

PIKE HILLS GOLF CLUB

HEALTH AND SAFETY POLICY
DOCUMENT

Safety Policy update & Review

January 1998	Policy Installation	LH
May 2001	Policy Review & Update	LH/ABP
May 2002	Policy Review & Update	LH/ABP
May 2003	Policy Review & Update	LH/ABP
May 2004	Policy Review & Update	LH/ABP
May 2005	Policy Review & Update	LH/ABP
May 2006	Policy Review & Update	LH/ABP
May 2007	Policy Review & Update	LH/ABP
May 2008	Policy Review & Update	LH/ABP
May 2009	Policy Review & Update	LH/ABP
May 2010	Policy Review & Update	LH/ABP
May 2011	Policy Review & Update	LH/ABP
May 2013	Policy Review & Update	LH/IC
Dec 2015	Policy Review & Update	AB/IC
Dec 2017	Policy Review & Update	AB/IC
Dec 2018	Policy Review & Update	AB/IC
Dec 2019	Policy Review & Update	AB/IC
Dec 2020	Policy Review & Update	AB/IC
Nov 2021	Policy Review & Update	AB/IC

PIKE HILLS GOLF CLUB

SECTION 1

HEALTH AND SAFETY POLICY - LIST OF CONTENTS

SECTION 1

- 1.1 HEALTH AND SAFETY POLICY STATEMENT
- 1.2 HEALTH AND SAFETY - ARRANGEMENTS AND ORGANISATION
- 1.3 HEALTH AND SAFETY- RESPONSIBILITIES AND IMPLEMENTATION OF HEALTH AND SAFETY POLICY
- 1.4 GENERAL SAFETY INSTRUCTIONS

SECTION 2

- 2.1 WELFARE
- 2.2 TRAINING AND COMPETENCE
- 2.3 RISK ASSESSMENTS
- 2.4 C.O.S.H.H. ASSESSMENTS
- 2.5 MANUAL HANDLING
- 2.6 FIRE PREVENTION/FIRE PROCEDURES
- 2.7 PERSONAL PROTECTIVE EQUIPMENT
- 2.8 REPORTING OF ACCIDENTS AND INCIDENTS
- 2.9 FIRST AID
- 2.10 SAFETY AUDITS
- 2.11 PORTABLE ELECTRICAL EQUIPMENT
- 2.12 CONTROL OF NOISE
- 2.13 TRANSPORTATION, STORAGE AND USE OF PRESSURISED GASES
- 2.14 DISPLAY SCREEN EQUIPMENT
- 2.15 CONSULTATION WITH EMPLOYEES

SECTION 3

- 3.1 SAFE OPERATING PROCEDURES RELATING TO HORTICULTURAL EQUIPMENT
- 3.2 STORAGE AND USE OF PESTICIDES

PIKE HILLS GOLF CLUB

1.1 HEALTH AND SAFETY POLICY STATEMENT

The Pike Hills Golf Club so far as reasonably practicable will:

- Make proper provisions for the health, safety and welfare of its employees and others who may be affected by their activities.
- **Ensure that all guidance, rules and legislation relating the current Covid 19 Pandemic are followed and adhered to minimise any risk to Employees, members and visitors**
- Maintain the course, clubhouse and environs in a safe and risk free condition.
- Undertake risk assessments on all existing and new activities with the objective of reducing or eliminating risk.
- Specify safe arrangements for the use, handling, storage and transport of articles and substances which are potentially hazardous.
- Provide and maintain personal protective safety equipment as necessary.
- Provide and maintain equipment and work practices that are safe and without risk to health.
- Provide written instruction, practical training and adequate supervision to discharge our health and safety obligations.
- Respond to any health and safety matters raised by staff or members.
- Ensure our activities have no adverse effect on public health or the environment.
- Provide adequate funding to discharge our obligations to health and safety.

All employees are expected to accept their responsibility to work safely, adhering to safety rules and work procedures, using safety equipment provided and generally to contribute to the maintenance of safe and healthy conditions.

All employees are expected to report to the Committee of Management any potentially unsafe condition, which they observe, on the course, in the clubhouse, or its environs.

Responsibility for ensuring compliance with this policy and supporting documentation lie with the Convenor of the Health and Safety Committee on behalf of the Committee of Management.

Responsibility for implementation, supervision and compliance on a day to day basis lie with Heads of Departments and they are held accountable for the operations within their control.

All members and guests have a responsibility to follow whatever rules or guidance is given to them to ensure their and other's safety when playing golf or visiting the club's facilities.

Signed Alistair Burns

Date 10.12.2020

General Manager for and on behalf of Pike Hills Committee

PIKE HILLS GOLF CLUB

1.2 HEALTH AND SAFETY - ARRANGEMENTS AND ORGANISATION

To promote the Health and Safety Policy the Club will appoint a Health and Safety Advisor, reporting to the Managing Secretary, who together will have responsibility for the implementation and development of Health and Safety arrangements.

Consultation with employees will be provided for by the formation of a Health and Safety Committee comprising the Health and Safety Advisor, (HAS) Managing Secretary (MS), Club chairman, House Chairman, Greens Chairman Head Greenkeeper, Facilities manager and the Catering Manager which will meet quarterly or as necessary. The Convenor of Health and Safety will bring any findings or recommendations to the attention of the Committee of Management.

All employees will be provided with adequate information, instruction and training to enable them to do their work in a safe manner. The issue of personal protective equipment will be made FOC as necessary.

Health and Safety interviews, induction courses and refresher courses will take place between individual employees and the HAS/MS

Based on the 'Risk Assessment' process, procedures and guidelines will be developed and implemented in support of the Health and Safety policy statement.

An audit of Health and Safety procedures and general compliance with this policy and related legislation will be carried out annually.

All accidents or near misses will be reported to Supervisors and recorded in the accident book. The MS will be informed to enable him to report accidents/occurrences as required by The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015

All employees, visitors and contractors must follow agreed safe working practices/arrangements whenever they are on Pike Hills property.

This Policy Document will be supported by a Health and Safety Manual to include :

- General safety instructions.
- Safe operating procedures for specific tasks.
- C.O.S.H.H. Assessments.
- Manual handling information.
- Display screen equipment information.

- First Aid.
- Fire procedures.
- Audit report and action plans.
- Training requirements and records
- A separate procedures and protocols manual relating to all Covid 19 guidance, rules and measures to be held by the Managing Secretary

The relevant sections of the Manual will be made available to all members of Staff. Master copies will be retained by the Club Secretary and held digitally.

The Health and Safety Policy statement, arrangements, responsibilities and supporting manual will be reviewed on an ongoing basis to ensure compliance with existing and emerging legislation.

PIKE HILLS GOLF CLUB

1.3 HEALTH AND SAFETY - RESPONSIBILITIES AND IMPLEMENTATION OF HEALTH AND SAFETY POLICY

COMMITTEE OF MANAGEMENT.

The Committee of Management has overall responsibility for ensuring :-

- The general oversight of this Health and Safety Policy on behalf of Pike Hills Golf Club.
- The Policy Document is kept up to date. To this end the Safety Committee will review the policy and the way in which it is operated every year
- All accidents and incidents are reviewed and where such events have a wider implication, communicate this information throughout the organisation.
- A Health and Safety Advisor is appointed to be responsible, with the Managing Secretary on their behalf, for the implementation of the Health and Safety Policy.
- Adequate funding and resources are provided to discharge our obligations to Health and Safety.
- Adequate staff welfare facilities are provided and maintained.
- The setting up and monitoring of evacuation plans for the clubhouse.
- None of the activities carried out by Pike Hills employees adversely affect the public or environment.
- The Course, Clubhouse, Workshops, Office areas and Environs are maintained in a safe and risk free condition.

- Instruction, training and supervision are provided in Health and Safety matters for all employees including temporary workers.
- Safe equipment and Safe Systems of Work are provided and maintained.
- All hazardous substances, implements and machinery are used, handled, stored and transported in a safe manner
- Adequate Personal Protective Equipment is provided.
- That safety reports on electrical equipment, gas installations, stored water systems, are acted upon.

MANAGING SECRETARY and HEALTH AND SAFETY ADVISOR

In addition to general duties, the MS together with the HSA has responsibility for :

- Ensuring compliance with the Health and Safety Policy and it's supporting documentation on behalf of the Committee of Management.
- Chairing the Health and Safety Committee meetings and reporting to the Committee of Management on Health and Safety matters.
- Organising and participating in health and safety audits and maintaining records.
- Ensuring that a list of all hazardous substances is maintained in the Health and Safety manual and that Safety Data Sheets are maintained on file.
- Listing all plant and equipment used by Pike Hills Golf Club staff .
- Investigating all reportable accidents, diseases and dangerous occurrences and ensure follow up action.
- Maintaining a record of all Personal Protective Equipment issued to employees.
- Keeping abreast with changes in the law in regard to Health and Safety.
- Maintaining a record of all risk assessments.
- Ensuring that Fire Procedures are reviewed and revised as and when necessary.
- Listing all fire appliances and their locations.
- Training staff in the use of fire appliances and their application.
- Ensuring all fire appliances are tested on a regular basis and records kept.
- Overseeing the systematic testing of fire alarm systems.
- The setting up of fire evacuation procedures and their implementation.

- Organising and recording fire evacuation drills.
- Liaison with Fire Prevention Officers on matters relating to Pike Hills premises fire safety.
- Acting as Secretary to the Health and Safety Committee.
- Maintaining a record of all accidents / incidents occurring on Pike Hills premises.
- Ensuring that all reportable accidents, Diseases and Dangerous Occurrences are properly investigated and reported without delay to the appropriate enforcing authority.
- Maintaining a record of contents and locations of all First Aid kits.
- Arranging induction courses for all new employees.
- Reviewing work practices and organise retraining of employees if necessary.
- Keeping on file the "master" copy of the club Health and Safety Policy Document.
- Maintaining a library of relevant H.S.E. publications and Health and Safety documentation

HEAD GREENKEEPER

The Head Greenkeeper has responsibility for course, clubhouse surrounds and associate outbuildings, plant and equipment. Specific responsibilities are :

- To implement the Health and Safety Policy drawn up by the Committee of Management as it applies to the greenkeeping operation.
- To conduct the greenkeeping operation with due regard to the well being of club members, visitors, members of the public and the environment.
- To ensure that machinery and equipment is used for the purpose it is intended, safe to operate and anything defective is immediately withdrawn from use.
- To ensure that all greenkeeping staff, including trainees work safely.
- To ensure the safe use, storage, handling, transportation and disposal of chemicals and pesticides.
- On the introduction of any new equipment, plant or chemical substance, to ensure that appropriate risk assessments are carried out.
- To represent the greenkeeping staff on the club Health and Safety Committee.
- To report all accidents/incidents relating to the greenkeeping operation to the Club Secretary.
- The establishment and enforcement of safety rules and safe operating procedures and practices.
- To sustain constant employee interest and awareness in health and safety matters.

- Monitoring of the workplace so that risks to health are adequately controlled.
- Ensure employees receive adequate instruction, training and supervision to enable them to carry out work in a safe manner.
- Ensure when required any Personal Protective Equipment provided is used.
- Ensure that Hazardous Substances are used in accordance with relevant safety procedures.
- Ensure that good housekeeping practices are put in place, and that clear access and egress to all areas is maintained.
- To participate in self audits, C.O.S.H.H. and risk assessments of the greenkeeping operation.
- To maintain appropriate standards of cleanliness and hygiene of the welfare facilities provided.

In the absence of the Head Greenkeeper, the first assistant will assume the responsibility for health and safety.

FACILITIES MANAGER

The Facilities Manager in conjunction the managing Secretary has responsibility for all aspects of running the clubhouse, shop and driving range specifically for :

- Implementing the Health and Safety Policy drawn up by the Committee of Management as it applies to the operation of the clubhouse.
- Maintaining good housekeeping standards throughout the clubhouse, and ensuring that all fire escape routes and fire exits are kept clear at all times.
- Maintaining cleanliness and hygiene standards throughout the bar and welfare facilities.
- The supervision and training in health and safety matters of all house, shop and teaching staff.
- Ensure when required any Personal Protective Equipment provided is used.
- To ensure the safe use, storage, handling, transportation and disposal of hazardous chemicals.
- Ensuring the safe disposal of all waste originating from the clubhouse.
- Recording and reporting all accidents/incidents reported to the clubhouse by house staff, contractors, visitors and members to the Club Secretary.
- To represent the house staff on the club Health and Safety Committee.
- Participate in self audits. C.O.S.H.H. and risk assessments of clubhouse operations.
- Communicate with house staff on health and safety matters and maintaining safe working practices for key operations undertaken by house staff.

- Implementing the Health and Safety Policy drawn up by the Committee of Management as it applies to the running of the shop and teaching golf.
- Maintaining good housekeeping practices and maintain clear access and egress to the shop at all times.
- To supervise and train staff as necessary.
- To ensure his staff including trainees work safely with due regard to any personal protective equipment required.
- To ensure all visitors are aware of the club's safety rules relating to players, caddies , companions on the course and in the clubhouse, **including any particular COVID 19 measures existing at any time**
- To ensure the safe use, storage, handling and disposal of hazardous chemicals.
- To be a member of the club Health and Safety Committee.
- Participate in self audits. C.O.S.H.H. and risk assessments relating to the business of operating a shop/workshop.
- Reporting all accidents/incidents reported by staff, visitors and members to the Club Secretary.
- To ensure that machinery and equipment, including hired buggies are safe to operate and anything defective is immediately withdrawn from use.
- When using the practice ground for teaching to take reasonable care for the safety of other persons who may be affected by this activity.

CATERERING MANAGER

The Catering function is in essence "franchised" however the franchisee has responsibility for all the catering operation and specifically for :

- Implementing the Health and Safety Policy drawn up by the Committee of Management as it applies to the catering operation of the clubhouse.
- Maintaining good housekeeping standards throughout the kitchen/dining room , and ensuring that all fire escape routes and fire exits are kept clear at all times.
- Maintaining cleanliness and hygiene standards throughout the kitchen/dining area and welfare facilities.
- The supervision and training in health and safety matters of all catering staff.
- Ensure when required any Personal Protective Equipment provided is used.
- To ensure the safe use, storage, handling, transportation and disposal of hazardous chemicals.
- Ensuring the safe disposal of all waste originating from the kitchen.

- Recording and reporting all accidents/incidents reported by staff to the Club Secretary.
- To represent the catering staff on the club Health and Safety Committee.
- Participate in self audits. C.O.S.H.H. and risk assessments of catering operations.
- Communicate with catering staff on health and safety matters and maintaining safe working practices.
- To seek advice from (where required) and liaise with the Club HSA to ensure all of the above is undertaken.

ALL EMPLOYEES

Under the provision of the Health and Safety at Work etc Act 1974 every employee has a legal duty whilst at work :

- To take reasonable care of his own health and safety and that of others with whom he works or who may be affected by his acts or omissions.
- Safe systems of work are maintained.
- To co-operate with Pike Hills Golf Club to enable them to comply with their legal obligations.
- To not recklessly or wilfully interfere with anything provided in the interest of health, safety or welfare

Under the provisions of the Management of Health and Safety at Work Regulations, PUWER and LOLER Regs employees shall :

- Not use any transport, machinery, equipment, hazardous substance, means of production or device other than in accordance with any instruction or training provided.
- Inform the Health and Safety Convenor of any hazard to health or safety or any shortcomings in the health and safety arrangements in so far as it affects themselves.
- Inform their supervisor of any work situation representing a serious or imminent danger.

In addition employees are required to :

- Comply with the Pike Hills Golf Club Health and Safety Policy Document.
- To report any accident or dangerous incident to their Supervisor.
- To report to their supervisor without delay any defects in plant or equipment that could give rise to a hazardous situation.
- Carry out any lawful instruction from their supervisors.

PIKE HILLS GOLF CLUB

1.4 GENERAL SAFETY INSTRUCTIONS

INTRODUCTION

Specific safety instructions and guidelines are provided in sections 2.1 - 2.16 and staff should be familiar with them. Notwithstanding, the following general safety practices should be observed.

REQUIREMENTS

- 1 Before undertaking a task, staff should be aware of any safety instruction or safe operating procedure controlling that task and have been given suitable training. In cases of doubt the Safety Officer or head of Department should be consulted.
- 2 When using any machine a check should be made to ensure all guards are fixed in place and any safety devices are operating correctly.
- 3 Personal protective equipment must be worn when specified. Defective safety equipment should not be worn and must be reported to the Health and Safety Officer for repair or replacement.
- 4 Hazardous manual handling operations should be avoided. Good lifting practices should be employed and assistance obtained where required.
- 5 When handling any hazardous chemical the Safety Data Sheet and Instructions for Use should be read and appropriate precautions taken. Substances should not be mixed together unless specifically authorised or specified in the task.
- 6 All chemical substances must be properly labelled and stored in a suitable container. Storage of chemicals in a container such as a lemonade bottle is prohibited.
- 7 Staff handling hazardous substances should be familiar with the chemical hazard classification and their pictorial representation.

- 8 All accidents or 'near misses' should be reported to the Health and Safety Convenor and an accident or incident form completed.
- 9 No unauthorised person should carry out any maintenance, repair or modification to any electrical equipment.
- 10 It is imperative that all machinery or equipment be switched off and where appropriate, gears disengaged and brake applied before undertaking any adjustments.
- 11 The use of chainsaws by employees is expressly forbidden unless permission is obtained from Management, a task and site specific risk assessment is carried out and the specific protection required for that task is worn. (chain saws will only be used by qualified and accredited staff)
- 12 Reversing of motorised equipment in car parking areas should only be carried out in the presence of another member of Staff; giving clear hand and verbal instructions. In the event of this not being possible the driver must physically check that it is safe to reverse.
- 13 Staff should not indulge in, nor encourage, any form of horseplay whilst at work.
- 14 It is incumbent on all Staff to be in a fit and coherent state to carry out duties in a safe and proper manner. Staff must not present themselves for work under the influence of alcohol or drugs (certain exceptions may be made with the prescription of drugs for a medical condition provided the drug does not impair the user's faculties).
15. Staff will ensure that they work to and within any existing Covid 29 protocols and measure in place at any time

PIKE HILLS GOLF CLUB

SECTION 2

2.1 WELFARE

1. INTRODUCTION

The Pike Hills Golf Club will provide staff with welfare facilities which satisfy the intent of the controlling regulations.

2. LEGISLATION

2.1 The Health and Safety at Work Act 1974.

2.2 Workplace (Health, Safety and Welfare) Regulations 1992.

3. ARRANGEMENTS

3.1 The workplace, equipment, devices and systems to which the above regulations apply shall be maintained in efficient working order and in good repair. “ Efficient “ in this context means from the view of health, safety and welfare not productivity or economy.

3.2 Every workplace shall have suitable and sufficient lighting for the task being carried out.

3.3 During working hours all reasonable steps will be taken to ensure workrooms are maintained at a suitable temperature (workroom shall mean a room where people normally work for more than short periods).

3.4 Suitable and sufficient sanitary conveniences shall be provided at readily accessible places.

3.5 Suitable and sufficient washing facilities, including showers if required for health reasons shall be provided at readily accessible places.

3.6 The MS has overall responsibility for ensuring the cleaning and maintenance of hygiene standards of sanitary and washing facilities.

3.7 These areas will be cleaned and restocked daily by designated cleaners.

3.8 Suitable and sufficient facilities shall be provided for rest and consumption of meals.

3.9 All facilities will only be used for the purpose intended

3.10 Members of staff have a duty to help maintain the cleanliness of all facilities.

- 3.11 Clothing storage lockers will be provided to employees who need to change from their own clothing to work apparel to carry out their duties.
- 3.13 The MS/HSA will arrange medical checks for employees deemed to be at risk by the use of equipment or substances, in line with relative legislative requirements or guidelines.

PIKE HILLS GOLF CLUB

2.2 TRAINING AND COMPETENCE

1. Purpose

To achieve competence in Health and Safety matters and promote safe working practices through instruction, information and training.

2. Legislation

Management of Health and Safety at Work 1999.

3. Requirements

3.1 Adequate Health and Safety training will be provided for :

New Staff, including temporary workers.

Existing Staff carrying out their normal duties and also undertaking new tasks or responsibilities, including the introduction of new equipment

Employees who deputise for others.

3.2 Attendance at external courses will be arranged as necessary.

3.3 Training or retraining needs will be determined by performance monitoring, risk assessments and accident investigations.

3.4 Training and Competence records will be kept.

3.5 Particular attention should be paid to the training requirements and supervision of young persons/ apprentices being employed

PIKE HILLS GOLF CLUB

2.3 RISK ASSESSMENT

1. PURPOSE.

Through risk assessments of hazards, to identify the degree of risk and therefore the priorities and control measures required to develop safe systems of work for whatever task is to be undertaken

2. LEGISLATION. The main regulations and Acts being but not exclusively

2.1 The Health and Safety at Work Act 1974

2.2 The Management of Health and Safety at Work Regulations 1999

2.3 Control of Substances Hazardous to Health Regulations 1999 and 2002

2.4 Manual Handling Operations Regulations 1992 and 2002

2.5 Health and Safety (Display Screen Equipment) 1992

2.6 Regulatory Reform (Fire Safety) Order 2005

2.7 PUWER Regs 1998

2.8 LOLER Regs 1998

2.9 Electricity at work Regs 1989

2.10 PPE Work Regs 2002

2.11 CDM Regs 2015

2.12 Control of Noise Regs 2005

2.13 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015 (RIDDOR)

Plus any other relevant legislation, ACOP, guidance or advice

Additionally since March 2020 all other relevant legislation, rules, advice and ACOP'S in relation to Covid 19 Rules, Guidance and advice

3. REQUIREMENTS.

- 3.1 Risk assessments shall be carried out as an integral part of the preparation of any work activity.
- 3.2 Risk assessments shall identify the current hazards that could affect employees whilst at work.
- 3.3 Risks arising from the assessments shall determine the control measures required.
- 3.4 The control measures to be implemented following a risk assessment will depend on the severity of the risk, statutory requirements and the expenditure required.
- 3.5 Control measures shall be implemented without delay.
- 3.6 Where substantive control measures may take some time to implement, temporary methods such as Personal Protective Equipment shall be used.
- 3.7 The preferred order of controls are :-

Eliminate > Substitute > Engineering controls > Systems of work > P.P.E.

A combination of some or all may have to be used.
- 3.8 Records of significant risk assessments shall be kept.
- 3.9 Risk assessment records will be stored in the MS's office, copies of these along with any control measures shall be given to relevant department managers and employees.

PIKE HILLS GOLF CLUB

2.4 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH

REGULATIONS 2002

1. INTRODUCTION.

The Control of Substances Hazardous to Health (COSHH) Regulations lay down the essential requirements and a sensible step by step approach for the control of hazardous substances and for protecting people exposed to them. For the most part the Regulations came into force on 16 January 1996.

The Regulations cover virtually all substances hazardous to health. **Only** lead, asbestos, materials producing ionising radiations and substances below ground in mines, which all have their own legislation are excluded.

This document sets out Pike Hills Golf Club minimum general requirements regarding the control of substances hazardous to health. Detailed specific arrangements will be contained in the arrangement section of individual departmental policy statements.

2. LEGISLATION.

The Control of Substances Hazardous to Health Regulations 2002

3. OBJECTIVES.

The Pike Hills Golf Club believe the basic principles of occupational hygiene underlie the COSHH Regulations, to comply with these regulations they will.

- (a) Identify any potential hazards in the workplace.
- (b) Assess the risk to health arising from work and what precautions are needed.
- (c) Introduce appropriate measures to prevent or control the risk.
- (d) Ensure that control measures are used and that equipment is properly maintained and procedures observed.
- (e) Where necessary, monitor the exposure of workers and carry out an appropriate form of health surveillance.
- (f) Inform, instruct and train employees about the risks, and the precautions to be taken.

4. IMPLEMENTATION.

The main requirement of this policy is for Heads of Departments to list all substances used and identify those that are toxic or hazardous that are in use or being considered for use that could affect the safety, health and welfare of employees for whom they are accountable and members of the public, and once these have been identified the Health and Safety Convenor will specify measures to safeguard the people concerned and the environment.

Once a substance has been identified as hazardous, there are two prime objectives :

- (a) Whenever possible to find a safer but effective alternative and, where there is no alternative, to -
- (b) Specify in detail the safety controls or procedures to be applied when the substance is in use so reducing any risk to an acceptable level.

Assessments made by competent persons using their knowledge and experience will identify any hazardous ingredient in a substance and recommend what should be done to establish control measures. This will require consultation with the manufacturers and suppliers who have a legal duty to provide full hazard data on products. This information must be made available to employees so as to enable use of the material in safety and without risks to health.

The competent person's consultation may also encompass seeking advice from outside agencies as appropriate. Once all the available knowledge about a particular substance has been compiled, the competent person must specify the safety controls in writing in the form of Hazard Data Sheets, bring them to the attention of management and staff and where necessary recommend appropriate training.

The assessment of possible health risks associated with hazardous substances is concerned with the risks created by working with the substance and not the hazardous properties of the substance itself.

If a decision is made to use a particular substance a C.O.S.H.H. Assessment Form must be completed and the Hazard Data sheet compiled. These sheets will be made available for reference to relevant Management and users. For their part, supervisory and technical staff will direct contractors toward the safeguards required to meet this policy.

Management must ensure that persons using the substances are :

- (a) Aware of the information contained in the Hazard Data Sheet, and instructed on its safe use.
- (b) Provided with protective clothing and equipment if specified.
- (c) Adequately supervised to ensure that stated procedures are followed.

Staff who are responsible for specifying products containing hazardous substances should :

- (a) Select substances that are least harmful to the health and safety of the user and the environment even if they are marginally less effective than more hazardous alternatives.
- (b) Along with the Health and Safety Convenor carry out an assessment and complete the assessment forms.
- (c)

5. PURCHASING.

Departments should establish a list of products that they have assessed and which are approved for use.

Prior to any new substances being ordered a full assessment must be carried out.

Substances not on the approved list must not be purchased or used. This will also apply to any free or trail sample.

6. HANDLING AND USE.

- (a) Everyone involved in handling or using an identified hazardous substance must be made fully aware of its nature and hazards. They must also know all the precautions necessary to avoid risks and the procedures for use.
- (b) Instructions for working procedure must be clear and precise and followed precisely.
- (c) All containers and materials must be clearly marked showing properties of the substance and the hazards associated with its proper handling methods. Any unmarked or damaged containers must be withdrawn and the matter reported so that action can be taken.
- (d) All new substances should be regarded as hazardous until assessment shows otherwise.

7. PROTECTIVE CLOTHING AND EQUIPMENT.

All clothing and equipment issued will be in accordance with The Personal Protective Equipment at Work Regulations 1992 (P.P.E.) and PPE Regs 2002

Protective clothing and equipment specified to protect individuals must be provided by the user's manager and kept clean and in good condition by the user.

Damaged items should be replaced without delay.

8. RECORDS.

Records shall be kept of assessments, briefings and training, P.P.E. issue, and P.P.E. inspections, testing and maintenance of hygiene equipment and health surveillance. These will be stored in the Secretaries office; copies will also be kept by Department Heads in their Health and Safety Policy/Procedures document.

PIKE HILLS GOLF CLUB

2.5 MANUAL HANDLING

1. PURPOSE

- 1.1 To assess all operations within the Pike Hills Golf Club which involve manual handling, with the objective of reducing the risk of injury to the lowest level reasonably practicable.
- 1.2 The assessment will form part of the overall risk assessment required under the management of Health and Safety at Work Regulations 1999.

2. LEGISLATION

- 2.1 Manual Handling Operation Regulations 1999 as amended 2002
- 2.2 Management of Health and Safety at Work Regulations 1999.

3. REQUIREMENTS

- 3.1 Manual handling assessments will be carried in all departments of the Pike Hills Golf Club.
- 3.2 These assessments shall be undertaken by the Health and Safety advisor and the senior person in the department undergoing the assessment. Other 'expert' help will be enlisted as necessary.
- 3.3 The assessment will be based on the assessment check list contained in Appendix 2 of the H.S.E. publication "Manual Handling - Guidance on Regulations L23".
- 3.4 The findings will be recorded on the "Summary of Assessment" form based on that contained in the publication identified in paragraph 3.3 including any remedial action required.
- 3.5 The assessment will consider the task, the load, the working environment and individual capability.

Consideration will be given to mechanising the task. If this is not possible, measures to reduce the risk of injury to the lowest level reasonably practicable should be determined, for example, purchasing heavy items such as cement in smaller packs.

- 3.6 Assessments shall be reviewed as and when necessary.

PIKE HILLS GOLF CLUB

2.6 FIRE PREVENTION

1. PURPOSE

- 1.1 To promote good housekeeping practices to minimise the risk of fire.
- 1.2 To identify fire prevention practices and procedures.
- 1.3 To identify drills to be used in the event of fire.

2. LEGISLATION

The Regulatory Reform (Fire Safety) Order 2005

3. REQUIREMENTS

3.1 General operating practice.

Risk assessments will be carried out to identify potential sources of fire and the measures required to control them.

In addition the following practices should be employed to minimise the risk of fire :

- 3.1.1 Work areas should be kept tidy and waste disposed of regularly.
- 3.1.2 Only competent, qualified persons should carry out work on electrical installations. Faults should be reported and the services of a qualified person obtained. Power should be isolated following any malfunction.
- 3.1.3 Electrical equipment should be switched off after use.
- 3.1.4 The use of adaptors and extension leads should be avoided as far as possible.

3.2 Fire Precautions

- 3.2.1 Staff should be trained in the use of various types of fire extinguisher and their correct application. One trained Fire Marshall will be at the club during opening hours
- 3.2.2 Fire extinguishers are serviced and checked on an annual contract. The MS will in addition carry out checks to confirm the availability of appliances and that they have not been discharged.
- 3.2.3 The fire alarm systems will be tested weekly under the supervision of the Club Secretary and records will be kept.

3.2.4 The emergency lighting will be tested weekly which will include a visual check on the equipment. A full battery duration test will be carried out once a year and recorded.

3.2.5 A full fire evacuation drill of all the work premises shall be undertaken twice a year and recorded. This will be organised by the Club Secretary.

3.3 Procedure in the event of Fire

3.3.1 Staff discovering a fire should :

- Break glass of nearest fire alarm.
- If safe to do so tackle the fire using the correct extinguisher.

3.3.2 Staff on hearing the evacuation signal must:

- Leave the building by the nearest exit
- Not delay to collect personal belongings
- Not run
- Report to their assembly point

NOTE: In the event of a fire, safety should override all other considerations such as saving property or extinguishing the fire.

PIKE HILLS GOLF CLUB

2.7 PERSONAL PROTECTIVE EQUIPMENT AT WORK

REGULATIONS 2002

INTRODUCTION.

The Personal Protection Equipment at work regulations (P.P.E.) 1992 and 2002 set the standard for equipment used in work areas or work process which cannot be made safe by any other means.

1. LEGISLATION.

The Personal Protective Equipment at Work Regulations 1992.and 2002

2. OBJECTIVES.

- To comply with the requirements as specified in the Personal Protective Equipment regulations.
- To protect employee's and visitors from risk or injury by the correct issue and proper use of any protective equipment used in area's, where risk cannot be removed or controlled by engineering or other means.
- To review periodically all work area's, work processes and equipment with a view to making them safe, and so removing the need for Personal Protective Equipment.

3. PROCEDURE.

HAZARD/ RISK. - injury to body

- ill-health through inhalation, ingestion or absorption of a substance.
- asphyxiation.

Risk assessments will be carried out to :

- (a) Identify situations where P.P.E. is required.
- (b) Identify processes where the use of P.P.E. is required by law.

4. IMPLEMENTATION.

The Pike Hills Golf Club will, through the Health and Safety Convenor, put in place the following control measures.

Availability - An adequate stock of P.P.E. must be maintained.

Issue - Issue of P.P.E. will normally be on a personal basis.
- A record will be kept of all personal issues of P.P.E.
- All P.P.E. must be within its "useful life" date when issued.

Storage - Adequate storage facilities must be provided for P.P.E.
- P.P.E. must be properly stored when not in use.

Maintenance - All P.P.E. must be maintained in a useable and hygienic condition.
- Those maintaining P.P.E. must be competent to do so.

Replacement - Defects must be reported by the user without delay.
- Defective or time expired P.P.E. must be replaced forthwith.

Use - P.P.E. must be used when :
- Instructions or notices require it.

- The person is exposed to the risk against which the P.P.E. has been issued.

Note.

- Supervisors shall ensure that P.P.E. is properly used in all situations where it is required.
- P.P.E. must not be misused, modified or interfered with.
- **Managers and supervisors shall lead by example.**

Training

- All users must be given sufficient information and training to enable them to se their P.P.E. effectively, carry out simple maintenance, and to report defects. They should also be trained to recognise instances when P.P.E. should be used.
- Wherever there is a requirement to regularly use P.P.E. in workshops or on site, this must be indicated by suitable signs.

Employee's

- Are required to properly use P.P.E. where and whenever instructed to do so.
- Must maintain equipment in a hygienic condition.
- Must not damage or interfere with P.P.E. equipment.
- Must report defects, damage or loss without delay.

Contractors

- Will be required to use P.P.E. when in an area where this is required by The Pike Hills Golf Club. Normally the P.P.E. will be provided by the contractor.
- Visitors will be provided with P.P.E. and must use it when in an area where this is required. Reusable respiratory and hearing protection must be cleaned before re-issue.

A record of the permanent issue of P.P.E. will be kept at point of issue, records of maintenance to P.P.E. equipment will also be kept. Arrangements will be monitored at regular intervals to ensure compliance and effectiveness.

PIKE HILLS GOLF CLUB

2.8 INVESTIGATION AND REPORTING OF ACCIDENTS DISEASES AND DANGEROUS OCCURRENCES

1. PURPOSE

1.1 To comply with present regulations which require that injuries, diseases and dangerous occurrences in specified categories be notified to the relevant enforcing authority.

1.2 To allow trends in health and safety to be monitored and preventative action taken.

2. LEGISLATION

2.1 The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2015 (RIDDOR).

3. OBJECTIVES

- 3.1 To formulate accident reporting and investigation throughout the organisation and enable the provision of consistent information to insurers regarding claims against the Pike Hills Golf Club.
- 3.2 To identify levels of responsibility for designated action on the reporting and investigation of accidents.
- 3.3 To provide guidance on the reporting of accidents, incidents and near misses to employees, contractors and visitors.
- 3.4 To reduce accident occurrence by the implementation of prevention measures based on the thorough investigation of direct and indirect causes of accidents, property damage, incidents and near miss situations.

4. REQUIREMENTS

- 4.1 Any employee involved in a personal injury accident, property damage incident or near miss incident will report the details on the Accident/Incident Form, will then be forwarded to the MS.
- 4.2 On receipt of the report Form the MS or department head will enter the accident/incident into the accident book and if appropriate report the incident as required R.I.D.D.O.R. Then if necessary will in conjunction with the HAS investigate the incident and identify actions that will assist prevention of a recurrence of the accident.
- 4.3 The record in the accident book should include the date, time, place of the occurrence, personal details of those involved and a description of the nature of the event.
- 4.4 In respect of RIDDOR the following require immediate reporting
The list of 'specified injuries' in RIDDOR 2013 replaces the previous list of 'major injuries' in RIDDOR 1995. Specified injuries are (regulation 4):

- fractures, other than to fingers, thumbs and toes
- amputations
- any injury likely to lead to permanent loss of sight or reduction in sight
- any crush injury to the head or torso causing damage to the brain or internal organs
- serious burns (including scalding) which:
 - covers more than 10% of the body
 - causes significant damage to the eyes, respiratory system or other vital organs
- any scalping requiring hospital treatment
- any loss of consciousness caused by head injury or asphyxia
- any other injury arising from working in an enclosed space which:
 - leads to hypothermia or heat-induced illness
 - requires resuscitation or admittance to hospital for more than 24 hours

Reporting Criteria

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, who must keep an accident book under the Social Security (Claims and Payments) Regulations 1979, that record will be enough.

Non fatal accidents to non-workers (eg members of the public)

Accidents to members of the public or others who are not at work must be reported if they result in an injury and the person is taken directly from the scene of the accident to hospital for treatment to that injury. Examinations and diagnostic tests do not constitute 'treatment' in such circumstances.

There is no need to report incidents where people are taken to hospital purely as a precaution when no injury is apparent.

5. DEFINITIONS

5.1 Accident

An accident is any undesired event that results in harm to people or damage to property.

5.2 Incident- Near Miss

An incident is an undesired event which, under slightly different circumstances could have resulted in harm to people or damage to property.

PIKE HILLS GOLF CLUB

2.9 FIRST AID

1. OBJECTIVE.

- 1.1 To comply with the requirements for First Aid as specified in the HEALTH AND SAFETY (FIRST AID) REGULATIONS 1981.As amended 1.10.2013
- 1.2 To provide first aid to minimise the consequences of illness and injury until the assistance of the medical services can be obtained.
- 1.3 To treat minor injuries which do not require the attention of the medical services and which otherwise would receive no treatment.

2. LEGISLATION

The Health and Safety (First Aid) Regulations 1981 as amended 1.10.2013 and ACOP L74

3. REQUIREMENTS

3.1 First Aid Equipment

- 3.1.1 The Pike Hills Golf Club have provided first aid boxes and eye wash facilities which are appropriate to the type of work to be undertaken on the premise, located at strategic positions. Travelling first aid kits will be available to those working at remote sites.
- 3.1.2 The location of first aid boxes together with a list of qualified first aiders and their places of work will be displayed.

3.2 First Aiders

- 3.2.1 The Pike Hills Golf Club will appoint a number of qualified first aiders, who must hold a current First Aid certificate acceptable to the Enforcing Authority.
- 3.2.2 The duties of first aiders are to:-
 - Render first aid to minimise the consequences of illness or injury until the assistance of the medical services can be obtained.
 - Complete or assist in the completion of the accident form.
 - Notify the Club Secretary of all accidents/illnesses so as to comply with Reporting of Injuries Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) should the need arise.
 - Replenish the contents of their personal first aid boxes after use from the main area first aid box.
 - The main area first aid boxes will be checked at three month intervals by a designated first aider

PIKE HILLS GOLF CLUB

2.10 SAFETY AUDITS

INTRODUCTION

An audit should systematically examine the arrangements made by the Pike Hills Golf Club for the achievement of satisfactory health and safety, and environmental standards in all areas under their control, to ensure that they are adequate and effective.

1. LEGISLATION

Management of Health and Safety at Work 1999.

2. REQUIREMENTS

- 2.1 An annual audit shall be carried out to an agreed programme.
- 2.2 This 'self' audit shall be carried out by designated members of the Safety committee.
- 2.3 The audit findings will be recorded on the form designated for this purpose with agreed corrective action and target date.
- 2.4 The audit report will be reviewed at the next meeting of the Health and Safety Committee and will remain on the agenda until all actions are completed to the satisfaction of the committee.
- 2.5 The audit findings and completed actions will be placed on file.

PIKE HILLS GOLF CLUB

2.11 PORTABLE ELECTRICAL EQUIPMENT

1. PURPOSE

To maintain all portable electrical appliances so as to control the risks which can arise from the use of electricity.

2. LEGISLATION

Health and Safety At Work Act 1974
Management of Health and Safety at Work Regulations 1999
The Electrical Equipment (Safety) Regulations 1994
The Stationery Office 1994 Supply of Machinery (Safety) Regulations 2008
Provision and Use of Work Equipment Regulations 1998 SI 1998/2306

3. REQUIREMENTS

3.1 All portable equipment requiring maintenance shall be listed, together with location.

3.2 The inspection and testing to maintain an adequate assurance of safety is provided by a combination of actions applied to two levels.

3.2.1 CHECKS BY USER

Visual checks are carried out by the user each time a piece of equipment is used. There is no requirement to record the findings of the inspection, only to bring to the attention of management any equipment which is faulty or in any way suspect.

3.2.2 COMBINED INSPECTION AND TESTING

This more rigorous inspection and testing will be carried out at intervals to be agreed by independent electrical engineers who will provide a formal report on the condition of the equipment. Among other deficiencies, testing is designed to detect loss of earth continuity or degradation of insulation. These reports will be acted upon by the Facilities Manager/ Managing Secretary

3.3 Faulty equipment should be taken out of service and not used again until repaired and re-tested.

3.4 It is emphasised that no "unauthorised equipment" should be used on Pike Hills Golf Club premises. Any such equipment found should be removed from service immediately.

PIKE HILLS GOLF CLUB

2.12 CONTROL OF NOISE

1. OBJECTIVE

To maintain noise levels so that no person shall be exposed to a daily personal noise dose at or above 87db (A) or a peak sound pressure level of 140db (A).

2. LEGISLATION

The Control of Noise at Work Regulations 2005

3. REQUIREMENTS

- 3.1 All situations where persons are likely to be exposed to noise levels above 82db (A) Leqd. to be surveyed to establish actual levels. Individual one off measurements may be made locally by competent persons using approved equipment. Detailed noise surveys shall be arranged if required through the Health and Safety Advisor
- 3.2 All situations where persons may be exposed to noise levels above the legislated standard for the unprotected ear shall be identified, and safe systems of work shall be applied.
- 3.3 Engineering measures shall be taken to reduce noise levels to as low as reasonable practicable in all situations.
- 3.4 Person entering hearing protection zones or using noisy equipment will use hearing protection at all times.
- 3.5 Any hearing protection will be issued as per Pike Hills Health and Safety Policy Section 2.7
- 3.6 Audiometric surveillance will be available to any employee deemed at risk.
- 3.8 Details of noise surveys, assessments and control measures will be available to all involved.
- 3.9 Employees will co-operate in using and maintaining any noise level control measures provided.
- 3.10 Records of survey results, control measures, training and issue of hearing protection will be maintained for a minimum of ten years.
- 3.11 Monitoring will be carried out to ensure compliance and effectiveness.

PIKE HILLS GOLF CLUB

2.14 TRANSPORTATION, STORAGE AND USE OF PRESSURISED GASES.

1. PURPOSE.

To comply with present legislation regarding pressurised gases.

2. LEGISLATION.

2.1 Health and Safety at Work Act 1974.

2.2 Provision and Use of Work Equipment Regulations 1998.

2.3 Lifting Operations and Lifting Equipment Regulations 1998.

3. REQUIRMENTS.

3.1 Transportation of gases shall be in accordance with relevant legislation.

3.2 Only trained personnel shall transport, use and inspect gas equipment.

3.3 All equipment checks shall be carried out in accordance with the British Compressed Gas Association's Code of Practice.

3.4 Copies of inspection and checking procedures are included overleaf.

PIKE HILLS GOLF CLUB

2.15 DISPLAY SCREEN EQUIPMENT

1 PURPOSE

To protect employees from possible hazards associated with display screen use especially those leading to musculoskeletal problems, visual fatigue and stress.

2 LEGISLATION

2.1 Health and safety (Display Screen Equipment) Regulations 1992 As amended

2.2 Management of Health and Safety at Work Regulations 1999

3 REQUIREMENTS

3.1 The definition "Display Screen Equipment", "Workstation" and "User" determine whether or not the above regulations apply in a particular situation.

3.2 Self assessment forms shall be completed by all employees using display screen equipment.

3.3 The assessment will highlight any particular area which may give rise for concern and these shall receive further evaluation and corrective action.

3.4 Risks identified in the assessment shall be remedied as quickly as possible.

3.5 Adequate health and safety training shall be given to new users or when any workstation is substantially modified.

3.6 Users who request it shall be provided with an appropriate eye and sight test as defined in the Opticians Act legislation, this will be as soon as practical after the request.

3.7 "Special" corrective appliances (normally spectacles) for use on display screen equipment only shall be provided.

3.8 All workstations shall meet requirements laid down in the schedule of the Display Screen Equipment Regulations 1992.

PIKE HILLS GOLF CLUB

2.16 CONSULTATION WITH EMPLOYEES

1. PURPOSE

To ensure all employees are involved in creating and maintaining an effective health and safety culture.

2. LEGISLATION

Safety Representatives and Safety Committees Regulations 1977 (as amended) and Health and Safety (Consultation with Employees) Regulations 1996 (as amended). Approved Codes of Practice and Guidance L146

3. ARRANGEMENTS

To ensure employee involvement the Pike Hills Golf Club shall form a safety Committee comprising off the Convenor of Health and Safety, Club Secretary, Head Greenkeeper, Club Professional, Bar Steward and the Catering Manager which will meet quarterly or as necessary. The Convenor of Health and Safety will bring any findings or recommendations to the attention of the Committee of Management.

■ The objectives of the Safety Committee are to :

Promote co-operation between Management and Employees on health and safety issues.

Promote the effective control of health and safety through the identification of hazards, assessment of risks, development of control measures and review of compliance and effectiveness.

Promote safety awareness of individual responsibilities and a positive attitude on accident and ill health prevention.

In order to meet their objectives the Heads of Department will discuss in good time :

Any major workplace measures that may affect health and safety.

Health and safety implications of introducing new technology into the workplace.

Health and safety training for employees and initiatives for raising health and safety awareness.

Any measures put in place for emergency planning.

Accident statistics in order to agree measures to prevent recurrence.

Review of ongoing workplace hazards and how the risks are to be managed.

The provision of statutory information.

- These consultative meetings will consider any relevant health and safety issues, including accident reports, audit reports, new working procedures and new legislation which could have a bearing on Pike Hills Golf Clubs operations.

By involving all employees in their own safety, seeking a positive contribution from them and demonstrating that feedback has been considered prior to final decision making, a valuable resource of experience that is often overlooked can be tapped. Within this framework a good safety culture shall be established and maintained

PIKE HILLS GOLF CLUB

SECTION 3

3.1 SAFE OPERATING PROCEDURES RELATING TO HORTICULTURAL MACHINES.

INTRODUCTION

N.B OVERIDING ALL OF THE INFORMATION, INSTRUCTION AND ADVICE CONTAINED BELOW IS THE NECESSITY FOR EACH INDIVIDUAL ACTIVITY/HAZARD TO BE UNDERTAKEN TO BE INDIVIDUALLY RISK ASSESSED AND A SAFE METHOD OF WORKING TO BE AGREED AND RECORDED.

ALL OPERATIVES WHETHER EMPLOYEES OR CONTRACTORS TO BE COMPETENT AND WHERE REQUIRED ACCREDITED/ CERTIFICATED IN WHATEVER EQUIPMENT THEY USE

Horticultural machinery and its use can be dangerous. It is imperative that all staff using machinery have had appropriate training and are competent to accomplish the task in hand. If in doubt consult the supervisor or Health and Safety Officer.

1. GENERAL REQUIREMENTS

1.1 Machinery must be regularly maintained and serviced, records will be kept.

1.2 Machines should only be used if guards are in place. If it is necessary to remove guards this must not be done until all components have come to rest. **A tractor PTO and PTO shaft can be extremely dangerous and must be guarded when in motion or use.** If a guard is defective in any way the machine should be taken out of service until a new guard is fitted. Where PTO drives are interlocked the maintenance of this safety devise must be ensured.

- 1.3 All machinery must be locked away when not in use and only employees trained in their use should have access to the workshop and garage areas. Ignition keys should be kept in a safe place.
- 1.4 Staff should make sure the machinery being used is suitable for the task. No attempt should be made to use an inadequate piece of equipment because the one suitable for the task is being used elsewhere.
- 1.5 Before using motorised equipment the fuel gauge should be checked and also the garage/storage floor area for any evidence of significant leakage of oil or coolant.
- 1.6 Only authorised persons may drive club vehicles and no person shall ride on tractor drawbars or trailer tail boards. Only the driver should be in the cab of tractors.
- 1.7 Plug leads must always be disconnected when cleaning or servicing machines.
- 1.8 Inflammable materials such as petrol and pesticides shall only be stored and transported in approved containers.
- 1.9 Any build up of grass/debris around engine/gearbox areas should be removed to allow safe use and eliminate the fire hazard.
- 1.10 For specific advice on the safe operation of equipment the manufacturers instructions should be consulted.

2. SAFE USE OF TRACTORS

2.1 Before driving any form of tractor make the following checks :

- check that brake pedals are coupled together.
- Check tyre treads and walls for wear and damage.
- Check tyre pressures.
- Check the ballast is properly distributed.
- check that brakes are evenly balanced and parking brake is working.
- Check for excessive play on steering.
- Check the alternator belt.
- Check that there is an anti roll bar.
- Wear protective equipment including ear defenders if appropriate.

2.2 When driving

- keep pedals and footplates free from debris and oil.
- Keep cab windows clean.
- Drive at appropriate speeds.

2.3 When driving on slopes

- always turn uphill when working across slope.
- Always use gentlest gradient when descending the slope.
- Select the correct gear at the beginning of the slope so as to avoid any gear change when ascending or descending.

- Avoid areas where there are banks or ditches, especially when turning.

2.4 When towing a trailer or using attachments

- check locking pin.
- Check all brake systems.
- Ensure that the Power Take Off is covered and protected.

3. SAFE USE OF MOWERS

- 3.1 Mowers should be examined for loose and damaged nut, bolts and blades before use.
- 3.2 Before cutting grass areas the safest place of exit and entry should be established. This should be agreed with the supervisor if necessary.
- 3.3 Before any adjustment is carried out on the machine it is important to check the blades have stopped rotating. In all cases if any adjustment is required to or near the blades the machine should be switched off and power supply isolated.

4. SAFE USE OF FLYMO TYPE MACHINES

- 4.1 Flymo machines should be transported with the suppressor cap disconnected to avoid accidental operation.
- 4.2 Before switching on Flymo machines the bolts securing the hood to the engine should be checked, loose or missing bolts can affect the balance of the mower so any found must be tightened / replaced.
- 4.3 It is mandatory that all users of Flymo machines wear approved safety footwear and eye protection.
- 4.4 When used on severe slopes the operator should ensure that the correct extension handle is fitted to the machine with the correct controls.
- 4.5 When cleaning Flymo machines the safety switch should be in the off position and the suppressor cap disconnected to avoid accidental operation.

5. SAFE USE OF STRIMMER MACHINES

- 5.1 Before use, the exhaust should be checked and cleared of any dry grass or debris so as to prevent fire from hot exhaust gases.
- 5.2 It is mandatory that eye protection - face visor or properly fitting goggles and approved protective footwear be used.
- 5.3 Ear protection must be worn.
- 5.4 Due to the possibility of flying debris operators should ensure that no one stands in close proximity to the work area.

PIKE HILLS GOLF CLUB

3.2 THE STORAGE, HANDLING, USE AND DISPOSAL OF PESTICIDES.

INTRODUCTION

Everyone who uses pesticides must take “ All reasonable precautions to protect the health of human beings, creatures and plants to safeguard the environment and in particular to avoid pollution to water.”

Only approved trained staff can handle or use pesticides.

NOTE that for the purpose of this procedure “ pesticide “ means any insecticide, herbicide or fungicide.

1. LEGISLATION

1.1 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1999-2002

1.2 FOOD AND ENVIRONMENTAL PROTECTION ACT 1985

1.3 CONTROL OF PESTICIDES REGULATIONS 1986 AS AMMENDED 1997

1.4 ENVIRONMENTAL PROTECTION ACT 1990 (duties of care)

2. REQUIRMENTS

2.1 STORAGE

2.1.1. All pesticides shall be stored in the purpose - built lockable steel cabinet provided, complete with a catchment sump of adequate volume.

2.1.2. When not in use the cabinet shall be kept locked.

2.1.3. The contents shall be listed together with quantities and usage. The list will be kept adjacent to the cabinet.

2.1.4 Only those pesticides on the list of approved products shall be stocked.

2.1.5 Information and listings available on HSE Web site

2.2 HANDLING

2.2.1. Before containers are moved a check should be made to ensure that they are not leaking, that enclosures are secure and manufacturer's label and other information is intact and legible.

2.2.2 If container is defective it's contents should be transferred to a container which is clearly labelled with the name of the pesticide and appropriate hazard sign.

2.2.3 The relevant safety data sheet must be consulted to:-

- assess risk to operator and others
- identify nature of protective clothing required
- consider risk to staff, golfers, general public and environment
- identify details of application rates and treatment conditions

2.2.4 Smoking is prohibited when handling or applying pesticides.

2.3 USE

2.3.1 Calculate usage and only mix quantity of spray required for area to be treated.

2.3.2 Application will be by knapsack or boom.

2.3.3 The quantity of pesticide used, details of the application rates and areas treated must be logged in the record book provided. This record will be retained.

2.3.4 All personal protective equipment identified by the label or safety data sheet must be worn.

2.3.5 All personal protective equipment including overalls shall be removed and hands washed thoroughly before consuming food or drink

2.4 DISPOSAL OF EMPTY CONTAINERS

2.4.1 When making up a spray load any empty container should be thoroughly rinsed out and the washings added to the bulk solution.

2.4.2 Empty containers should not be used for any other purpose.

2.4.3 Properly rinsed containers will be taken away for controlled disposal.

NOTE

When a hazardous substance has been applied to any area under Pike Hills Golf Clubs control, a warning sign should be placed in a prominent position giving notice of the nature of the hazard and area affected.

Having read and fully understood this Safety Policy, we hereby agree to comply with the Club rules as set down in this document.

Officials/employees Name	Signature	Date