correct and safe manner. The duty to apply their training includes not only training provided by the current employer, but also any training from previous employers.

Where the wearing of personal protective equipment has been identified by the employer as being required as part of the safety control measure provision, then the equipment must be provided at no cost to the employee. Personal protective equipment can include items such as safety helmets, gloves, eye protection, hazmat suits, high-visibility clothing, safety footwear,



safety harnesses, ear plugs, ear defenders and respiratory protective equipment. New regulations that were put in place in 2018 require the following of employees to whom personal protective equipment has been issued:

- To correctly use any such items provided as directed and in accordance with any training, instructions or information they have received;
- To return those items to their storage place after use unless agreed otherwise with the employer; and
- To take care of the items and report defects or loss as soon as they become aware of them.

Informing Employer of Dangerous Work Situations

It is the employer's responsibility to communicate to all employees how incidents, risks, hazards and defects are to be reported. It is then the responsibility of employees to report any such dangerous situations that they observe or encounter in the workplace. Unsafe situations might be ripped carpets, broken equipment, exposed wires or unhygienic welfare facilities. They might also more widely involve wider exposure to hazardous substances or a risk of falling debris or structures. Where a reported workplace situation presents serious or imminent danger, then the employer must put in place adequate emergency arrangements.

Informing Employer of Health and Safety Shortcomings

At a more general level, employees are also expected to report anything that someone with their training and instruction would reasonably consider to be a shortcoming or failure in the health and safety arrangements at the workplace. This may be where an employee has observed that control measures originally established for assessed risks or hazards are no longer in place or no longer functioning as intended. It may alternatively be where they believe that existing control measures have become inadequate due to the nature and level of the risk or hazard significantly changing over time. In either scenario, the employee has a duty to report their views on the matter without delay. Whilst the informal management process is the usual and quickest way to communicate the issue, invoking the employer's whistleblowing policy would be another legitimate option.

Implications of the Policy

More specific detail on these areas are included in the club's Health and Safety Policy. Any breach or non-observance of either policy would constitute a disciplinary offence.

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