



## Health and Safety Policy

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### It is the policy of Penrith Golf Club to:

- provide adequate control of the health & safety risks arising from our work activities.
- consult with our employees on matters affecting their health & safety.
- provide and maintain safe plant & equipment.
- ensure safe handling and use of substances.
- provide information, instruction & supervision for employees.
- ensure all employees are component to do their tasks and give them adequate training.
- prevent accidents and cases of work-related ill health.
- maintain safe and healthy working conditions; and
- review & revise this policy as necessary at regular intervals.

Signed

WH Pettigrew Chair, Management Committee

(Employer)

11-Dec-2020

Date

11-Dec-2020

Review Date

## Responsibilities

1. Overall and final responsibility for health & safety is that of

The Management Committee

2. Day to day responsibility for ensuring this policy is put into practice is delegated to

The Operations Manager, Professionals, Head Greenkeeper and Catering Manager.

3. To ensure health & safety standards are maintained/improved, the following people have responsibility in the following areas.

Name - Responsibility

Operations Manager – overall implementation.

Head Greenkeeper – greenkeepers and course safety.

Catering Manager – staff, kitchen, and clubhouse.

Professional – visitors, buggy hire and shop area and frontage.

4. All employees must

- Cooperate with supervisors, managers, and committee members on health and safety matters:
- Not interfere with anything provided to safeguard their health or safety
- Take reasonable care of their own health and safety; and
- Report all health and safety concerns to their supervisor/manager.

## Health and safety risks arising from work activities

- Risk assessments will be undertaken by

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- The findings of the risk assessments will be reported to

The Management Committee

- Action required to remove/control risks will be approved by

The Operations Manager

The Management Committee

- Will be responsible for ensuring the action required is implemented

The Operations Manager

- Will check that the implemented actions have removed/reduced the risks.

- Assessments will be reviewed every

Year

- or when the work activity changes, whichever is soonest.

## Consultation with employees

- Employees representative(s) are

The Operations Manager, Head Greenkeeper, Catering Manager and the Professionals.

- Consultation with employees is provided by

The Operations Manager, Head Greenkeeper, Catering Manager and the Professionals.

## Safe plant and equipment

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Will be responsible for identifying all equipment/plant needing maintenance

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Will be responsible for ensuring effective maintenance procedures are drawn up.

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Will be responsible for ensuring that all identified maintenance is implemented.
- Any problems found with plant/equipment should be reported to

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Will check that new plant and equipment meets health and safety standards before it is purchased.

## Safe handling and use of substances

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Will be responsible for identifying substances that require a COSHH assessment

The Catering Manager and Head Greenkeeper.

- Will be responsible for undertaking COSHH assessments.

The Catering Manager and Head Greenkeeper.

- Will be responsible for ensuring that all actions identified in the assessments are implemented.

The Catering Manager and Head Greenkeeper.

- Will be responsible for ensuring that all relevant employees are informed about the COSHH assessments.

The Catering Manager and Head Greenkeeper

- Will check that new substances can be used safely before they are purchased.

- Assessments will be reviewed every

Year

or when the work activity changes, which ever is soonest.

### Information, instruction, and supervision.

- The Health and Safety Law poster is displayed at/leaflets are issued by

The Office - the Operations Manager  
The Hogost – the Head Greenkeeper

- Health and Safety advice is available from

Xact Consulting  
**Phone:** 0330 332 2636      **Fax:** 0845 688 0018  
Email: [enquiries@xact.uk.com](mailto:enquiries@xact.uk.com)

- Supervision of young workers/trainees will be arranged/undertaken/monitored by

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

The Operations Manager and Head Greenkeeper.

- Is responsible for ensuring that our employees working at locations under the control of other employers, are given relevant health and safety information.

### Competency for tasks and training.

- Induction training will be provided for all employees by

The Operations Manager and Head Greenkeeper.

- Job specific training will be provided by

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Specific jobs requiring special training are

Any jobs where machinery must be driven or used plus any jobs where potentially dangerous equipment must be used.

- Training records are kept by [Xact](#) and at:

The Office – Operations Manager  
The Hogost – Head Greenkeeper  
The Clubhouse and Kitchen - Catering Manager

- Training will be identified, arranged, and monitored by

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals



### Accidents, First Aid, and work-related ill health.

- Health surveillance is required for employees doing the following jobs.

Spraying and handling various chemicals, fertilisers, pesticides, or herbicides, also the use of any cleaning materials or agents in the Clubhouse.

- Health surveillance will be arranged by

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Health surveillance records will be kept by/at

The Head Greenkeeper and the Operations Manager.

- The First Aid boxes is kept at

The Office, Professional's shop, and Kitchen.

- The appointed person(s) First Aider(s) are

The Office Staff, the Catering Staff, the Professionals, and the Greenkeeping Staff

- All accidents and cases of work-related ill health are to be recorded in the Accident book. The book is kept by/in

The Catering Manager at the Bar.

The Operations Manager

Is responsible for reporting accidents, diseases, and dangerous occurrences to the enforcing authority.

### Monitoring

- To check our working conditions, and ensure our safe working practises Are being followed, we will

Carry out regular audits of safe working practices and check risk assessments are in place. Make sure all machinery, alarms, fire equipment and other equipment are regularly serviced by qualified engineers and P.A.T. testing is carried out to reduce the risk of fire. The boiler in the Catering Manager' flat will be serviced every year and risk assessments will be reviewed every year. The Biomass Boiler is serviced under contract three times a year and regularly checked for any hazards or any problems. PGC's Insurance Agent has been informed of its presence and the dangers it poses on the site.

The Operations Manager, Head Greenkeeper, Catering Manager and Professionals.

- Is responsible for investigating accidents.

The Operations Manager

- Is responsible for investigating work related causes of sickness absences

The Operations Manager

- Is responsible for acting on investigation findings to prevent a recurrence.

## Emergency procedures - Fire and Evacuation.

The Operations Manager

- Is responsible for ensuring the fire risk assessment is undertaken and implemented.
- Escape routes are checked by/every

The Operations Manager & Catering Manager every week.

- Fire extinguishers are maintained and checked by/every

Beacon Fire Protection annually.

- Alarms are tested by/every

Beacon Fire Protection annually.

- Emergency evacuation will be tested every

Year