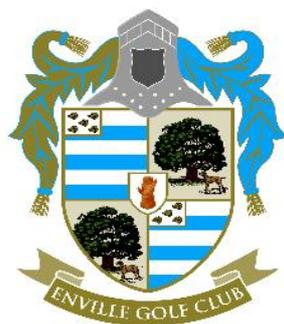


Health and Safety Policy Statement
ENVILLE GOLF CLUB LIMITED



2017

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General Health and Safety Statement

It is the policy of Enville Golf Club to:

Ensure that our staff, members, guests, visitors and members of the public and anyone else that visits Enville Golf Club will not be adversely affected by our activities and that we will do all reasonably practicable to;

- Ensure their health safety and welfare.
- Prevent accidents and cases of work-related ill health, and to provide adequate control of health and safety risks arising from our activities for all our employees full time or part time, and for our members and guests by, developing and maintaining a safety management system and safe systems of work.
- Provide and maintain for all our employees safe and healthy working conditions, safe working equipment and provide adequate training, instruction and information ensuring employees are competent to do their work free from risks to their health.
- Ensure the safe handling storage and use of hazardous substances and information on the hazards they present.

And that Enville Golf Club shall

- Implement emergency procedures in case of fire or any other significant incident.
- Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health

This policy will be updated if the business changes in its nature or size. In addition to this policy a more detailed safety policy document will be produced and specific working practices for separate work areas will be produced. Risk assessments will also be produced for specific areas and detailed in separate files.

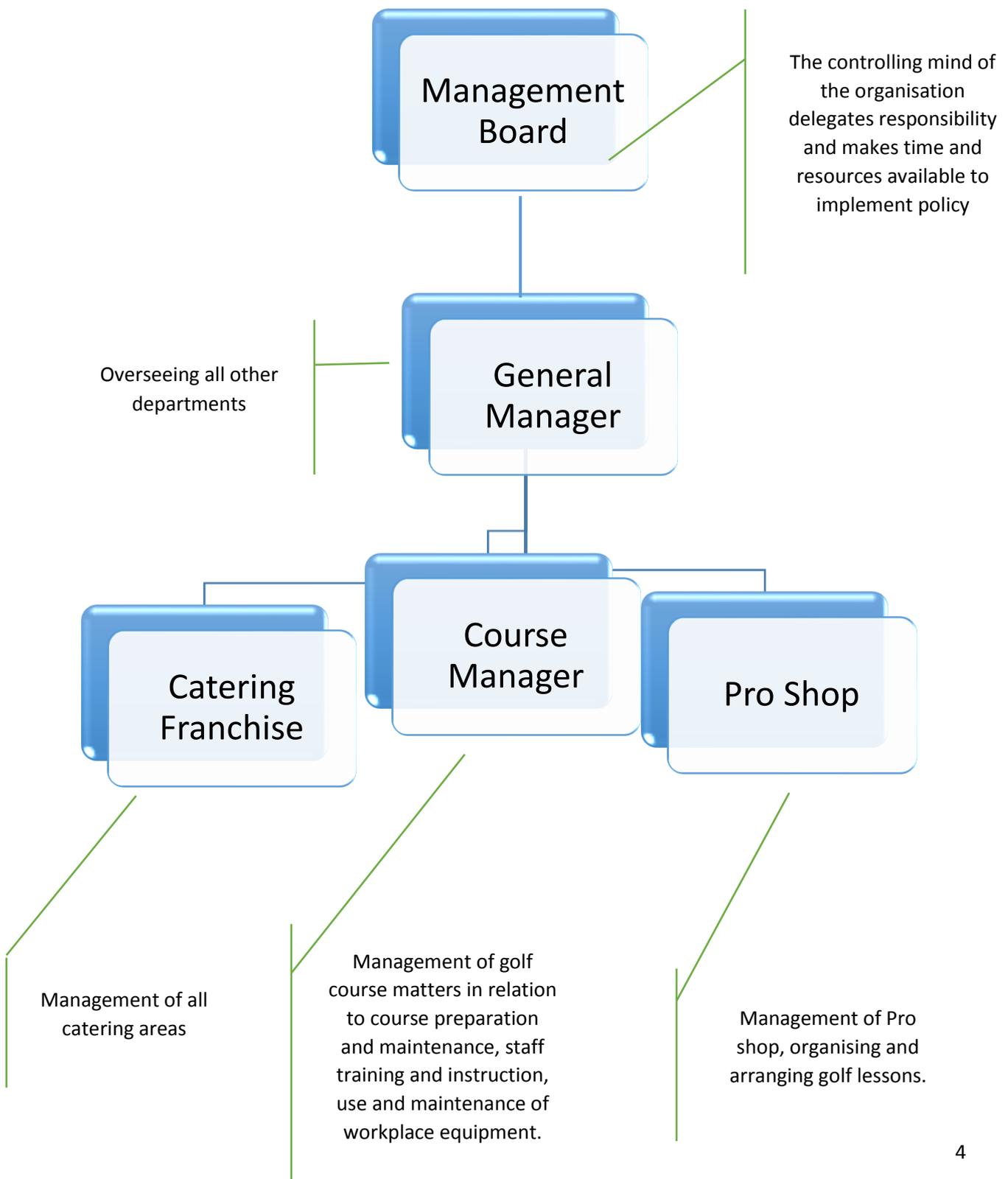
The club will endeavour to demonstrate compliance with all current UK and EU legislation details of which can be found in the detailed safety policy document. All employees full time, part time or self-employed and contractors are required to cooperate with the club in assuring compliance with this policy

Signed (Chairman) Date.....

Signed (Administration Manager).....Date.....

2. Organisation

The organisational structure for managing safety at Enville Golf Club



3. Scope

This policy document covers all areas of Enville Golf Club's activities, specific areas that it covers are

- The Golf Course
- Practice Facilities
- Course Maintenance Facility, Greens Staff Facilities
- Professional Shop
- Car Park Area
- Bar, Cellars, Boiler Room
- Kitchen, Kitchen stores
- Clubhouse and surrounds, Offices, Committee Rooms, Dining Room, Bars,
- Ladies and Men's Lockers Rooms
- Showers
- Waste collection

4. Responsibilities

The overall responsibility for maintaining this health and safety policy rests with the Manager. Enville Golf Club is ultimately responsible for its implementation.

The Manager has the responsibility to appoint one or more competent persons to oversee and advise on health and safety at the club and its employees.

The responsibility for each department rests with

- The Manager for all staff, members and contractors over whom she has control, the offices and the clubhouse facilities in general and the general management of the policy.
- The Course Manager for all activities associated with the course including maintenance and altering, use of machinery, chemicals and fertilisers and practices within the maintenance facility and for the induction, training, informing and instructing staff within his/her department.
- The Bar Manager for all activities associated with the bar and cellar and for managing all areas of health and safety within his/her department and for the induction, training, informing and instructing staff within his/her department.
- The Catering Franchise for all activities associated with the kitchens, food preparation and serving and cleaning of the kitchen and the use of cleaning materials and all areas of health and safety within his/her department and for the induction, training, informing and instructing staff within his/her department.
- The Golf Professional for all activities associated with the professional shop, workshop and whilst tutoring on the practice facilities and for the induction, training, informing and instructing staff within his/her department, and any aspect of health and safety that falls within his/her department.

All employees and contractors have a responsibility to cooperate with supervisors and management at all times to achieve a safe and healthy workplace and to take care of themselves and others.

All employees or supervisors must report to their line manager highlighted above, any failings related to health and safety that they are aware of but they cannot immediately rectify.

5. Management

Enville Golf Club takes the duties imposed on it very seriously and the management of the health safety and welfare of those affected by our undertaking no less so than any other. A safety management system and policy based on periodically reviewing the performance and constantly trying to improve the performance of the club is in place. When considered necessary they will be externally audited and the findings of that audit taken into consideration. Enville Golf Club will ensure that

- Activities are planned and risks controlled by policy designed to meet legal requirements
- Risks will be assessed and the findings of those risk assessments will be implemented
- Preventative and protective measures are taken to protect against risk, and they will be communicated to all staff members
- The right tools and equipment to do the job is provided, and it will be maintained in good safe order.
- Accidents, incidents and near miss incidents will be investigated to find the root cause
- Safety performance is measured against set standards
- Action is taken on lessons learned

6. Risk assessments

A competent person will carry out an appropriate risk assessment on all matters relating to club activities and prior to the start of a new activity or on the reporting of an uncontrolled hazard. The club risk assessments will be detailed separately to this document and held in accessible locations.

7. Tools and Equipment

All tools and equipment are to be used in accordance with manufacturer's instructions. Only staff members that have had suitable training and instruction on the equipment are to use work equipment. Tools and equipment will be maintained in line with manufacturer's recommendations and records will be kept where of the maintenance

8. Hazardous Substances

Those substances that are labelled under CHIP 04 and are classified as being very toxic, toxic, irritant, or corrosive and those under FEPA 85 that are labelled as dangerous for the environment shall have a suitable and sufficient risk assessment carried out and the findings of those risk assessments implemented. The risk assessment will be carried out by a competent person and all employees who use those products will be informed of the findings. All of those substances will be correctly stored, secured and will be kept out of the reach of children. Where necessary storage will be in a bunded Chemsafe. Only certificated staff are to use or apply any product that is an approved pesticide for amenity horticulture. The exposure to biological substances such as Legionella and Leptospirosis will also be taken into consideration.

9. Working at height

Work at height will be avoided, where it cannot be avoided it will be planned and equipment will be used to prevent falls from height. Staff will be provided with suitable training relating to the use of any work at height equipment

10.Noise

The club will assess risk to exposure from noise to all employees and take action to reduce the risk from that noise where it exceeds the upper action level of 85dB (a weighted) or 135dB(c weighted).

11.Vibration

The club will assess risk to exposure from vibration to all employees and take action immediately to reduce the risk from that vibration where it exceeds $5M/S^2$ (A8)

12.Equipment

- Golf Course Equipment

The Club recognises its responsibilities and will provide suitable and sufficient training for all users plus on-going training where appropriate. No one under the age of 18 will be allowed to drive any self-propelled equipment unsupervised. Inappropriate use of machinery by any individual will result in disciplinary action. The Club regards the abuse of machinery as a serious offence and could result in the dismissal of the operator concerned. The operator of

machinery has responsibility for recording his hours of use and defects with machinery. The Club provides a system for this to happen

- Safety Switches

All safety switches on machinery will be maintained in good working order and machinery is not to be operated if any safety mechanism on any piece of machinery is defective.

- Electrical Equipment

All electrical equipment will receive periodic inspections, staff are to carry out a routine inspection before use of any electrical equipment and if any fault is noticed, the equipment is not to be used and the defect is to be reported to a supervisor.

- Fluids under pressure

Manufacturer's instructions on the operation, use and maintenance of compressed air, gas or hydraulic equipment are to be strictly observed.

- Machine Guards

Most machinery is considered inherently dangerous, that machinery with moving parts more so, and often requires guarding. If a guard is removed the machine can become extremely dangerous, the unauthorised removal of, or tampering with guards is a disciplinary offence and will be dealt with by the club. All powered tools, and workplace equipment can only be operated if all protective guards are in place.

- Kitchen equipment

Cooking equipment will be maintained in a manner that ensures the safe use when being used and all necessary precautions will be taken to ensure that gas safety is absolute. Anyone working on the gas system will be gas safe registered and have a valid certificate. The Club will ensure that gas appliances, flues, pipework and safety devices are maintained in a safe condition and that the extract system will be cleaned on a monthly basis and have the flow volume checked by an approved engineer on a 14 month basis

13. Safe Systems of Work

Where after the introduction of behavioural, technical and procedural intervention there remains some residual risk in the performing of a task, and risk assessment indicates that further controls are needed, then a safe system of work shall be implemented. The safe system of work will be a formal method for carrying out a task that is recorded and must be carried out in the manner prescribed. The management of the safe system of work will be the responsibility of the supervisor/manager for that department. It is the policy of the club that to deviate from a safe system of work will be considered a disciplinary offence.

14. Lone working

Where lone working cannot be avoided it will be supervised as closely as possible, all lone workers will, at all times have a means of communication with other staff members and with their respective head of department. Lone workers on the golf course will make their whereabouts known to their supervisor manager who will periodically check on them.

15. Personal Protective Equipment

PPE is provided in the form of eye protection, ear protection, safety boots, hard hats, work gloves and other specialised protective clothing. Full training in their use will be given and where more than one piece of PPE has to be worn at any given time compatibility will be ensured.

It is the responsibility of the employee to wear and use the PPE supplied for the purpose provided, it is also their responsibility to look after and protect PPE whilst it is in their possession. A storage area for PPE will be supplied and a sufficient stock of PPE will be held to allow replacement of broken or worn items.

16. Asbestos

The club will satisfy its duty to carry out an asbestos survey, and to ensure that no member of staff, contractor, member or guest is exposed to asbestos, the club will implement the findings of that survey and the asbestos management plan that comes with it.

17. Duty to make adjustments

The club will make any adjustments that are reasonable and will not discriminate against any person on the grounds of disability, age, gender reassignment, pregnancy, race, religion or sexual orientation

18. Housekeeping

- General

Cleanliness of premises and equipment; is an essential step in the interests of both hygiene and safety, The club acknowledges that dirty machinery can be less safe and slippery floors and surfaces present a real hazard. All machinery shall be kept clean and functional and spills on floors shall be cleared up immediately or reported to the appropriate supervisor.

- Waste disposal

general waste will be disposed of as per the requirements of the local authority and the waste area is to be kept clean and tidy with waste separated in an orderly manner. All work areas throughout the club will empty their waste to the appropriate areas on a daily basis. Kitchen waste that has to be handled by a separate contractor and hazardous waste from the maintenance facility that has to be handled by a licensed contractor will be dealt with as

per the instructions of those contractors and the management of this arrangement supervised by the appropriate heads of department.

- Safe stacking and storage

All materials must be stored on racks or in the cupboards provided, all cupboards are to be signposted and the shelves within are to be at or below eye level. Where any storage occurs above this level access aids and lifting aids will be provided where necessary.

- Making and keeping clear gangways

Gangways and exits must be kept clear of equipment, furniture and other objects that may impede exit from the building in the eventuality of an accident or emergency. This is particularly important in the case of fire exits

- Access to heights

Where it is necessary to access something at a height a suitable and safe platform will be provided. If this is a ladder or step ladder only approved persons are to use them, any member of staff authorised to use ladder or elevated lifting platform can only do so after receiving suitable training.

- Access and egress

The club recognises that access and egress are essential for the safe operation of the workplace and will ensure that all routes are free from obstruction, appropriately marked and where necessary highlighted

- Signs and warning

The club will provide and maintain whatever warning or hazard signs it considers will inform those necessary of potential danger, and will maintain those signs in a condition that keeps them visible and readable.

19. Safe Plant and Equipment

All department managers are responsible for the periodic inspections of all equipment within their respective areas to ensure that it is safe to use. A record should be kept of those inspections, if any repair or maintenance work is to be carried out as a result of those inspections, or a defect reported, then a maintenance record should be kept. Any equipment that is subject to routine maintenance shall have those schedules recorded and maintenance logged, all maintenance will be carried out by competent persons.

20. Information, instruction and supervision

All staff will be provided with any information, instruction and training that is necessary for them to carry out their work safely and without risk to their health. Staff will receive

instruction on any machinery or equipment they are to use, and on the hazards it may present them, staff will be instructed on workplace hazards and on workplace and work equipment safety and on how to respond to situations that involve them and others. The club will ensure that health and safety law posters are displayed within all departments and ensure that staff understand the information on the posters.

New employees, young employees or trainees will be closely supervised until they become competent at the task they are required to perform.

21. Competence for tasks and training

No employee will use any piece of equipment without direction to do so by his or her supervisor/manager. The supervisor/manager concerned must satisfy himself that the employee is competent to perform the task and use the equipment and tools provided. For self-propelled and dangerous machinery a record of training will be maintained by the supervisor/manager responsible for that training. For those tasks where certification is required like food hygiene, using a chainsaw or applying a pesticide, the club will ensure those qualifications are achieved and where necessary maintained.

22. Contractors and visitors

The manager concerned will satisfy himself/herself that contractors who operate equipment of club grounds are competent to do so before they allow them to proceed. Managers will ensure that subcontractors are escorted and warned of any hazards whilst in the vicinity of machinery or any hazards they are likely to come into contact with within the clubs grounds. Visiting contractors shall be made aware of the clubs health and safety policy and provide adequate method statements for their work and provide evidence that they will be working safely and satisfy the requirements of the clubs safety policy. For dangerous subcontracted work such as working on mains electricity, gas systems, pressurised systems a permit to work system will be used and a list of approved contractors maintained by the club.

23. Accidents/Near Miss Incidents

All accidents shall be reported immediately to the Manager / Secretary and details entered into the accident book that must be securely kept in the club office. Accidents are so categorised according to RIDDOR 13 and will be reported in the manner demanded by those regulations. Near miss incidents will also be recorded by all staff members, contractors and Users of the golf course. That information will be collated and used in the management review as a means of accident prevention. The supervisor/manager of each department is responsible for accumulation of the data and delivering it to the secretary/manager.

24. Closing the course on the grounds of safety

At times of danger and abnormal conditions the golf course will be closed for play, those conditions are thunderstorms when there is a likelihood of lightening, and fog, the closure will be notified by using all available means such as the club web site and notices on the first tee, or when necessary, the sounding of the fog horn. The course will not be opened until such a time as 200 yards visibility is obvious from the 1st tee, or the passing of thunderstorms has occurred. On occasions when ground conditions dictate that the use of powered carts is not safe, the course will closed to all powered carts. This policy will be enforced by the course manager.

25. First Aid and work related ill health

The Manager is responsible for ensuring there are sufficient trained and certificated first aiders and nominated responsible persons. Those persons are responsible for ensuring that kits are suitably stocked and that first aid is either administered by a certificated first aider, or the situation is controlled by that person. First aid kits are available at the following locations

- Administrative offices, maintained by that office
- Greenkeepers maintenance facility; maintained by course manager
- Mobile First aid kits; maintained by course manager and club professional
- Kitchen; maintained by the catering manager

26. Emergency Procedures

The Club will ensure that a fire risk assessment is undertaken and that the finding of that risk assessment will be implemented, a delegated responsible person will take control of the general fire precautions. Nominated fire wardens will be given areas of control and delegated responsibilities within those areas, amongst that will be to ensure on a daily basis that escape routes are unobstructed.

Fire extinguishers will be subject to an annual maintenance contract, and staff will be trained and instructed on their use. The club alarm system will be checked at regular intervals and a log of checks will be maintained. External Assembly Points are clearly marked and all employees will be told where they are and what action to take in the event of an emergency evacuation.

Procedures for contact with emergency services will be communicated to all staff members and those procedures will be embedded into Enville Golf Clubs management arrangements

27. Consultation

Full consultation on health and safety matters will take place between management and individual staff as and when required e.g. when new or improved practices or procedures are instigated, or when a member of staff notifies the club of unmanaged perceived or imminent danger or of dangerous practices. Enville Golf Club will seek full consultation on safety matters on a regular basis.

28. Relevant Legislation

Legislation	Aim of Legislation
Health and Safety at Work Act 1974	To ensure the health safety and welfare of those employed by the club, and those not employed but affected by the clubs undertaking
Management of Health and safety at Work Regulations 1999	Amongst others, the formalisation of sections 2-9 HASAWA 1974, the placing of a duty to complete risk assessments, to inform and instruct staff and, to put in place procedures for serious and imminent danger
Reporting Injuries Diseases & Dangerous Occurrences Regulations 2013 (amended)	Requires employers, and other people who are in control of work premises, to report and keep records of work-related deaths, serious injuries, cases of diagnosed industrial disease; and certain dangerous occurrences
Health and Safety Consultation with Employees Regulations 1992	Covering the duty to consult and involve your employees and their representatives on health and safety matters at work It.
Equality Act 2010	Placing a legal obligation not to discriminate against people and to make certain reasonable adjustments for disability

Health and Safety Information to Employees regulation 1989	Requires that information relating to health and safety at work should be provided to all employees by a means approved by the HSE
Control of Asbestos Regulations 2005	Bans the use of all forms of asbestos, and places a duty on the property owner to conduct an asbestos survey, record the findings and inform and instruct those whom it affects
Control of Noise at Work Regulations 2005	Requires employers to put in place a range of procedures to prevent employees or anyone else from work related noise and hearing damage
Control of Substances Hazardous to Health Regulations 2002	Implements a management system for the control of substances that can cause harm to health
Control of Vibration at Work Regulations 2005	Places a duty on the employer to monitor vibration levels and not to expose employees to vibration that can cause harm to health
Display Screen Equipment Regulation 1992	Places a duty on the employer to ensure that workstations are set up properly and to inform and instruct staff on how to set up their work station
First Aid at Work Regulation 1981	The provision of first aid and on the need for certificated first aiders and nominated responsible persons
Manual handling Operations Regulation 2002	To prevent manual handling operations and to protect employees from Musco Skeletal Injuries
Personal Protective Equipment Regulations 1992	The provision of all forms of PPE, and instructions on its correct use, maintenance and storage
Workplace Health Safety & welfare Regulations 1992	The provision of adequate welfare facilities to enable staff to carry out their day to day functions

Dangerous Substances Explosive Atmospheres Regulations 2002	Concerned with protection against risks from fire, explosion and similar events arising from dangerous substances used or present in the workplace. T set minimum requirements for the protection of workers from fire and explosion risks related to dangerous substances and potentially explosive atmospheres.
Electricity at Work Regulations 1989	Places a duty on the employer to deliver high standards of electrical safety within the workplace
Safety Signs & Safety Signals Regulations 1996	Requires employers to use a safety sign where there is a significant risk to health and safety that has not been avoided or controlled by the methods required under other relevant law, provided use of a sign can help reduce the risk
Lifting Operations & Lifting Equipment Regulations 1998	To ensure that all lifting equipment, for materials or persons suitably maintained, properly used and that staff are instructed and trained on the use
Provision & Use of work Equipment Regulations 1998	Applies to the provision of all work equipment, including mobile and lifting equipment, sets standards for competence, maintenance, safety, storage etc.
Fire safety order 2005	Concerning all matters on the duty to prevent fire and a duty to conduct fire risk assessments
Pressure System safety Regulations 2000	Places a duty on the owner of pressurised systems to manage them safely, within their pressure limits, to inform and instruct staff on the use of and to maintain correctly all pressurised systems
Working at Height Regulations 2005	Concerning all matters relating to work at height and avoiding work at height.