

HEALTH & SAFETY POLICY

1. PREAMBLE

The following is the Health and Safety Policy of Bush Hill Park Golf Club. The Club considers the health and safety of its employees on its own premises or elsewhere, and of other persons entering its premises, eg members, visitors, contractors etc., or affected by its activities, to be a primary concern.

For maximum success the measures require the active co-operation of every employee and Manager.

All employees must satisfy themselves that they understand the safety measures provided and play their essential part in achieving safe working throughout the Club.

2. THE CLUB'S RESPONSIBILITIES

The Chairman will, with Committee Members and other senior members of staff, be responsible for health and safety policies and strategies, their effective implementation, and for making reasonable resources available for health and safety matters.

- To make arrangements for dealing with emergencies, reporting and investigation of accidents and other incidents.
- To provide and maintain buildings, equipment and systems of work which are without risk to health and safety.
- To ensure a safe and healthy working environment including the use, maintenance, storage and transport of the club's equipment, and stock.
- To ensure the health and safety of its employees by adequate information, instruction, training and supervision.
- To maintain safe access to and exit from the buildings and that these are kept in a safe condition without risk to health.
- To provide adequate welfare arrangements according to statutory provisions.
- To undertake an annual audit and on-going risk assessment of all areas and to maintain a record of these and the action taken.

3. SUPERVISORS AT ALL LEVELS SHALL BE RESPONSIBLE FOR THE HEALTH AND SAFETY OF THEIR STAFF BY:

- Identifying hazards and reporting these to appropriate managers and assisting with risk assessments.
- Ensuring that the working environment is safe and well maintained and that emergency procedures are followed.

- Ensuring staff are made aware of safe working practices and that these are effectively supervised.
- Reporting all accidents and near misses, taking remedial action to prevent further incidents.
- Identifying training needs and giving instruction and information to staff on health and safety issues.
- Consulting with staff on health and safety.

4. EMPLOYEES' RESPONSIBILITIES

- To take adequate care of their health and safety whilst at work whether on the club's premises or elsewhere.
- To take reasonable care of the health and safety of other employees, customers and visitors to the club's premises.
- To co-operate with the club to ensure that its legal commitments are met.
- To report to their supervisor or manager any conditions that may affect their safe working, and/or any systems that the employee thinks are unsafe or which may become unsafe.
- To observe health and safety requirements at other sites visited as part of their work duties or whilst working at home.

5. CONSULTATION AND INFORMATION

Staff will be consulted about relevant health and safety matters and kept informed of any practical arrangements that will be implemented for their safety.

Staff who have any concerns about health and safety should make contact with their manager.

6. ADVICE AND INFORMATION

Copies of key safety guidance and other appropriate publications shall be held by a responsible person and shall be available to employees. It is also a responsibility of supervisors and managers to draw the attention of their own staff to this information.

7. FIRE

All employees must be aware of the signed fire exits from their building and the area in which they work and be aware of the position and operation of fire protection equipment. Operating and evacuation instructions must be followed and no fire exits or routes must be obstructed. The safety of guests and their evacuation from the buildings will be ensured through the use of planned and tested procedures and systems.

Sufficient fire safety and fire fighting equipment will be installed and maintained regularly. Fire alarm, signage and emergency lighting will be reviewed regularly to ensure sufficient coverage.

A fire risk assessment will be compiled and reviewed annually taking account of issues with regard to guests with disabilities and liaison undertaken with the local fire service.

8. SMOKING

It is illegal to smoke anywhere in the buildings. Everyone must observe the following rules when smoking elsewhere outside the buildings:

- **Never** leave a cigarette unattended.
- **Always** use ashtrays, **never** use a waste paper basket or bin.
- **Never** leave a cigarette burning on its end or on the side of an object.
- Smoking is forbidden in any areas where wood, glue, paint, petrol, oil etc is used or stored.

9. HOUSEKEEPING

The premises must be kept clean and tidy at all times. All passageways and storage areas must be kept free of obstructions. All flammable material and containers that have hazardous substances must be stored in appropriate areas and disposed of safely. Electric cables etc will be covered or re-sited to avoid trips and falls. Wet surfaces will be identified and remedial action taken to prevent slips, and falls.

10. ACCIDENTS

Any employee who suffers an accident, no matter how small, must report it so that the cause can be investigated. Any “near misses” should also be reported and investigated with remedial action taken. All accidents must be reported immediately to a supervisor or manager and must be recorded in the Accident Book. RIDDOR rules must be followed by managers with regard to notifiable accidents, incidents and diseases.

11. FIRST AID

The club will regularly assess the level of first aid cover necessary and train up additional first aiders as required, whilst ensuring that existing first aid staff have up to date and valid certification. All sites to have sufficient number of first aid, burns and eye wash containers.

12. HEALTH, SAFETY AND WELFARE

The club will follow its statutory obligations with regard to toilet and washroom provision, heating, lighting and ventilation, and the provision of suitable rest and staff rooms.

13. USE OF VEHICLES FOR WORK PURPOSES

Those employees whose job role requires travelling and transporting material and equipment must:

- Follow the relevant legal requirements of road users/drivers and the club's policies and procedures.
- Report road accidents and incidents and drivers must have appropriate car insurance including for business use.
- Be fit and capable of driving safely.
- Follow the instructions relating to the use of mobile telephones.

14. MANUAL HANDLING

Staff whose job role involves moving, pushing, lifting, pulling or otherwise handling heavy or awkward loads, and particularly in confined spaces must be suitably trained and made aware of safe procedures. Where practicable mechanical means should be used to move/lift items.

15. WORKING AT HEIGHTS

Staff must not work at any substantial height without a risk assessment has been undertaken which addresses:

- The stability of the structure.
- The necessity of specialist equipment to work on the structure.
- Whether scaffolding and walkways need to be erected, as well as safety netting.
- The need for safety equipment and protective clothing whilst working.
- Emergency procedures that need to be in place.
- The minimum and maximum number of people who should work on the structure.
- The safety of the people working around the structure including public safety.

16. COSHH

All chemicals and other potential hazardous substances must be identified and listed. Hazard data sheets must be obtained for bulk purchases and staff made aware of (ideally by way of permanent poster notices and awareness sessions):

- Safe handling and use of the substance.

- Protective clothing that needs to be worn – these will be provided free of charge by the club.
- First aid protocols and fire safety issues.
- Proper storage of the substances.
- Reporting of any adverse reactions to the use of the substances.
- The club and its supervisors must ensure that an inventory of substances used is kept and that this is regularly reviewed so that safer substitute substances can be identified and used. Risk assessments must be undertaken and regularly reviewed.

17. PORTABLE ELECTRICAL APPLIANCES

An inventory of all portable electrical equipment must be maintained and the following carried out:

- User checks undertaken before commencement of use.
- Visual checks undertaken on a weekly basis by Supervisors.
- PAT carried out at least once a year by a competent electrician.
- Any defective equipment taken out of use immediately.
- No equipment brought in by staff or contractors must be used without appropriate checks having been undertaken.
- Guests should be discouraged from bringing in their own electrical items, but if they do so should be advised of safety requirements. Bush Hill Golf Club reserves the right to ask for equipment not to be used if it is considered a safety risk.

18. CONTRACTORS

Contractors and sub contractors coming onto the sites must discuss their health and safety requirements with an appropriate manager, risk assessments/permits to work undertaken or produced where necessary and the contractor made aware of any hazards that may affect their work.

A manager or supervisor who is concerned about the contractor's activities and environment which may affect the health and safety of their personnel or the personnel of the club, visitors, customers or the general public, will have the right to demand that the contractor ceases work immediately pending further investigation and advice.

19. HAZARD IDENTIFICATION AND RISK ASSESSMENT

An annual health and safety audit/inspection will be carried out and an action plan devised to implement action to deal with any hazards identified. Staff and

managers must immediately notify their manager if a hazard or potential hazard is identified at any time.

Risk assessments will be carried out by competent individuals for all hazards with written assessments compiled for those at medium or high levels of risk. Risk assessments will be kept at each site and reviewed annually or whenever there is a change in circumstances or environment.

20. GAS, OIL OR PETROL

Any dangerous and explosive material or substances must be stored away from the main buildings in a locked enclosure with protection against extreme temperatures. Empty containers must be disposed of safely and regularly.

21. GROUNDS

Equipment and vehicles used for grounds maintenance must be kept in a safe condition and regularly serviced and maintained. Operators must be suitably trained.

Landscape features such as lakes/ponds/fountains must be specifically risk assessed and measures taken to safeguard staff and guests with warning signs, safety equipment and gritting of pathways etc if slippery.

Adequate lighting should be installed where appropriate.

Trees and other large sized plants/bushes must be regularly maintained in a safe condition.

Animals kept on site must be risk assessed and safety measures taken to protect staff and guests, and appropriate animal welfare undertaken. Particular regard must be given to any signs of disease that may be contagious, eg bird flu.

22. PERSONAL PROTECTIVE EQUIPMENT (PPE)

Where assessed as a necessary measure, PPE must be supplied to staff and must be suitable for the purpose and wearer/user, regularly maintained and stored appropriately. Supervisors must ensure that, where supplied, staff use the PPE in an appropriate manner.

23. FOOD SAFETY

Kitchen staff must have obtained Food Hygiene Certificates and Kitchen Managers undertaken the Safer Food Better Business training and use the manual supplied.

Food safety regulations must be followed in all cases.

24. WORK EQUIPMENT

The Club will take all reasonable steps to reduce health and safety risks from work equipment to employees and others who may be affected.

The Club will ensure that suitable, safe work equipment is provided and that it is maintained, tested and inspected in accordance with the manufacturer's instructions. Adequate information, instruction, training and supervision will be provided to ensure that work equipment is used in a safe manner and without risks to health. Employees will make proper use of any equipment and systems of work provided for their safety.

The Club will ensure that an assessment of the risks associated with the work equipment is conducted by a competent person.

25. USE OF COMPUTERS

The Club will take all reasonable steps to ensure the health and safety of users of display screen equipment (DSE), where users are employees, including temporary employees.

The Club recognises that risks associated with DSE are directly related to the type and layout of the workstation, the nature of the work and the physical and mental attributes of the person using the DSE. The Club will therefore provide all necessary information, training and support to users and operators to enable them to understand and manage these risks.

The Club will also ensure that suitable and sufficient DSE risk assessments are undertaken and, whenever possible, eliminate or, if not, reduce all identified risks to as low as is reasonably practicable.

26. REVIEW

This policy will be reviewed on a regularly basis.

Signed _____

Name Cela Selley _____

Position Member of BHPGC Management Committee _____

Date 29th January 2013 _____