



ELSHAM GOLF CLUB

Barton Road,
Elsham,
Brigg,
North Lincolnshire
DN20 0LS

HEALTH AND SAFETY POLICY

AS REQUIRED BY SECTION 2 (3) OF THE
HEALTH AND SAFETY AT WORK ETC. ACT 1974

CONTENTS

Section		Page
1.	Introduction	3
2.	General Statement of Intent	4
3.	Organisation And Responsibilities	5
	3.1: Management Board	5
	3.2: General Manager	5
	3.3: Line Managers	6
	3.4: Employees	7
	3.5: Members	8
4.	Arrangements	8
	4.1: Accident Reporting & Investigation	8
	4.2: Alcohol & Drugs	9
	4.3: Asbestos	9
	4.4: Closing the Course on The Grounds Of Safety	10
	4.5: Communication & Co-operation	10
	4.6: Contractors & Visitors	10
	4.7: Consultation with Employees	11
	4.8: Display Screen Equipment	11
	4.9: Driving	11
	4.10: Emergency Procedures	12
	4.11: Employee Behaviour & Conduct	12
	4.12: Employee Welfare	13
	4.13: Fire Procedures	13
	4.14: First Aid Facilities	13
	4.15: Hazardous Substances	13
	4.16: Health & Safety Assistance	14
	4.17: Housekeeping	14
	4.18: Lone Working	15
	4.19: Manual Handling Operations	15
	4.20: Noise & Vibration	15
	4.21: Occupational Health	16
	4.22: Personal protective Equipment	16
	4.23: Protection of The Public	16
	4.24: Risk Assessment	17
	4.25: Safety Signs & Signals	17
	4.26: Smoke Free Policy	17
	4.27: Training, Instruction & Information	18
	4.28: Work at Height	18
	4.29: Work Equipment	19
	4.30: Work related Stress	19
	4.31: Workplace Inspections	19

1.0: INTRODUCTION

Section 2 (3) of the Health and Safety at Work Act 1974 states: -

“IT SHALL BE THE DUTY OF EVERY EMPLOYER TO PREPARE AND, AS OFTEN AS MAY BE APPROPRIATE, REVISE A WRITTEN STATEMENT OF HIS GENERAL POLICY WITH RESPECT TO THE HEALTH AND SAFETY AT WORK OF HIS EMPLOYEES AND THE ORGANISATION AND ARRANGEMENTS FOR THE TIME BEING IN FORCE FOR CARRYING OUT THAT POLICY, AND TO BRING THAT STATEMENT AND ANY REVISION OF IT TO THE NOTICE OF ALL HIS EMPLOYEES”.

This policy is a statement of intent by Elsham Golf Club to comply with or exceed current statutory requirements and to provide a safe place of work for its employees. It will be reviewed on a regular basis, at least annually, and be revised whenever appropriate

Overall responsibility for implementing this policy lies with management at the highest level, however all employees must accept a degree of responsibility for ensuring a safe working environment.

POLICY REVIEW RECORD

Review Number	Date	Details
	December 2021	Initial Issue
01/23	March 2023	Review of policy.

2.0: GENERAL STATEMENT OF INTENT

Elsham Golf Club accepts its responsibilities under the Health and Safety at Work Act 1974 to ensure so far as is reasonably practicable, the health, safety and welfare at work of all its employees, members and any others who may be affected by its activities.

It is the policy of Elsham Golf Club to give prompt attention to all aspects of health and safety and the club firmly believes that these responsibilities are equally as important as its other business functions.

It is the Club's objective to minimise losses through avoidable unplanned events, systematically identify and control risks arising out of our activities, and to foster a culture supportive of health and safety within the organisation.

In particular the club will give due attention to the provision and maintenance of: -

- Safe plant, equipment and systems of work
- Safe arrangements for the use, handling, storage and transportation of articles and substances.
- A safe place of work including access and egress to and from it.
- Adequate welfare facilities.
- Adequate information, instruction, training and supervision.
- Suitable means of identifying, assessing, eliminating or controlling potential hazards.

As Board Chairman of Elsham Golf Club I have the health, safety and welfare of its employees, members and visitors in mind. I am convinced that by working together and accepting our own individual levels of responsibility; we shall achieve the aims of this policy; namely the health, safety and welfare of all employees, the control of risks arising from our activities, and the minimisation of avoidable losses.

Signed _____

Date:

Name _____

Board Chairman

3.0: ORGANISATION AND RESPONSIBILITIES

3.1: MANAGEMENT BOARD

Overall responsibility for health, safety and welfare within the club, in particular for:-

- Initiating and administering the club policy and procedures on health and safety.
- Ensuring compliance with relevant statutory requirements.
- Setting and coordinating standards for safe working practices.
- Providing facilities and resources for the implementation of the club safety policy.
- Technical, operational and environmental safety on all premises, plant and operations, making use of specialist safety services available.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the club.

3.2: CLUB MANAGER

Responsible to the Management Board for ensuring that operations within their area of responsibility are undertaken in a safe manner, and particularly for:-

- Administering the club policies and procedures on health and safety.
- Implementing and monitoring all club safety precautions, procedures and operating instructions within their area of control.
- Ensuring compliance with relevant statutory requirements.
- Setting and co-ordinating and monitoring standards for safe working practices.

- Utilising the facilities and resources provided for the implementation of the club safety policy.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

3.3: LINE MANAGERS

Responsible to the Management Board and General Manager for ensuring that day to day operations within their area of responsibility are undertaken in a safe manner, and particularly for: -

- Implementation of the club policy and procedures on health and safety within their area of responsibility.
- Implementing and monitoring all Club safety precautions, procedures and operating instructions within their area of control.
- Maintaining risk assessments and safe systems of work commensurate with the tasks undertaken.
- Ensuring all staff under their control abide by all applicable legislative and club safety rules and regulations.
- Challenging breaches of club health and safety requirements and reporting incidents to relevant line or general management.
- Maintaining accurate records of training for those persons under their control.
- Maintaining accurate records of maintenance and inspection of plant, vehicles and work equipment within their area of responsibility arranging such maintenance, repair and inspection as is required.
- Communication, through the management chain, of health and safety requirements to all employees.
- Promotion of a safety conscious attitude within the workforce.

3.4: ALL EMPLOYEES

All employees have a responsibility for actively promoting a safe working environment and accepting that they have a key role in achieving the aims of this policy.

Whilst on any club property or whilst undertaking any task on behalf of the club employees will;

- Work in a safe manner following all applicable legislative requirements and club rules and regulations.
- Promote a positive example to colleagues, members, visitors and any other person who they may come into contact with during their duties by maintaining excellent working practices.
- Use all plant, machinery, vehicles, tools and work equipment only when trained and in line with safe working practices.
- Use all safety devices and protective equipment/clothing in accordance with instruction and report any loss or defect immediately.
- Report all accidents and/or injuries, even if they do not involve absence from work, and ensure details are accurately recorded in the accident book.
- Not undertake any duty on behalf of the club whilst under the influence of alcohol or drugs. All employees are expected to agree to, and abide with, the club's policy on alcohol and drug use.
- Not indulge in horseplay, practical jokes or any other actions likely to give rise to dangerous situations or potential damage or injury.

In addition to the foregoing responsibilities, all employees have a duty under the Health and Safety at Work Act to: -

- Take responsibility for their own health and safety and that of others who may be affected by their actions.
- Co-operate with their employer in meeting the club's safety responsibilities.

Employees also have a duty under other legislation to: -

- Use plant, machinery, equipment or substances in accordance with any training received by him and any instruction provided.
- Inform their employer of any situation, which could reasonably be considered a serious and immediate threat to health and safety.

3.5: MEMBERS

Members are expected to play within the spirit of the game and follow all applicable golf play and local site rules.

Where a member invites a guest on to the grounds the member will remain responsible for ensuring the guest abides by all applicable rules and regulations.

4.0: ARRANGEMENTS

4.1: ACCIDENT REPORTING & INVESTIGATION

The Club recognises that the reporting and investigation of all accidents and incidents is crucial both in measuring performance and in providing information that may assist in preventing recurrence. With this in mind, all accidents and incidents, which result in personal injury or other losses, or may have had the potential to do so, must be reported and be recorded on the Club accident/incident report forms. This includes accidents, incidents including near misses at work, on the course or any club premises.

Accidents must be reported to the Club Manager who will review the circumstances and consequences of any accidents or incidents and instigate investigation as appropriate.

The Club Manager or nominated deputy, assisted by external safety advisors if appropriate, will then ensure that accidents are reported to the Management Board and third parties as appropriate, and that adequate investigation is carried out to determine the cause of any accident/incident and the measures needed to prevent recurrence.

4.2: ALCOHOL AND DRUGS

Attending work whilst under the influence of alcohol or drugs is strictly forbidden. Persons known or strongly suspected to be under the influence of alcohol or drugs will be temporarily suspended from work pending further investigation and, depending on the outcome of the investigation, may be subject to the Club disciplinary procedure.

Prescribed drugs may also have an adverse affect on performance and safety whilst at work and employees prescribed medication by their doctors are advised to consult them about any detrimental side-effects.

Non prescribed drugs (over the counter medication) may also adversely affect performance and safety. Employees are advised to read guidance and advice as provided with medication.

Employees are required to notify their line manager or supervisor if any medication is likely to affect their performance or abilities at work.

4.3: ASBESTOS

The club is aware that asbestos may still be present in buildings especially those constructed prior to the mid-1980's, and will produce an asbestos register and management plan to identify and control any risk arising from the presence of asbestos containing materials found or believed to be within the club grounds and premises.

Before any works are carried out to any building or structure, which may contain asbestos, the club will arrange for the appropriate survey to be carried out and any relevant information passed to all who may come into contact with asbestos.

When necessary the club will arrange for a 'bona fide' licensed asbestos removal contractor to carry out the works. Where employees are required to carry out works involving asbestos (not subject to the licensing requirements), the club will, in conjunction with the company health and safety advisors, produce safe working methods and issue to all concerned.

4.4: CLOSING THE COURSE ON THE GROUNDS OF SAFETY

At times of danger and abnormal conditions the golf course may be closed for play. Conditions may include thunderstorms when there is a likelihood of lightening, fog, other weather related conditions or circumstances where club management are instructed or consider the closure required.

The club will ensure closure notices are clearly displayed and employees, members, (sub)contractors and other users notified as applicable.

On occasions when ground conditions dictate that the use of powered carts is not safe, the course will closed to all powered carts. This policy will be enforced by the Head Green Keeper or Director of Golf.

4.5: COMMUNICATION AND CO-OPERATION

The Club accepts that it must develop a culture of co-operation and mutual support if the aims of this policy are to be achieved. This will require clear communication from all parties involved, both in making clear the Club's requirements, and the reporting to management of any problems encountered in the workplace.

The Club will endeavour to communicate appropriate health and safety information to employees in writing, through copies of policies, procedures and working instructions, and verbally on a day-to-day, face-to-face basis. It is expected that all employees will co-operate fully in this transfer of information and will strive to maintain a culture supportive of health and safety in the workplace. The Club will maintain an open door policy in relation to health and safety issues.

Information relating to hazards on the course will be provided to members, guests, visitors and other users. Such information will be clearly displayed at prominent points within the premises and on the club website.

4.6: CONTRACTORS AND VISITORS

On occasions, work may be undertaken by (sub)contractors working under the control of the Club. Under these circumstances, the (sub)contractor will be expected to comply with the requirements of this policy, and any associated documents, in addition to all other prevailing club rules and Legislation relating to them.

(Sub)contractors will be required to provide evidence of training, equipment suitability, risk assessment and safe working procedures prior to starting work.

Where work may be considered high risk (mains electricity, gas systems, pressurised systems, over water etc) then a permit to work system will be used.

(Sub)contractors will be escorted and warned of hazards and applicable safety measures to be taken.

4.7: CONSULTATION WITH EMPLOYEES

The Club will consult directly with employees on health and safety matters, either collectively or on a one to one basis.

4.8: DISPLAY SCREEN EQUIPMENT

In accordance with statutory requirements, the Club will ensure that wherever employees use visual display equipment as a significant part of their work, a suitable assessment will be made of their workstation in order to identify and minimise any risks to health, which may arise from it. Where necessary, appropriate steps will be taken to arrange the workstation and work schedule in such a manner as to protect employees from unacceptable levels of risk to their health, and such training, information and instruction as is necessary will be given to allow the proper use of the workstation.

4.9: DRIVING

Employees driving club vehicles or any vehicle on behalf of the club either on club grounds or private or public roads and highways are responsible for driving in accordance with Club rules and regulations, and the requirements of the Road Traffic Act and the Highway Code as applicable. Any breaches or involvement in any accident involving a vehicle should be reported to management as soon as reasonably possible.

Driving whilst under the influence of alcohol or drugs, or whilst excessively tired, is strictly forbidden.

All drivers should check their vehicle at the start of each day and report any obvious defects immediately.

Extra care is to be taken when reversing. Drivers should ensure that there is adequate room for the manoeuvre and clear visibility of the area. Where visibility is restricted then use of a competent banksman should be

considered. Warning beacons and sounders should be used where fitted and especially in areas where pedestrians may be present.

4.10: EMERGENCY PROCEDURES

The Club will identify such events as may cause imminent danger for its employees, members and other persons in the vicinity, and will adopt procedures designed to give warning of any imminent danger and allow personnel to move to a place of safety.

Information on emergency procedures will be displayed in prominent positions within the Club's premises and will be brought to the attention of all employees and visitors. In the event of an emergency arising, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the emergency.

4.11: EMPLOYEE BEHAVIOUR & CONDUCT

All employees are expected to conduct themselves in an appropriate manner whilst at work and to comply with all health and safety procedures, rules, and systems of work that relate to them. They must also comply with the duties listed in section 3 of this policy, as applicable, and all rules relating to behaviour and misconduct, which may be issued as part of the contract of employment.

The Club is committed to the belief that a safe working environment depends on the attitude of those persons at work within it and will treat breaches of safety rules and regulations as equally important as other issues. Serious or repeated breaches will result in disciplinary procedures being implemented.

4.12: EMPLOYEE WELFARE

In accordance with statutory requirements, the Club will ensure that employees have access to adequate welfare facilities whilst at work. This will include suitable and sufficient sanitary conveniences, washing, changing and rest facilities, an adequate supply of drinking water, and accommodation for clothing and personal protective equipment.

4.13: FIRE PROCEDURES

The Club will identify such events as may give rise to a risk of fire breaking out in the workplace and club grounds and will take such steps as are appropriate to minimise the likelihood and/or consequences of any such event. It will adopt procedures designed to give warning of any outbreak of fire and to allow personnel to move to a place of safety.

Information on fire procedures will be displayed in prominent positions within the Club's premises and will be brought to the attention of all employees and visitors. In the event of a fire breaking out, employees must act in accordance with these procedures, and must follow any subsequent instructions given by those in control of the situation.

4.14: FIRST AID FACILITIES

The Club will maintain suitable numbers of trained first aid personnel to deal with minor accidents and emergencies in the workplace and on club grounds, and for more serious instances, to provide first-aid until more qualified assistance can be summoned. These personnel will have undertaken such training as is required by statutory requirements and the identity of these first aiders will be displayed in the workplace in prominent positions.

The Club will also maintain adequately stocked first aid kits, which will be kept in prominent clearly marked positions or readily accessible in the possession of the trained first-aiders.

4.15: HAZARDOUS SUBSTANCES

In accordance with statutory requirements, the Club will ensure that employee exposure to hazardous substances is prevented or controlled. Suitable assessments will be made of the risks to health arising from any substances encountered during Club activities and the results of these assessments will be brought to the attention of the workforce. Such assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

Under no circumstances should work-involving exposure to hazardous substances be commenced before the appropriate information has been received and understood.

Material Safety Data sheets will be held for all hazardous materials handled or used by employees, and copies will be appended to the relevant COSHH assessment or otherwise be made readily available.

4.16: HEALTH AND SAFETY ASSISTANCE

The Management Board have overall responsibility for health, safety and welfare within the club and the Club Manager is responsible for ensuring that statutory duties are met, and that Club policy is being adhered to. However, the Club recognises that there may be occasions when specialist advice is required and therefore have appointed a competent advisor to offer guidance and assistance as required, and provide regular information on safety related issues.

The Competent advisor being: -

Langness Management Services Ltd
Lancaster House
Lancaster Approach
North Killingholme
DN40 3JY

Tel: (01469) 541538

Fax: (01469) 541238

E-mail: safety@langness.co.uk

4.17: HOUSEKEEPING

The Club accepts that good Housekeeping practices are necessary to maintain high standards of hygiene in the workplace and to minimise the likelihood and potential consequences of risks arising from other hazards. All employees will ensure that they maintain their work area in a clean and tidy condition, ensuring that access and egress routes remain clear, and that access to emergency equipment is maintained.

Drivers will ensure that they maintain their vehicles in a clean and tidy condition at all times.

Appropriate facilities and receptacles will be provided for waste materials, and maintaining good housekeeping standards will be an integral part of every job.

4.18: LONE WORKING

The club will seek to avoid lone working where possible. Where lone working cannot be avoided it will be supervised as closely as possible.

Lone workers will at all times have a means of communication with other staff members and with their respective supervisor. Lone workers on the golf course will make their whereabouts known to their supervisor who will periodically check on them.

4.19: MANUAL HANDLING OPERATIONS

In accordance with statutory requirements, the Club will ensure that manual handling operations which present a risk of personal injury will be avoided so far as is reasonably practicable. Where it is not possible to avoid such manual handling operations a suitable assessment will be made of the risks to health arising from the activity, taking account of the task, the load, the working environment and the capability of the individual. The results of the assessment will be brought to the attention of the employees concerned and, based on the findings of the assessment; reasonably practicable measures will be implemented to reduce the risk of injury.

4.20: NOISE AND VIBRATION

The Club is aware that operating or working near plant and vehicles may expose employees to noise and vibration. The Club will arrange for the appropriate assessment to be carried out to establish the noise and vibration levels involved in such activities and establish precautions to be taken. The Club will endeavour to reduce noise and vibration levels to the lowest levels reasonably practicable and when required provide the appropriate protection and necessary health surveillance to individuals. All employees are expected to fully co-operate with the use of protection equipment and in any health surveillance provided by the Club.

4.21: OCCUPATIONAL HEALTH

The Club accepts that an employee's health is equally as important as their safety or welfare, and will provide such health surveillance or periodic medical examinations as are appropriate to the activities carried on in the course of their employment. The nature and frequency of these medical and health surveillance provisions will, as a minimum, meet statutory

requirements and will take consideration of relevant guidance and best practice.

Employees will be made aware of the purpose, scope and arrangements for carrying out medical examinations or health surveillance, and will be appraised of the results. Confidentiality will be maintained as is appropriate for personal medical records.

4.22: PERSONAL PROTECTIVE EQUIPMENT

In accordance with statutory requirements, the Club will ensure that where risks cannot be controlled by other means, appropriate personal protective equipment will be freely available and will be issued to those personnel requiring it. An adequate assessment of the need for PPE will be carried out along with an assessment of the suitability of any equipment selected.

All employees provided with personal protective equipment will receive appropriate training, instruction and information necessary to enable them to use the equipment in a proper manner, and understand the risks that the equipment will protect against and its limitations.

It is the employee's responsibility to use this equipment in accordance with the training given, to keep the equipment clean and well maintained as instructed, and to report any defects in the equipment or its operation.

4.23: PROTECTION OF THE PUBLIC

The Club will ensure that all necessary measures for the protection of the public will be allowed for and planned.

Measures and procedures will be put in place where members of the public may attend the club such as tournaments, open days, entertainment events or other functions sufficient to ensure the safety and well being of all attendees.

All Club employees, contractors and sub-contractors will be required to consider the health and safety of members of the public at all times.

Where there is an apparent risk of injury to the general public from Club activities, then work will cease immediately and the General Manager, or nominated deputy notified immediately.

Drivers will drive in a manner appropriate to the conditions and following all applicable road traffic legislation, Club and site rules.

4.24: RISK ASSESSMENT

The Club will carry out suitable and sufficient assessments of all significant risks to which its employees and others affected by its activities may be exposed. Based on these assessments and other factors, the Club will adopt a hierarchy of measures intended to reduce risk to an acceptable level. The results of these assessments will be brought to the attention of the workforce, members and others who may be harmed along with details of any measures to be taken to reduce risks.

Under no circumstances should work involving significant risks to health or safety be commenced before an appropriate risk assessment has been undertaken, and suitable information on safe working practices has been received and understood.

4.25: SAFETY SIGNS AND SIGNALS

In accordance with statutory requirements, the Club will ensure (where required) the use of signs to warn and instruct employees, members and visitors in relation to risks that cannot be adequately controlled by other means. Where such signs are provided, they will be of such design, dimensions and colour as is commensurate with the type and degree of risk involved.

4.26: SMOKE FREE POLICY

It is the policy of Elsham Golf Club that all our workplaces are smoke-free and all employees have a right to work in a smoke-free environment. Smoking is prohibited in all enclosed and substantially enclosed premises in the workplace. Smoking areas will be clearly designated. This policy applies to all employees, members, consultants, contractors, and visitors.

The use of electronic cigarettes will be in line with the club smoke free policy. The use of electronic cigarettes is prohibited in all enclosed and substantially enclosed premises in the workplace.

The club recognises that people may wish to make use of electronic cigarettes as an aid to reduce or move away from use of tobacco products, as such the use of electronic cigarettes may be permitted in external areas

away from dedicated smoking areas. Employees should discuss individual requirements with their line manager.

4.27: TRAINING, INSTRUCTION AND INFORMATION

The Club regards safety training as an indispensable ingredient of an effective health and management system and will ensure that employees are provided with suitable and relevant training to enable them to carry out their duties safely and without risk to their health. Such training will be provided on induction and periodically throughout employment to take account of changes of role, new technology, and/or new procedures or simply as a refresher.

This training will be supported by the periodic issue of such instruction and information as may be required in relation to working practices systems of work, or any other factor.

Training records will be maintained and will record both the date training was provided, and the level of competence attained by individuals in particular skills

4.28: WORK AT HEIGHT

The Club will seek to avoid work at height. However, if it is required this will be properly planned and organised by a competent person and only persons who have been appropriately trained and are competent, will carry out works at height. Due consideration will be given to using equipment and systems which will give collective protection (e.g. guard rails) priority over personal protective measures (e.g. safety harness). The works will be adequately supervised and equipment will be inspected by a competent person prior to commencement and at regular intervals in accordance with the relevant regulations.

4.29: WORK EQUIPMENT

In accordance with statutory requirements, the Club will endeavour to ensure that all equipment provided for use in the workplace is safe and suitable for the purpose for which it is to be used, is maintained in good working order and repair, and that training is given to employees in its correct use.

Equipment will be maintained in good order and repair, be tested in accordance with statutory requirements, and all relevant reports and certificates will be readily available for inspection. The Club shall ensure that all work equipment will be marked with health and safety warnings, indicators of limitations etc, where appropriate.

The use of any work or lifting equipment, which could pose a risk to the well being of persons in or around the workplace, will be restricted to authorised persons and it is the responsibility of those persons to use equipment provided in accordance with any instructions given, and report any defects in the equipment or its operation forthwith.

4.30: WORK RELATED STRESS

Stress in the workplace is a growing problem and it is the policy of this Club to prevent work related stress using a combination of management and task related provisions, these will include: -

Management Related: Good relationship between staff and management, achievable objectives, effective two-way communications, employee involvement, good management support and adequate pre-planning.

Task Related: Well defined tasks, clear responsibilities, proper use of skills, good control of hazards and risks and support from senior management.

Any employee displaying signs of stress will be sympathetically dealt with to discover the cause(s) of stress and every effort will be made to reduce stress levels.

4.31: WORKPLACE INSPECTIONS

In accordance with statutory requirements, and in order to constantly monitor the performance and effectiveness of the health and safety management system, the Club will ensure that regular documented inspections of the workplace are carried out. Such inspections will be carried out by members of the management team and/or external safety advisors. These formal inspections will be supplemented by ongoing informal inspections to identify areas where risk control measures are ineffective, not being observed, or otherwise require improvement.