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Disclaimer.

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1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that members and others are fully aware of ABC Company's commitment to high standards in H&S.

Every effort has been made to identify the hazards in the club and set out relevant control measures. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls. When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Club Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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1.2 CLUB SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Club's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by Club activities.

Manager 1 has ultimate responsibility for Health and Safety in the Club. The members have appointed Manager 2 Hon Secretary and as such he has responsibility for managing Health, Safety & Welfare issues on a day to day basis. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all employees and members. It is therefore important that you acquaint yourself will all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Club and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

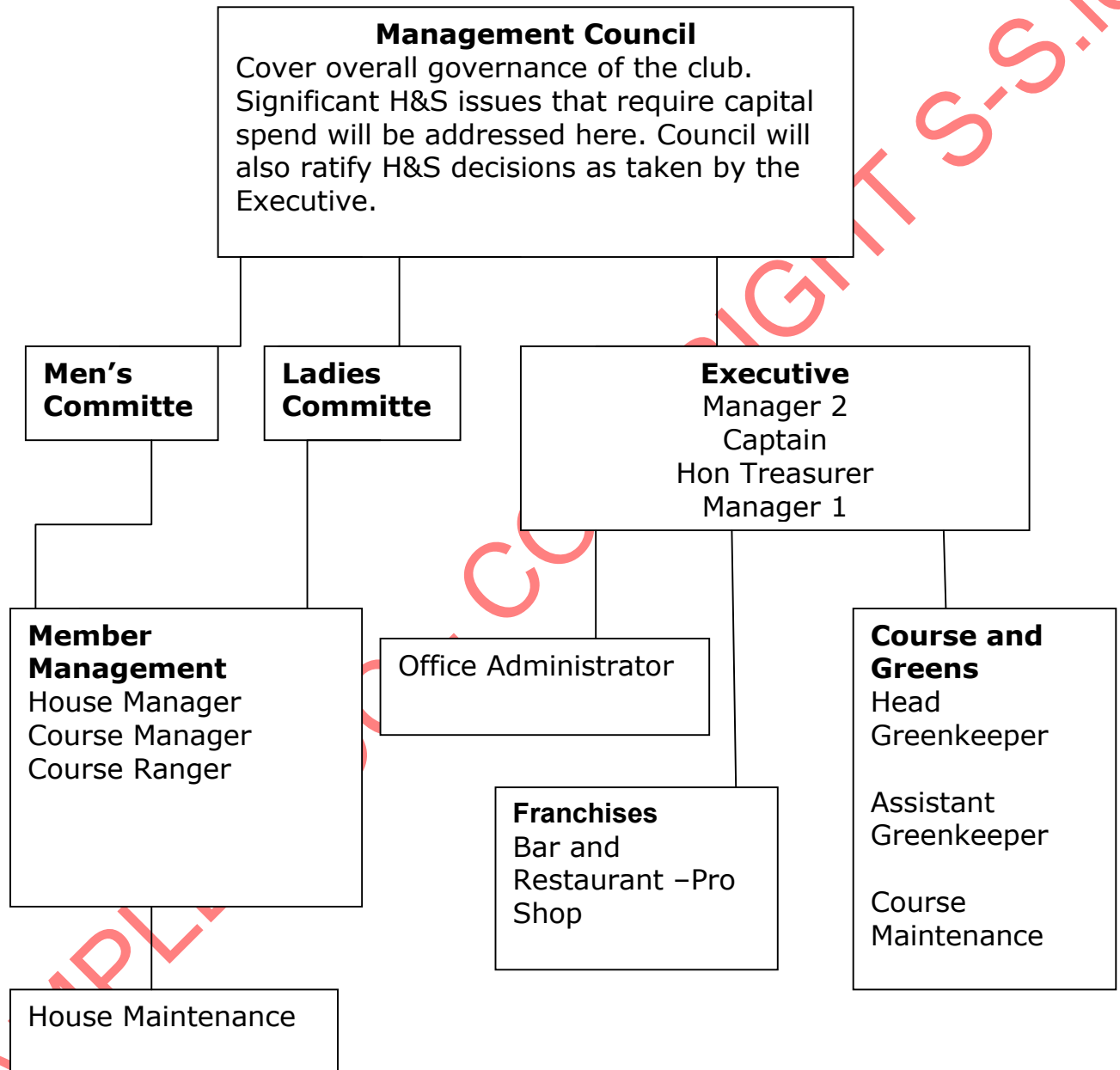
Signed: _____
 Manager 2

Date: _____

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Structure within the Club

Set out below is the management structure with regard to Health and Safety in the Club. Note that this only relates to issues of Health and Safety and not any other management function in the club. The names of the Executive will change from year to year.



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2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement for the term of 1 year.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Club Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Club property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Club's aim to reduce accidents and health exposures.

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2.6 CONTRACTORS (Generally only used if/when ABC Company engage sub-contractors on their behalf such as Electricians, etc).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Club's Contractor's Rules and taking into account the safety of others on the Client site.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. All transformers, generators, extension leads, plugs, and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240-volt supply, a residual current device with a rated tripping current of 30 mA and operating 30-m secs must be used.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.

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3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ **Accident report Form**
 - ❑ The accident report form must be completed for all accidents. Copies of this form are available from the Foreman.
- ❑ **Health & Safety Authority**
 - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Club or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority by Manager 1.
 - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

CONTROL MEASURES

- ❑ **All Accidents, near misses and Dangerous Occurrences**
 - ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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3.15 Franchisees

Currently the Pro Shop, the Bar and the Restaurant are all Franchised out as per the Organisation Chart shown earlier in the Safety Statement. The following duties are set out by the Club for the Franchisees:

- All Franchisees and their staff must cooperate with the Club with regard to Health and Safety matters.
- Appropriate insurances must be in place to cover all known activities.
- Relevant Safety Statement must be in place with clearly set out management responsibilities.
- Written Risk Assessments must be in place to cover the activities of staff and any known hazards.
- Relevant training must be given to staff to allow them carry out their tasks safely not endanger the well being of any person in the club.
- Regular maintenance must be carried out on all equipment owned by the Franchisee.
- Franchisee must notify the Executive of the Club if there are any defects in any equipment or facilities owned by the Club and Operated or Controlled by the Franchisee.
- Franchisee must not operate any defective equipment that could result in injury or loss.

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3.16 Clubs, Societies, General Public Leasing, etc.

Welfare

Toilet and cloakroom facilities are provided for all users.

First Aid

First aid boxes are available.

Fire Protection

Fire extinguishers are provided and sited to meet statutory and insurance requirements throughout the premises.
All fire exits and emergency paths of escape are clearly marked.

Fire Evacuation

Evacuation procedures are provided for each user.
Evacuation drills take place as part of annual program.
User Groups are reminded to familiarise themselves with procedures and facilities so a fast evacuation can be achieved if necessary.

Smoking

Smoking is not allowed in any place covered by the Tobacco Control Regulations.

Accident/Incident Reporting

All incidents no matter how small whether to employees, facility users or onlookers must be reported to the Executive.

Slip and fall when using changing rooms and toilets.

Non slip footwear should be worn.
Signs indicating the possible hazard of a slippery floor to be deployed as appropriate.
Cleaning procedures in place and monitored.

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4.2 FIRE

FIRE HAZARDS

Fire and Emergency plan for the Client site will be followed by the ABC Company employees. However, in general, the fire safety arrangements for ABC Company are set out below.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in client fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.

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4.8 OFFICES

HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, shall be carefully disposed of

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- ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.
- ❑ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ❑ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

4.10.1 Weedkillers and Pesticides

ABC Company recognises the fact that Pesticides and Weed Killers are Hazardous substances. Manager 1 will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any pesticide or hazardous substance or process are carried out fully and that, any equipment, hygiene measures or protective clothing are provided and maintained as required.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Exposure to Pesticides and Weed Killers can be reduced to acceptable levels if precautions are taken in the following areas:

- ❑ Handling
- ❑ Storage
- ❑ Transportation
- ❑ Use of correct protective clothing
- ❑ Correct disposal of empty pesticide containers.

If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Correct handling of pesticides and weed killers.

Authorised personnel may only handle Pesticides and Weed Killers.

The material Safety Data Sheets, container labels and detailed health and safety information must be consulted before use.

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4.13 Power tools

Hazards Identified:

Accidental electrocution from exposed wires
 Personal injury from incorrect use
 Personal injury from inadequate maintenance

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;

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4.15 Golf Buggy Safety

Hazards Identified: Medium

- Personal Injury from inadequate maintenance
- Damage to property from inadequate maintenance
- Poor driving

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Do not move off until occupants are seated
- Always remain seated and hold on while vehicle is in motion
- Hands and feet must be kept inside the Golf Buggy at all times
- Golf Buggies must only be driven in designated areas
- Golf Buggies must not be used on the rough
 - This is a danger to wildlife
- The vehicle must not be used on tees or greens or slopes leading up to them
- The vehicle must not be used within 2 meters of any bunkers or slopes leading to them
- Check the area behind the vehicle before backing up
- Set the brake before leaving the Golf Buggy
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely
 - Drive the vehicle only as fast as terrain and safety considerations allow
 - To avoid tipping over, drive Golf Buggies straight up and straight down slopes
 - Slow down before corners. All turns must be executed at reduced speeds
 - Avoid sudden stops or change of direction that may result in a loss of control
 - Be extra careful when the course is wet and muddy

AFTER USE

- When the vehicle is to be left unattended, turn the key to the "off" position. Remove the key and engage the hill brake.

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4.19 Club work vehicles/machines (Machines are generally rented as necessary, controls below shall be implemented as appropriate).

Hazards

- Personal Injury from inadequate maintenance / Checks on Club Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Tractors and Ride-On Mowers

HAZARDS

1. Overturning causing entrapment beneath the tractor
2. Persons being run over/struck by tractor
3. Loose clothing catching in drive shaft
4. Jumping from a tractor while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to tractors and associated machinery

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

- Briefing document in part 1 of appendix to be given to all staff working on grounds.
- Full list of equipment set out in Appendix along with names of those trained.
- All tractors and ride on mowers should be fully roadworthy
- Tractor and ride on mower drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.
- Tractor and ride on mower drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

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4.24 General Health Hazards on course

Hazards

- Weils
- Lyme
- Etc.

Person at risk:
Grounds staff

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

CONTROL MEASURES

General Advice:

Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

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1. Driving in the Safety Zone Staff Briefing

"Driving in the Safety Zone" means making choices that keep you out of high-risk situations and hazards, like steep slopes or sudden drop-offs near water. Stay off hills or surfaces with a slope greater than 15 degrees.



Maintain areas close to water with a hand trimmer or walk mower.

Avoid driving your a mower too close to water. There may be drop-offs, the surrounding grass can be wet or slippery, or the ground might be muddy and unstable.



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Logo

ABC Company Safety Statement

2. Machinery list and record of staff trained

Machine type	Staff Trained
Ride on John Deere	1
	2
	3
	4
	5
Rough Mower	1
	2
	3
	4
	5
Fairway Mower	1
	2
	3
	4
	5
Greens and Tees Mower	1
	2
	3
	4
	5
Tractors	1
	2
	3
	4
	5
Walk behind Mowers	1
	2
	3
	4
	5

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	Safety Statement

8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.