

Penrith Golf Club

Health & Policy Statement

Health & Safety at Work etc Act 1974

Statement of general policy is:

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

Facilities Manager, Penrith Golf Club

Dated: 31st October 2021

Review on: 30th October 2022

Responsibilities

1. Overall and final responsibility for Health & Safety is that of:

Management Committee

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

Admin

Course Manager

Professionals

Stewards

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

<u>Name</u>	<u>Responsibility</u>
Course Manager	Greenkeepers and Course safety
Stewards	Staff, Kitchen and Clubhouse
Professionals	Visitors, Buggy Hire, Shop area and frontage

4. All employees are required to:
 - a. Co-operate with Supervisors, Managers and Committee Members on health and safety matters.
 - b. Not interfere with anything provided to safeguard their health and safety.
 - c. Take reasonable care of their own health and safety; and
 - d. Report all health and safety concerns to their Supervisor/Manager

Health & Safety risks arising from our work activities

Risk Assessments will be undertaken by:

Directors of Golf
Course Manager
Stewards
Professionals

Findings of risk assessments will be reported to:

Management Committee

Action required to remove/control risks to be approved by:

Directors of Golf

Responsibility for ensuring required actions are implemented:

Management Committee

Responsibility for checking that implemented actions have removed/reduced risk:

Directors of Golf

Assessments will be reviewed **annually** or when work activity changes, whichever is soonest.

Consultation with Employees

Employees Representatives are:

Admin
Course Manager
Stewards
Professionals
Directors of Golf

Consultation with Employees is provided by:

Admin
Course Manager
Stewards
Professionals
Directors of Golf

Safe Plant & Equipment

Responsibility for identifying any equipment or plant needing maintenance:

Directors of Golf
Course Manager
Stewards
Professionals

Responsibility for ensuring effective maintenance procedures are drawn up:

Directors of Golf
Course Manager
Stewards
Professionals

Responsibility for ensuring that all identified maintenance is implemented:

Directors of Golf
Course Manager
Stewards
Professionals

Responsibility for ensuring that all new plant and equipment meets health and safety standards before purchase:

Directors of Golf
Course Manager
Stewards
Professionals

Any problems found with plant/equipment should be reported to:

Directors of Golf
Course Manager
Stewards
Professionals

Safe Handling and Use of Substances

Responsibility for identifying all substances which need a COSHH assessment:

Directors of Golf
Course Manager
Stewards
Professionals

Responsibility for undertaking COSHH assessments:

Directors of Golf
Course Manager

Responsibility for ensuring that all actions identified in the assessments are implemented:

Directors of Golf
Course Manager

Responsibility for ensuring that all relevant Employees are informed about COSHH assessments:

Directors of Golf
Course Manager

Responsibility for checking that new substances can be used safely before purchase:

Directors of Golf
Course Manager
Stewards
Professionals

Assessments will be reviewed **annually** or when work activity changes, whichever is soonest.

Information, Instruction and Supervision

The Health and Safety Law poster is displayed at/Leaflets issued by:

The Office – Admin
The Hogoust – Course Manager

Health and Safety advice is available from:

Brian Butler - Advisor to the G.C.M.A.

Supervision of young Workers and Trainees will be arranged, undertaken and monitored:

Directors of Golf
Course Manager
Stewards
Professionals

Responsibility for ensuring that our Employees, working at locations under the control of other Employers are given relevant Health and Safety information:

Directors of Golf
Course Manager

Competency for Tasks and Training

Induction training for all employees will be provided by:

Course Manager

Job-specific training will be provided by:

Course Manager
Stewards
Professionals

Specific jobs which require specialised training are:

Any job where machinery is driven or used plus any job where potentially dangerous equipment is to be used

The Office	Secretary/Admin
The Hogoust	Course Manager
Clubhouse & Kitchen	Stewards

Training will be identified, arranged and monitored by:

Directors of Golf
Course Manager
Stewards
Professionals

Accidents, First Aid and work-related ill health

Health Surveillance is required for Employees undertaking the following jobs:

- Spraying/handling of various chemicals, fertilisers, pesticides and herbicides.
- Use of cleaning materials or agents in the Clubhouse

Health Surveillance will be arranged by:

Directors of Golf
Course Manager
Admin
Stewards
Professionals

Health Surveillance records will be kept by:

Directors of Golf
Course Manager

First Aid boxes are located at:

- Office
- Professionals Shop
- Kitchen

Appointed First Aiders are:

Andrew Sowerby

David Strong

Alex Buchanan

Ricky Lamb

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

Admin - in the Office

Responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority:

Directors of Golf

Admin

Responsibility for investigating accidents:

Directors of Golf

Course Manager

Stewards

Professionals

Responsibility for investigating work-related causes of sickness and absence:

Admin

Responsibility for acting on investigation findings to prevent recurrences:

Admin

Management Committee

Monitoring

To check working conditions and ensure safe working practices 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 apparatus and other equipment are regularly serviced by qualified engineers
- PAT testing is carried out to reduce risk of fire
- The boiler in the biomass room is checked and serviced annually

Emergency Procedures – Fire and Evacuation

Responsibility for ensuring fire risk assessment is undertaken and implemented:

Admin
Stewards

Responsibility for checking escape routes on a weekly basis:

Admin
Stewards

Fire Equipment & Evacuation Checks

Fire Extinguishers are maintained and checked **annually** by:

Asset Fire Management

Fire Alarms are maintained and checked **annually** by:

Asset Fire Management

Emergency evacuation will be tested **annually**