



Health & Safety Policy

Issue Date:

15/01/2024

Version

2.0

Approved by:

R.Hellon

General Policy

This document forms part of PGC's HSMS and details the measures taken to ensure compliance with our obligations under the Health and Safety at Work Act 1974 (as amended), the Management of Health and Safety at Work Regulations 1999 (as amended), and other supporting legislation concerning Health and Safety.

Policy

Penrith Golf Club regards good Health and Safety practice as a vital part of its business.

It is therefore important for Management and Employees at all levels to do all that is reasonably practicable to attain the highest level of Health and Safety in order to prevent injury and protect from any foreseeable harm all staff, contractors and members of the general public, who come into contact with the wider club and any of its undertakings.

Responsibilities of Management

- Provide and maintain a Safe Place and Systems of Work, without risk to health and safety as far as reasonably practicable taking into account any statutory requirements.
- Provide and maintain safe plant and equipment, ensuring that statutory and manufacturer's requirements are met.
- Ensure that all procedures and processes, which may involve hazards, are covered by suitable risk assessments. The findings of the risk assessments are to be updated as necessary, and employees informed of their contents.
- Provide training, information and supervision to enable employees to perform their work safely and efficiently.
- Make available all necessary protective equipment to ensure safe working conditions and to supervise its use.
- Investigate all accidents to identify the root cause and to ensure that lessons learned are disseminated to avoid further accidents.
- Audit health and safety systems at least every 12 months to ensure they continue to work effectively.
- Consult with our employees on matters concerning health and safety.
- Ensure that the same standard of health and safety is provided to other persons who may be affected by our undertaking.
- Communicate the contents of this policy to their staff by consultation meetings.

Responsibility of Employees



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Employees have a duty to co-operate with the management in the operation of the health and safety policy by:

- Working safely and efficiently not endangering their own or others safety.
- Using protective equipment provided and by meeting statutory obligations.
- Reporting incidents that have led to or may have led to injury or damage.
- Reporting defective equipment and unsafe situations.
- Adhering to work practice procedures, jointly agreed on their behalf, for securing a safe workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

Control of Records

Specific areas such as Fire Safety, Safety of Work Equipment, First Aid etc are documented in separate policies, and where necessary, procedures give instruction to staff on how to safely carry out tasks.

Specific duties and tasks are identified and recorded in our Citation H&S Management software. Tasks are delegated to the appropriate people and scheduled via checklists which are logged in the software once complete. The history of these completed tasks and schedules can then be reviewed when required by the Club Management, our Insurers or Regulatory Bodies.

All checks shall be recorded on suitable forms and filed by the PGC Health & Safety Officer (via PGC Office) for a period of six years such that they may be available for inspection if requested.

Responsible Persons

Ultimately responsibility for Health & Safety at Penrith Golf Club rests with the Chairman and the Club Council, but day to day responsibility is delegated to the Club Manager, Club H&S Officer, Head Greenkeeper and the Bar & Catering Manager, depending upon where the issue or task lies.

These people are responsible for ensuring that all matters are dealt with by competent individuals, are fully risk assessed and that suitable records of activities are kept.

They must also ensure that all affected staff are consulted, informed and given suitable training where required.

Awareness and Review of this Policy

All members of staff are required to read this policy statement as part of their inductions process and as part of any future refresher training that is carried out. The Company's health and safety policy will be continually monitored and improvements to the policy will be made from time to time be implemented. Penrith Golf Club invites all employees and volunteers to put forward any suggestions



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for improvements, or raise issues, regarding the health and safety policy either informally or in writing.

Signed: (Club Chairman)		Date:	
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This policy is subject to review, monitoring and revision by the Club H&S Representative every 12 months or sooner if work activities change.