



Brierley Forest Golf Club

HEALTH AND SAFETY OF MANAGEMENT AND EMPLOYEES POLICY 2023

Mission Statement (Extract)

Brierley Forest Golf Club (BFGC) provides access to golf for players of all standards in a friendly and welcoming atmosphere that does not discriminate on the grounds of gender, age, race, religion or belief, sexual orientation or disability. Our members needs are prioritised first and foremost, our sponsors enjoy the benefits of being associated with the club, guests & visitors are welcomed and all enjoy our course, professional, bar and catering services.

BFGC 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 1997, 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.

It is the policy of the Club to promote the health and safety of the 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 matter, 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 safety and health;

- 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 management and Committee. The statement and the procedures are to be reviewed each year by the Health and Safety Manager.

Statutory Duty of the Health & Safety Manager

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;

- Draw up a health and safety policy statement; including the health and safety organisation and arrangements in force, and bring it 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, eg for 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 manual 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;
- Not to interfere with or misuse anything provided for health, safety and welfare purposes;
- To report at the earliest opportunity injuries, accidents or dangerous occurrences at work, including those involving the public and participants in activities organised by

the Club;

- 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 visitors should be directed to the duty representative of the Management, or a representative of the user/hirer of the building. 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 visitors, including 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 Management who will investigate and report to the Group/Organisation.

FOR YOUR OWN SAFETY AND THE SAFETY OF OTHERS, PLEASE BE ADVISED:

LIGHTNING

In the event of an electrical storm, suspend play immediately & take appropriate action in accordance with Rule 6-8 of the Rules of Golf whether the klaxon is sounded.

FOG

Do not play in fog/poor visibility when you cannot see the clear distance of your intended shot. Anyone playing when fog is present does so at their own risk.

HIGH WINDS

If the course is open in high winds it is played at our own risk. Staff are withdrawn from the course at 45mph and the course closed if winds reach and exceed 50mph.

GREENS STAFF

Have priority at all times. Players should always alert greens staff nearby or ahead when they are about to make a stroke that might endanger them and wait for staff to move out of range.

PUBLIC FOOTPATHS

Paths run alongside and cross several holes on the course. Priority must be given to members of the public. Players must not play shots until footpaths in range are clear.

Golfers must shout a warning in the event of an errant shot. This is reinforced with signage around the course, circulars to members, information on the club website and tv screens, scorecards and warnings to visitors on check in. This is further covered in the club constitution, new members welcome pack and in any documents sent to visitors when making a booking.

BUGGIES

To ensure the safety of all golf course users, buggy drivers are required to comply with the Club's Buggy Hire Policy. Take particular care on slopes, around ditches, ponds and bunkers.

THE COURSE, ITS STEPS AND SURFACE

The course may be slippery when damp or wet. Golfers must ensure to wear appropriate footwear and clothing to meet the prevailing conditions. Wherever possible, keep to covered areas of footpaths & steps. Take care on steep banks and when entering & leaving bunkers. Closure of course or individual holes will be shown on the noticeboard on the 1st tee, on social media platforms including the club website.

LOCAL RULES

Local rules including out of bounds, overhead wires, staked trees, ground under repair, immovable obstructions and integral parts of the course are on the reverse of the scorecard.

FIRST AID:

Assistance is available in the Clubhouse

Defibrillator in Clubhouse.

ALL ACCIDENTS MUST BE REPORTED TO THE CLUB, (any member of staff), the member of staff will fill in the incident in the accident report book.

CAR PARK

Cars are parked at owner's risk.

PLAYERS ARE REMINDED OF THE NEED TO SHOUT "FORE!" IF YOU CANNOT SEE THE FULL RANGE OF ANY WAYWARD SHOT ONTO ADJACENT FAIRWAYS

Players should not play until the players in front are out of range.

On the first hole, not until the green is clear of players.

Players should ensure that no one is standing close by or in a position to be hit by the club, the ball or any stones, pebbles, twigs or the like when they make a stroke or practice swing.

If a player plays a ball in a direction where there is a danger of hitting someone, they should immediately shout a warning. The traditional word of warning in such situations is "FORE!"

On hearing "Fore!" – Crouch, cover your head with your arms and count to 10.

You are advised to carry a mobile phone to summon assistance in an emergency.
RING 999 FOR AN AMBULANCE IF NEEDED & ALSO THE CLUBHOUSE ON 01623 55761

Organisation of Health and Safety

2.1 Health and Safety Sub Manager

The Management will appoint a Health and Safety Manager.

- 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 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 management and Committee 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 the Organisation.

Safety Audits

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

The audit shall include inspection of the Accident File.

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 book must be kept in a locked drawer once completed.

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 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.

See Safer Food Better Business Policy/procedures 2023

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.

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)

Arrangement and Procedures

The Health and Safety Manager, nominated by the Management team, 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.

Paul Bough – BFGC Health and Safety Manager

Mobile: 07870623964

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3.1 First Aid and Accident Reporting

3.2 Fire Drills and Evacuation Procedures

3.1.1 First Aid

- The current First Aider(s) for the premises is/are displayed (on the Notice Boards).

Grant Matchett – BFGC General Manager

07793732976

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- First Aid Boxes are provided in the following location(s):

i) Behind the bar

ii) Kitchen

iii) Green Keepers 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 on an accident form, available from the office or behind the bar. The procedures for “notifiable” accidents as shown in Appendix A below must be followed;
- The Health and Safety Manager will investigate incidents and accidents, writing a detailed report for the management team and Committee to consider the actions necessary to prevent recurrence.

3.3 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 Management team once a week and entered in the H & S Policy/Fire manual kept in the Club Office
- The H & S Manager 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 Policy/Fire 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;
- 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 in front of the building. 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 Manager 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.

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.

2. Accidents to Workers or Contractor's Staff

a) For ALL Accidents

Complete Accident Form and give to Health & Safety Manager.

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 Manager

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 Officer.

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 Manager

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:
 - o The loss of sight of an eye; a penetrating injury to the eye, or a chemical or hot metal burn to an eye
 - o 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
 - o Loss of consciousness resulting from lack of oxygen
 - o Decompression sickness requiring medical treatment
 - o 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

- o Acute illness requiring medical treatment where there is reason to believe that this resulted from exposure to a pathogen or infected material
- o 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

- o Poisoning
- o Skin Diseases
- o Lung Diseases
- o 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 Manager.

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

Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

Serious Injury or death

Reported to the HSE immediately and a report sent within 10 days

Over-seven-day incapacitation of a worker

- Accidents must be reported where they result in an employee or self-employed person being away from work, or unable to perform their normal work duties, for more than seven consecutive days as the result of their injury. This seven day period does not include the day of the accident, but does include weekends and rest days. The report must be made within 15 days of the accident.

Over-three-day incapacitation

- **Accidents must be recorded, but not reported where they result in a worker being incapacitated for more than three consecutive days** If you are an employer, you must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

IF IN DOUBT REPORT IT

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

1. Assessment

The assessment must be a systematic review

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

Storage of Substances

- So far as storage is concerned, chemicals and oils must be held in bunded containers, with a capacity 10% greater than the maximum content of the main container.
- Where bottles are stored on a drip tray, the drip tray will have a capacity of 25% of the storage capacity.
- It is essential that only a single layer of bottles is stored on a drip tray, and that if differing chemicals share a drip tray that they are compatible and present no risk if mixed.
- It is also a requirement that all substances be properly labelled, and appropriate COSHH data sheets be adequately displayed.

2. Prevention or Control

Employers have to 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 has to decide which control measures are appropriate to the work situation in order to deal effectively with any hazardous

substances that may present. This may mean PREVENTING exposure by

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

Or, here this is not reasonably practicable, CONTROLLING exposure by

- o Totally enclosing the process
- o Using partial enclosure and extraction equipment
- o General ventilation
- o 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 so 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 do the job properly.

Control of Substances Hazardous to Health Regulations 2002 (COSHH)

- The **Control of Substances Hazardous to Health Regulations 2002, as amended** states general requirements imposed on employers to protect employees and other persons from the hazards of substances used at work by risk assessment, control of exposure, health surveillance and incident planning

COSHH - Do you know all you need to know?

Under COSHH or the Control of Substances Hazardous to Health Regulations 2002, all persons at work need to know the safety precautions to take so as not to endanger themselves or others through exposure to substances hazardous to health. Below are four general classifications of risk - know the appropriate symbols, their meaning and their safety precautions.

Meaning	Safety Precautions
<p>Toxic</p> <p style="font-size: x-small;">Cause death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.</p> <div style="display: flex; align-items: center;"> <div style="font-size: x-small;"> <p>Acute (Cat 1-3)</p> <p>Acute (Cat 4)</p> </div> </div>	<ol style="list-style-type: none"> 1. Wear suitable protective clothing, gloves and eye/face protection. 2. After contact with skin wash immediately with plenty of water. 3. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 4. In case of accident or you feel unwell, seek medical advice immediately.
<p>Corrosive</p> <p style="font-size: x-small;">Substances and preparations which, on contact with living tissues, destroy them.</p> <div style="display: flex; align-items: center;"> <div style="font-size: x-small;"> <p>Acute (Cat 1-3)</p> <p>Acute (Cat 4)</p> </div> </div>	<ol style="list-style-type: none"> 1. Wear suitable gloves and eye / face protection. 2. Take off all contaminated clothing immediately. 3. In case of contact with skin, wash immediately with plenty of water. 4. In case of contact with eyes, rinse immediately (for 15 minutes) with plenty of water and seek medical advice.
<p>Harmful</p> <p style="font-size: x-small;">May cause death or acute or chronic damage to health when inhaled, swallowed or absorbed via the skin.</p> <div style="display: flex; align-items: center;"> <div style="font-size: x-small;"> <p>Acute (Cat 1-3)</p> <p>Acute (Cat 4)</p> </div> </div>	<ol style="list-style-type: none"> 1. Do not breath vapour / spray / dust. 2. Avoid contact with skin. 3. Wash thoroughly before you eat, drink or smoke. 4. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice.
<p>Irritant</p> <p style="font-size: x-small;">May cause inflammation of the skin or mucous membranes through immediate, prolonged or repeated contact.</p> <div style="display: flex; align-items: center;"> <div style="font-size: x-small;"> <p>Acute (Cat 4)</p> </div> </div>	<ol style="list-style-type: none"> 1. In case of contact with eyes, rinse immediately with plenty of water and seek medical advice. 2. In case of contact with skin, wash immediately with plenty of water. 3. Do not breath vapour / spray / dust. 4. Avoid contact with skin.

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Appendix C – FIRE PREVENTION

1. Has the Fire brigade been consulted on:

o The number and width of escape routes so as to provide a ready means of escape from all parts of the premises?

o Emergency lighting and its maintenance?

o The most suitable way of raising an alarm in the event of fire?

o The contents of fire instruction notices?

o The numbers and types of fire extinguishers or other fire-fighting appliances

which should be provided?

o Precautions to be taken with any activities involving the use of flammable liquids, naked flames or heating processes?

o The desirability of battening or clipping seats together in sets of four where moveable seats are used for large audiences?

o The maximum number of people who should be allowed on the premises at any one time?

o Are seating and gangways in the hall/rooms so arranged as to allow free and easy access direct to fire exits?

o Are exit doors always unlocked before the start of any session and kept unlocked until the last person leaves?

o 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?

o 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?

- o Are fire extinguishers, hose reels and fire alarm systems (where provided) regularly maintained by specialist fire engineering firms?
- o Are staff trained to use this equipment?
- o 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?

- o No smouldering fires
- o Heater and cookers turned off?
- o Televisions and other electrical apparatus turned off.
- o Lights off?
- o Internal doors closed?

o Outside doors and windows closed and secured?

4. Are all reasonable steps taken to prevent fires?

- o Heating appliances fitted with adequate and secure fire guards?
- o If portable heaters have to be used, are they securely fixed and kept away from combustible materials?
- o Precautions to ensure that convector type heaters are not covered with clothes and curtains?
- o Temporary extensions or additions to the electrical installation carried out and checked by a competent electrician?
- o Sufficient socket outlets provided to obviate the need for long trailing flexes?
- o Damaged leads replaced regularly?
- o Cooking operations supervised by a reliable person?
- o Are, decorations treated to make them flame retardant?
- o All parts of the premises kept clear of waste and rubbish, particularly staircases, space under stairs, store rooms, attics and boiler rooms?

Fire Marshalls

How many fire marshals do I need?

- For low risk properties, you should have **one warden for every 50 people** For medium and high risk premises, you should have one warden for every 20 and 15 people respectively

How often should a Fire Risk Assessment be carried out?

- A fire risk assessment should be renewed annually, and it should be redone by a professional **every 4 years** as recommended by The Local Government Association.



Appendix D – HEALTH AND SAFETY INSPECTION

1. Inspection

- o 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.
- o Health & Safety Manager should arrange to meet and carry out the inspection
- o This inspection group will need to agree how each question needs to be answered
- o 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 management team
- o The inspection group should be authorised, where URGENT action is necessary, to make immediate reasonable response
- o The whole form should be made available to members of the Management
- o 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

Electricity at Work Regulations 1989

- Legislation requires you as an employer to decide on the frequency of testing and inspection based on your [risk assessment](#). You should also take into consideration the following about your equipment
- Where it's used
- How often it's used
- The type of equipment
- If it's portable or transportable
- If it's used in a harsh environment.
- Visual checks are often backed up by [portable appliance testing \(PAT\)](#). Whilst not a legal requirement, PAT testing as part of your safety system can demonstrate that your electrical equipment is in good working order and safe to use

2. Risk Assessment

- o Risk assessments relate to activities within the premises or grounds
- o 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
- o 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
- o A risk assessment needs to be carried out whenever a new activity is envisaged
- o Assessments need to be repeated whenever circumstances change:
 - § Changes in layout of equipment
 - § Observing trends on the accident form
 - § Changes in staff
 - § Introduction of new procedures, processes or materials

Lone Worker Safety

There are **no** specific **laws** governing **lone working**; in short, **lone working** is not against the **law**.

However, the considerations for planning a safe and healthy **working** environment for **lone** and remote **workers** are often quite different than for other staff

Considerations

What is the task
How long is it for
What area is it in
Communication
Escape
Competence



Manual Handling Operations Regulations 1992 (MHOR)

- Avoid hazardous **manual handling** operations so far as is reasonably practicable
- Assess any hazardous **manual handling** operations that cannot be avoided – Operatives should be trained in how to correctly access and carry out a lift,
- Reduce the risk of injury so far as is reasonably practicable (Risk Assessment in place)

Considerations

- Health of person
- Age of Person
- Shape of Object
- Weight of object
- Where is being lifted from & to



PLK LIFT



Appendix E – DISPLAY SCREEN EQUIPMENT

1. Who is a Display Screen User?

The regulations are for the protections of workers (including self-employed workers and volunteers) who habitually use display screen equipment for a significant part of their normal work.

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:

- o 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.
- o The individual has no discretion as to the use or non-use of the display screen equipment
- o The individual needs significant training and/or particular skills in the use of display screen equipment to do the job
- o The individual uses display screen equipment in this way more or less daily
- o Fast transfer of information between the user and the screen is an important requirement of the job
- o 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.

Equality Statement (Extract)

BFGC is committed to the equitable and fair treatment of all members, guests, visitors, volunteers and present and potential employees. We are determined to ensure that every person regardless of disability, age, gender, sex, sexual orientation, race, colour, nationality, ethnic origin or religious conviction has a genuine opportunity to participate to their full potential at all levels and in all roles within the club.

Members, Guests and Visitors – Code of Conduct

BFGC deems that upon payment of membership or green fees, all members, guests and visitors have given their consent to be bound by both the restrictions and penalties imposed by this code of conduct. Members shall be liable for any breach committed whether by themselves or their guests.

The intention of this is to establish clear and acceptable behaviour expectations for BFGC members, guests and visitors,

It is not intended to restrict the rights of anyone but rather to ensure that all members, guests and visitors can expect to be treated with respect while enjoying the Bathgate golf course and clubhouse.

Responsibilities

- Members must always act within constitution & bye-laws, club policies & procedures. These can be found on the club website and are available from the secretary's office. No member shall be absolved from their effect on any allegation of not having received a copy.
- Be respectful to all those you come into contact with at BFGC. Respect diversity, different roles and boundaries, and avoid giving offence. Do not engage in any form of sexual, racial, religious discrimination or harassment. Do not conduct yourself in any rude or immoral manner, including the use of profane language, gestures, insults or other such misbehaviour.
- When using social media in connection with the club, its officials or members, do so in a manner which could not be deemed offensive. You are asked to consider the impact of publicly expressive negative issues relating to the Club, its officials or members on social media. Any such issues should be raised in line with the process outlined in this Code of Conduct for dealing with complaints and protests.

- In no case shall a servant of the club be reprimanded directly by a member, or entitled to enter into discussion with a member on any instructions passed to them by the council.
- As well as avoiding actual impropriety, conduct yourself in a manner which does not damage or undermine the reputation of the Club (especially when you are representing the club) and do not take part in any activity which is in conflict with the objects of the Club or which might damage the reputation of the Club.
- No consumption of alcohol and/or the improper use of drugs are permitted when staff are on duty

On the Course

- Avoid slow play, apply ready golf principles and allow other golfers to play through as appropriate.
- Adhere to the dress code and observe proper golf etiquette as well as R&A and local rules of the course.
- Respect the rights of other players and golf course staff. Golf course staff always have right of way when actively engaged in work on the course – do not play your ball if there is any risk to staff or equipment.
- Respect the golf course, golf carts and obey all signage on the golf course.
- Take pride in the physical appearance of the golf course as it is reflective of you as a member. Replace divots or use seed mix, rake bunkers and fix pitch marks.
- Act honestly in all occasions during play. Conduct yourself in a sportsmanlike manner and do not knowingly cheat, throw clubs, disrespect employees, officials or fellow competitors
- Mobile phones must be switched to silent on the golf course

In the Clubhouse

- Respect clubhouse facilities
- Adhere to the dress code and observe proper golf etiquette in the clubhouse
- The use of foul or abusive language such as swearing has no place in the clubhouse and any member heard using unacceptable or offensive language will be asked to either stop or leave the premises. Where someone is observed consistently using bad language after being warned then their continued membership will be reviewed accordingly. Whilst fully acknowledging that adult banter contributes to increasing a healthy atmosphere amongst members, these rules are to safeguard others who should not have to hear language that they would not personally use or make people feel uncomfortable.
- Smoking or the use of e-cigarettes is not permitted within any of the club buildings.
- Be considerate towards others when using your Mobile phone in the clubhouse.

Complaints & protests (Extract)

All formal complaints must be made in writing addressed to the Clubs Manager and signed by the person complaining. The Manager shall submit all formal complaints and

protests to the management and Committee for consideration at a properly convened meeting or earlier if required. The decision of the management and committee shall be final and binding upon all concerned.

See Compliments and Complaints Policy 2023

Disciplinary procedures members (Extract)

Should the conduct of any Member of the Club either in the Clubhouse or on the Course give concern to the Management or Committee, either by observation or intimation and is such that the reputation of the Club may suffer as a result, the management or Committee may take whatever action they deem fit to rectify the situation in terms of suspension or expulsion from the Club. Such member shall have the right of audience before the management and Committee prior to any decision being taken and said decision reported to the Member in writing. In terms of discipline, the decision of the management and Committee shall be final until such time as an Annual General or Special General Meeting of the Club by majority decision homologates the management's or Committee's decision. Neither the Club nor the management and Committee shall be liable for any claim at the instance of said Member in respect of suspension or expulsion

See Disciplinary Policy 2023

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

Approved by the Council

Signed.....

(Health & Safety Manager)

Date... 24/09/2023.....

Review Date September 2024