



Broomieknowe Golf Club

Health and Safety Policy

Policy Summary:	This document sets out Broomieknowe Golf Club's Health and Safety Policy.
Policy Owner:	Council, Broomieknowe Golf Club.
Approved by:	Council, Broomieknowe Golf Club; 11/01/2024
Date of Review:	11/01/2025
Review Period:	Annual or as required by Legislation.

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PART ONE

1.1 *General Statement of Policy, Duties & Responsibilities*

Policy Statement of Broomieknowe Golf Club recognises and accepts its health and safety duties for providing a safe and healthy working environment (as far as is reasonably practicable) for all its workers (paid or volunteer) and other visitors to its premises under the Health and Safety at Work Act 1974, the Fire Precautions (Workplace) Regulations 2017, the Management of Health and Safety at Work Regulations 1999, other relevant legislation and common law duties of care. Throughout this Statement, terms such as “staff”, “workers”, “employees”, include both paid and volunteer workers. (<https://www.hse.gov.uk/legislation/statinstruments.htm>).

It is the policy of the Club to promote the health and safety of the Directors, sub-committee members, volunteers, staff and of all visitors to the Club’s premises (“the Premises”) and to that intent to:

- Take all reasonably practicable steps to safeguard the health, safety and welfare of all personnel on the premises;
- Provide adequate working conditions with proper facilities to safeguard the health and safety of personnel and to ensure that any work which is undertaken produces no unnecessary risk to health or safety;
- Encourage persons on the premises to co-operate with the organisation in all safety matters, in the identification of hazards which may exist and in the reporting of any condition which may appear dangerous or unsatisfactory;
- Ensure the provision and maintenance of plant, equipment and systems of work that are safe;
- Maintain safe arrangements for the use, handling, storage and transport of articles and substances;
- Provide enough information, instruction, training and supervision to enable everyone to avoid hazards and contribute to their own health and safety;
- Provide specific information, instruction, training and supervision to personnel who have particular health and safety responsibilities;
- Make, as reasonably practicable, safe arrangements for protection against any risk to health and safety of the general public or other persons that may arise from the Club’s activities;
- Make suitable and sufficient assessment of the risks to the health and safety of employees and of persons not in the employment of the Club arising out of or in connection with the Club’s activities;
- Make specific assessment of risks in respect of new or expectant mothers and young people under the age of eighteen;
- Provide information to other employers of any risks to which those employer’s workers on the Club’s premises may be exposed to.

This policy statement and/or the procedures for its implementation may be altered at any time by the Club’s Council. The statement and the procedures are to be reviewed in February of each year by the Health and Safety Committee.

1.2 **Statutory Duty of the Health & Safety Committee**

The Club will comply with its duty to ensure, as far as is reasonably practicable, the health, safety and welfare at work of its workers and of visitors to its premises and, in general, to:

- Make workplaces safe and without risks to health;
- Ensure plant and machinery are safe and that safe systems of work are set and followed;
- Ensure articles and substances are moved, stored and used safely;
- Give volunteers/ workers the information, instruction, training and supervision necessary for their health and safety. Club will:
- Assess the risks to health and safety of its volunteers/workers;

- Make arrangements for implementing the health and safety measures identified as necessary by this assessment;
- Record the significant findings of the risk assessment and the arrangements for health and safety measures;
- This document is the Health and Safety Policy; including the health and safety organisation and arrangements in force, and is brought to the attention of its workers;
- Set up emergency procedures;
- Provide adequate First Aid facilities;
- Make sure that the workplace satisfies health, safety and welfare requirements, for example ventilation, temperature, lighting and for sanitary, washing and rest facilities;
- Make sure that work equipment is suitable for its intended use as far as health and safety is concerned, and that it is properly maintained and used;
- Prevent or adequately control exposure to substances that may damage health;
- Take precautions against danger from flammable or explosive hazards, electrical equipment, noise or radiation;
- Avoid hazardous moving and handling operations and, where they cannot be avoided, reduce the risk of injury;
- Provide health surveillance as appropriate;
- Provide free any protective clothing or equipment, where risks are not adequately controlled by other means;
- Ensure that appropriate safety signs are provided and maintained;
- Report certain injuries, diseases and dangerous occurrences to the appropriate Health and Safety enforcing authority.

1.3 Statutory Duty of the Club's Employees

Employees also have legal duties, and the Organisation requests non-employed (voluntary) workers also to observe these. They include the following:

- To take reasonable care for their own health and safety and that of other persons who may be affected by what they do or do not do;
- To co-operate with the Club on Health and Safety;
- To use work items provided by the Club correctly, including personal protective equipment, in accordance with training or instructions;
- To avoid interference with or misuse of anything provided for health, safety and welfare purposes;
- To report to the Club Manager and Head Greenkeeper, Bar/Restaurant Supervisor or Head Chef at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by the Club. Incident logs are maintained in the office, bar/kitchen and Greenkeeping shed;
- Health and Safety law applies not only to employees in the workplace, it also applies to people who occupy or use the Club's buildings to which members of the public have access.

1.4 Policy for Visitors and Contractors

On arrival all contractors should be directed to the Club Manager or member of the health and safety committee. This person is to take responsibility for the visitor(s) and assist in their evacuation from the building during an emergency or arrange help in the event of an accident. On arrival, all contractors and/or their workers, must sign a record of the date and time of their arrival and, before leaving, should further record their time of departure. Contractors working in the building should report any concerns relating to their own safety or suspected unsafe

working practices to the duty representative of the health and safety committee who will investigate and report to Council.

PART TWO

Organisation of Health and Safety

2.1 Health and Safety Sub-committee

The Council will appoint a Health and Safety Sub-committee to be led by the Captain and including the Club Manager, Bar/Restaurant Manager, Head Chef and Head Greenkeeper.

- To have a broad overview of Health and Safety matters;
- To keep the Organisation's Health and Safety policy and procedures under review;
- To conduct safety audits of the premises;
- To ensure that risk assessments are carried out, including assessments regarding Control of Substances Hazardous to Health (COSHH) Regulations;
- To take such action as may be required to ensure that the Organisation's responsibilities for Health and Safety are fulfilled;
- To report to the Council on their performance of these responsibilities.

Contractors working in the building should report any concerns relating to their own safety or suspected unsafe working practices to the Duty representative of the Committee who will investigate and report to Council.

Safety Audits

The Health and Safety Committee shall carry out 6-monthly audits and inspections of the premises and make a report to the next ordinary meeting of the Council. All necessary actions as a result of the audit shall, where reasonable and practicable, be implemented. The audit shall include inspection of the Incident Books

2.2 Health and Safety Rules

All employees and contractors must exercise ordinary care to avoid accidents in their activities at work and comply with the following general rules and with any further rules which the Club may publish from time to time.

Accident Forms and Book

The books must be kept in an accessible, secure location.

Any injury suffered by a worker or visitor in the course of employment or otherwise on the Club's premises, however slight, must be recorded, together with such other particulars as are required by statutory regulations, on an accident form maintained by the Club.

Fire Precautions

All personnel must familiarise themselves with fire escape routes and procedures and follow the directions of the Group/Organisation in relation to fire.

Equipment and Appliances

No equipment or appliance may be used other than as provided by or specifically authorised by or on behalf of the Club and any directions for the use of such must be followed precisely.

Safety Clearways

Corridors and doorways must be kept free of obstructions and properly lit.

Maintenance

Defective equipment, furniture and structures must be removed from use and reported as such without delay.

Hygiene and Waste Disposal

Facilities for the disposal of waste materials must be kept in a clean and hygienic condition. Waste must be disposed of in an appropriate manner and in accordance with any special instructions relating to the material concerned.

Food Hygiene

All staff handling food must have the appropriate up to date hygiene certificates. These are retained by the Club Manager.

Display Screen Equipment

The Club recognises its responsibility to ensure the well-being of workers who habitually use display screen equipment for a significant part of their normal work. Volunteers/Workers are advised to ensure that they take a five-minute break from the display screen equipment at least once an hour and are advised that, if they experience vision defects or other discomfort that they believe may be wholly or in part a consequence of their use of such equipment, they have the right to an eye-test at the Organisation's expense.

Alcohol, Drugs and Tobacco

Smoking within the premises and the use of Drugs (except under medical supervision) on the premises are always prohibited. The use of intoxicants (alcohol) is prohibited during working hours, and no employee/volunteer may undertake his/her duties if under the influence of alcohol or drugs (except under medical supervision).

PART THREE

Arrangement and Procedures

The Health and Safety Officer, nominated by the Council, is responsible for ensuring that the safety policy is carried out and that responsibilities for safety, health and welfare are properly assigned and accepted at all levels. His/her details and contact number will be displayed on the noticeboard and the club web page.

3.1 First Aid and Accident Reporting

3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed (on the Notice Boards).
- First Aid Boxes are provided in the following location(s):
 - Behind the bar;
 - In the kitchen
 - In the Administrator's office;
 - In the Handyman's store;
 - In the Greenkeepers shed.

3.1.2 Accidents

- In the event of an injury or illness, call for a member of staff or ring for an ambulance directly. To call an ambulance – dial 999 and ask for “ambulance”;
- All accidents must be reported to the Health and Safety Officer or another member of staff on duty immediately or as soon as practicable;
- All accidents must be entered in the appropriate accident book. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Officer will investigate incidents and accidents, writing a detailed report for the Safety Committee and Council to consider the actions necessary to prevent recurrence.

3.2 Fire Drills and Evacuation Procedures

3.2.1 Fire Drills

- All workers and volunteers must know the fire procedures, position of fire appliances and escape routes.
- The fire alarm points, fire exits, and emergency lighting system will be tested by the Handyman or Bar/Restaurant supervisor once a week and entered in the H & S Policy manual kept in the Club Office.

- The H & S Chairman will arrange for Fire Drills and Fire Prevention Checks (see Appendix C below) to be carried out at least once every three months and entered in the H & S Manual. In addition, these Drills will be carried out at different times and on different days, so that all users/hirers know the procedures.
- The last person securing the premises will ensure Fire Prevention Close Down Checks are made of all parts of the premises at the end of a session (See Appendix C).

3.2.2 In the event of Fire

- Persons discovering a fire should sound the nearest alarm;
- The first duty of all workers is to evacuate all people from the building by the nearest exit immediately the fire is discovered;
- The lift must not be used and an evacuation chair available;
- All persons must evacuate the building and, where possible without personal risk, leave all doors and windows closed;
- The assembly point for the building is at the Club's car park adjacent to the car park entrance.
- No-one should leave the assembly point without the permission of a member of staff;
- If any fire occurs, however minor, the Fire Brigade must be called immediately by dialling 999 and asking for "Fire";
- When the Fire Brigade arrives advise whether all persons are accounted for and location of fire.

3.2.3 Cleaning Materials, General Machinery and High-Risk Areas

- All portable machinery must be switched off and unplugged when not in use;
- Wandering cables are a hazard; use with caution and safety in mind;
- Slippery floors and dangerous; use warning signs;
- Use protective clothing and equipment provided and as instructed on machinery/equipment/material. It is the duty of a worker to report any loss of or defect in protective clothing or equipment.

3.2.4 General

- All thoroughfares, exits and gates must be left clear at all times;
- Corridors and fire exits must not be blocked by furniture or equipment;
- Vehicles must not be parked near to the building so as to cause any obstruction or hazard;
- Hazards or suspected hazards or other health and safety matters should be reported to the Health and Safety Officer or the staff member on duty immediately or as soon as practicable, so that action can be taken. If the hazard is of a serious nature, immediate action must be taken to protect or clear the area to prevent injury to staff or other users.

PART FOUR

Appendices

APPENDIX A – ACCIDENT REPORTING

1. Accidents

All accidents which occur during work for the Club and/or for the User/Hirer, or on premises under the control of the Club must be recorded on the proforma and entered in the appropriate log book.

2. Accidents to Workers or Contractor's Staff

a) For ALL Accidents Complete Accident Form and give to Health & Safety Officer.

b) For accidents reportable to the Health & Safety Executive (for contractors see c).

If accident results in incapacity for work for more than 3 calendar days, then complete the online form F2508 with copies to the H & S Chairman

If accident results in fatality, fracture, amputation or other specified injury (see section 4, below) then immediately notify:

Health & Safety Executive on HSE's Infoline Tel: 0845 345 0055

Follow up within seven days with completed online form F2508 with copies to the H & S Chairman.

c) If a reportable accident involves a contractor's employee and the premises are under the control of someone other than the contractor, then the person in control of the premises is responsible for reporting the accident.

If a contractor's employee is at work on premises under the control of the contractor, then it is the contractor or someone acting on his/her behalf who is responsible for reporting the accident.

3. Accidents to Members of the Public

1. For ALL Accidents Complete Accident Form and give to Health & Safety Officer.

2. For accidents reportable to the Health & Safety Executive If an accident results in fatality, fracture, amputation or other specified injury (see section 4 below) then immediately notify:

Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG And the H & S Chairman.

Some injuries may not be fully identified until the casualty has been to hospital. It is therefore essential that, if it is known that an individual has gone to hospital as a result of an accident, follow up action is carried out.

4. Definition of Specified Major Injuries or Conditions

- Fracture of the skull, spine or pelvis; any bone in the arm or wrist, but not a bone in the hand; any bone in the leg or ankles, but not a bone in the foot.

- Amputation of; a hand or foot, a finger, thumb or toe; any part thereof if the joint or bone is completely severed.

- Other specified injuries and conditions:

- The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye.
- Injury (including burns) either requiring immediate medical treatment, or involving loss of consciousness, resulting (in either case) from electric shock from any electrical circuit or equipment, whether or not due to direct contact.
- Loss of consciousness resulting from lack of oxygen.
- Decompression sickness requiring medical treatment.

- Either acute illness requiring treatment, or loss of consciousness, resulting (in either case) from absorption of any substance by inhalation, ingestion or through the skin.
- Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material.
- Any other injury which results in the person injured being admitted immediately into hospital for more than 24 hours.

5. Dangerous Occurrences

In the event of any of the following:

- Collapse/Overturning of machinery.
- Explosion/collapse of closed vessel/boiler.
- Electrical explosion/fire.

Notify the following immediately: Health & Safety Executive, Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG HSE's Infoline Tel: 0845 345 0055 email: hse.infoline@natbrit.com And the H & S Chairman.

6. Occupational Diseases

- Poisoning.
- Skin Diseases.
- Lung Diseases.
- Infections On receipt of a written diagnosis from a Doctor, report the disease using online form F2508A to: hse.infoline@natbrit.com the H & S Chairman.

Full details of Dangerous Occurrences and Occupational Diseases can be found in HSE RIDDOR Booklets 11 and 17.

IF IN DOUBT REPORT IT .

APPENDIX B – CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH REGULATIONS)

1. Assessment

The assessment must be a systematic review of the following.

- What substances are present and in what form?
- What harmful effects are possible? Where and how are the substances actually used or handled?
- What harmful effects may occur?
- Who could be affected, to what extent and for how long?
- Under what circumstances?
- How likely is it that exposure will happen?
- What precautions need to be taken to comply with the COSHH Regulations?
- What procedures need to be put in place to comply with the Control of Asbestos at Work Regulations 2002?

2. Prevention or Control

Employers must ensure that the exposure of workers to hazardous substances is PREVENTED or, if this is not reasonably practicable ADEQUATELY CONTROLLED.

On the basis of the assessment, the employer must decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous substances that may be present. This may mean PREVENTING exposure by;

- Removing the hazardous substance by changing the process,
- Substituting with a safe or safer substance, or using a safer form.

Or, if this is not reasonably practicable, CONTROLLING exposure by ;

- Totally enclosing the process,
- Using partial enclosure and extraction equipment or general ventilation,
- Using safe systems of work and handling procedures .

It is for the employer to choose the method of controlling the exposure and to examine and test control measures, if required.

The Regulations limit the use of Personal Protective Equipment (e.g. dust masks, respirators, protective clothing) as the means of protection of those situations ONLY where other measures cannot adequately control exposure.

Employers must provide any of their workers and, so far as is reasonably practicable, other persons on site who may be exposed to substances hazardous to health, with suitable and sufficient information, instruction and training to that they know the risks they run and the precautions they must take.

Employers must ensure that anyone who carries out any task in connection with their duties under COSHH has sufficient information, instruction and training to the job properly.

APPENDIX C – FIRE PREVENTION

1. Has the Fire Service been consulted on;

- The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?
- Emergency lighting and its maintenance?
- The most suitable way of raising an alarm in the event of fire?
- The contents of fire instruction notices?
- The numbers and types of fire extinguishers or other fire-fighting appliances which should be provided?
- Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?
- The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?
- The maximum number of people who should be allowed on the premises at any one time?
- Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?
- Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?
- Are escape routes and exit doors clearly sign-posted and marked so that anyone not familiar with the building can quickly see the ways out?
- Are escape routes and exit doors never allowed to become obstructed or hidden by chairs, stage props, curtains etc.?

2. Is Fire Equipment properly looked after?

- Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- Are staff trained to use this equipment?
- Is equipment kept in its proper position and always clearly visible and unobstructed?

3. Are thorough close-down checks made of all parts of the premises at the end of an evening or session?

- No smouldering fires, heaters and cookers turned off?
- Televisions and other electrical apparatus turned off.
- Lights off?
- Internal doors closed? Outside doors and windows closed and secured?

4. Are all reasonable steps taken to prevent fires?

- Heating appliances fitted with adequate and secure fire guards?
- If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- Sufficient socket outlets provided to obviate the need for long trailing flexes?

- Damaged leads replaced regularly?
- Cooking operations supervised by a reliable person?
- Are, decorations treated to make them flame retardant?
- All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

APPENDIX D – HEALTH AND SAFETY INSPECTION

1. Inspection

- A Health and Safety inspection of the building should be undertaken at least every six months. One of these inspections may be undertaken at the same time as the annual building maintenance check.
- Health & Safety Committee should arrange to meet and carry out the inspection.
- This inspection group will need to agree how each question needs to be answered.
- When the form is complete and has been signed, matters noted as not satisfactory, together with any other concerns raised by the inspection, should be reported to the Council.
- The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response.
- The whole form should be made available to members of the Council.
- The forms should be preserved in a file maintained for this purpose. As required action is taken, the responsible person should initial the form in the appropriate box.

2. Risk Assessment

- Risk assessments relate to activities within the premises or grounds.
- Risk assessments NEED to be carried out in relation to every activity undertaken, whether by groups or individuals and including the work of paid staff AND volunteers.
- Special attention should be paid to the circumstances of workers under the age of eighteen and to expectant mothers, women who have given birth within the past six months or who are breastfeeding.
- A risk assessment needs to be carried out whenever a new activity is envisaged.
- Assessments need to be repeated whenever circumstances change:
 - Changes in layout of equipment;
 - Observing trends on the accident forms;
 - Changes in staff;
 - Introduction of new procedures, processes or materials.

APPENDIX E – DISPLAY SCREEN EQUIPMENT

1. In some cases, it will be clear that the use of Display Screen Equipment is more or less continuous on most days and the individual concerned should be regarded as users. Where use is less continuous, 'user' status would apply if most or all of the following criteria are met:

- The individual depends on the use of display screen equipment to do the job as alternative means are not readily available for achieving the same results;
- The individual has no discretion as to the use or non-use of the display screen equipment;
- The individual needs significant training and/or particular skills in the use of display screen equipment to do the job;
- The individual uses display screen equipment in this way more or less daily;
- Fast transfer of information between the user and the screen is an important requirement of the job;
- The performance requirements of the system demand high levels of attention and concentration by the user for example where the consequences of error may be critical.

2. Workers' Entitlement

- 2.1 Eye Test Any worker covered by the Regulations is entitled to request an eye and eyesight test which will be paid for by the employer. Workers should inform their line manager, who will provide them with the forms to take to an option of the worker's choice.

A worker may request a test if he/she:

- Is already a user for a significant part of his/her work;
- Is about to start using display screen equipment for a significant part of his/her work;
- Is experiencing visual difficulties which may reasonably be considered to be related to display screen work;
- It is recommended by an optician at the time of an eye examination that the worker should have eye tests at regular intervals.

If as a result of the eye test a worker requires spectacles solely for use with display screen equipment, he/she is entitled to reimbursement of the cost of a basic pair. If the worker wishes to choose costlier spectacles (e.g. a more expensive frame), the employer is not obliged to pay the full cost of these. In this event the worker will only be reimbursed for the cost of basic spectacles.

If as a result of the tests spectacles are required for normal use, e.g. reading or distance vision, but which may also include display screen equipment use, under the Regulations the employer is not required to make reimbursement beyond the cost of the eyesight test and the report.

2.2 The worker pays the optician and then obtains the reimbursement, attaching the receipt(s) and any report to the form DSE1, and gives these to his/her Line Manager who will arrange reimbursement.

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We request that our Staff, Volunteers, Member and Visitors respect this Policy, a copy of which will be available on demand.

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Approved by Council,

Signed:
(Chair of Health & Safety Committee)

Date:

Review Date January 2025.