



Downes Crediton Golf Club

# DOWNES CREDITON GOLF CLUB

## HEALTH & SAFETY POLICY

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# Downes Crediton Golf Club

## **1 Purpose of this policy**

Downes Crediton Golf Club takes health and safety issues seriously and is committed to protecting the health and safety of its staff, members and visitors when attending the club. This policy is intended to help the club achieve this by clarifying who is responsible for health and safety matters and what those responsibilities are.

## **2 Responsibility**

Achieving a healthy and safe workplace is a collective task shared between the club, the staff and members. This policy and the rules contained in it apply to all club staff, irrespective of seniority, tenure and working hours. The rules contained in this policy also apply to all members when attending the club. Consultants and specific responsibilities are set out below.

The Board of Directors have overall responsibility for health and safety and has appointed the Club Manager as the Principal Health and Safety Officer with day-to-day responsibility for health and safety matters.

Any concerns about health and safety matters should be notified to the Principal Health and Safety Officer.

### **2.1 Club Responsibilities**

The Club is responsible for:

- a) Taking reasonable steps to safeguard the health and safety of staff, members & visitors by the club's business activities.
- b) Identifying health and safety risks and finding ways to manage or overcome them.
- c) Providing a safe and healthy place of work leisure, ensuring safe entry and exit arrangements, including during an emergency situation.
- d) Providing and maintaining safe working areas, equipment and systems and, where necessary, appropriate protective clothing.
- e) Providing safe arrangements for the use of handling, storage and transport of articles and substances.
- f) Providing adequate information, instruction, training and supervision to enable all staff to do their work safely, to avoid hazards and to contribute positively to their own health and safety at work.
- g) Providing adequate information to members and visitors to the club on health and safety to ensure their safety whilst at the club.





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- h) Ensuring health and safety representatives receive appropriate training to carry out their duty effectively.
- i) Providing a health and safety induction and provide appropriate training.
- j) If an epidemic or pandemic alert is issued, providing instructions, arrangements and advice to staff, members and visitors of the club operations and steps to be taken to minimise infection.
- k) Promoting effective communication and consultation between the club and its staff, members and visitors.
- l) Regularly monitoring and reviewing the management of health and safety at the club, making necessary changes and bringing those to the attention of staff and members.

## 2.2 Staff Responsibilities

General staff responsibilities - All staff must:

- a) Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- b) Co-operate with the Principal Health and Safety Officer and the club generally to enable compliance with health and safety duties and requirements.
- c) Comply with any health and safety instructions and rules, including instructions on the safe use of equipment.
- d) Keep health and safety issues in the front of their minds and take personal responsibility for the health and safety implications of their own acts and omissions.
- e) Keep the workplace tidy and hazard-free.
- f) Report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem.
- g) Co-operate in the club's investigation of any incident or accident which either has led to injury or which could have led to injury, in the club's opinion.





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Staff responsibilities relating to equipment – All staff must:

- a) Use equipment as directed by any instruction given by representatives of management or contained in any written operating manual or instructions for use and any relevant training.
- b) Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for the maintenance and safety of equipment.
- c) Ensure that health and safety equipment is not interfered with.
- d) Not attempt to repair equipment unless suitably trained and authorised.

Staff responsibilities relating to accidents and first aid – All staff must:

- a) Promptly report any accident at the club involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and co-operate in any associated investigation.
- b) Familiarise themselves with the details of first aid facilities and trained first aiders which are: Devon Greenslade, Barry Austin, Rob Tancock & Leah Jackaman.
- c) If an accident occurs, dial 01363 773025 (ext. 3) and ask for the duty first aider, giving name, location and brief details of the problem.
- d) The Principal Health and Safety Officer is responsible for investigating any injuries or work-related disease, preparing and keeping accident records, and for submitting reports under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 (RIDDOR), where required.

Staff responsibilities relating to evacuation and fire – All staff must:

- a) Familiarise themselves with the instructions about what to do if there is a fire which is situated in the main clubhouse entrance and in the club office.
- b) Ensure they are aware of the location of fire extinguishers; fire exits and alternative ways of leaving the building in an emergency.
- c) Comply with the instructions of the fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).





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- d) Co-operate in fire drills and take them seriously (ensuring that members and visitors to the club do the same), fire drills will be held at least once every 12 months.
- e) Ensure that fire exits or fire notices or emergency exit signs are not obstructed or hidden at any time.
- f) Notify the Principal Health and Safety officer immediately of any circumstances (e.g., impaired mobility) which might hinder or delay evacuation in a fire. This will allow the Principal Health & Safety Officer to discuss a personal evacuation plan for you, which will be shared with the fire wardens and colleagues working near to you.

On discovering a fire all staff must:

- a) Immediately trigger the nearest fire alarm and, if the time permits call the Club Manager and notify the location of the fire.
- b) Only attempt to tackle the fire if they have been trained or otherwise competent to do so. Nominated members of staff will be trained in the use of fire extinguishers.

On hearing the fire alarm all staff must:

- a) Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- b) Leave without stopping to collect personal belongings.
- c) Remain out of the building until notified by a fire warden that it is safe to re-enter.

The Principal Health and Safety Officer is responsible for ensuring fire risk assessments take place and changes made where required, and for making sure there are regular checks of fire extinguishers, fire alarms, escape routes, signage and emergency lighting.

## 2.3 Member Responsibilities

General Member responsibilities – All members must:

- a) Take reasonable care for their own health and safety and that of others who may be affected by their acts or omissions.
- b) Comply with any health and safety instructions, rules and signage, including instructions on the safe use of equipment.





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- c) Report all health and safety concerns to the Principal Health and Safety Officer promptly, including any potential risk, hazard or malfunction of equipment, however minor or trivial it may seem.
- d) Co-operate in the club's investigation of any incident or accident which either has led to injury or which could have led to injury, in the club's opinion.

Member responsibilities relating to equipment – All members must:

- a) Only use equipment as directed by any instruction given by representatives of management. And follow any written operating manual or instructions for use and any relevant training.
- b) Report any fault with, damage to or concern about any equipment (including health and safety equipment) or its use to the Principal Health and Safety Officer, who is responsible for the maintenance and safety of equipment.
- c) Not interfere or touch health and safety equipment unless told to do so.
- d) Not attempt to repair equipment unless suitably trained and authorised.

Member responsibilities relating to accidents and first aid – All members must:

- a) Promptly report any accident at the club involving personal injury, however trivial, to the Principal Health and Safety Officer so that details can be recorded in the Accident Book and co-operate in any associated investigation.
- b) If an accident occurs, dial 01363 773025 (ext. 3) and ask for the duty first aider, giving name, location and brief details of the problem.

Member responsibilities relating to evacuation and fire – All members must:

- a) Familiarise themselves with the instructions about what to do if there is a fire which is situated in the main clubhouse entrance and in the club office.
- b) Comply with the instructions of the fire wardens if there is a fire, suspected fire or fire alarm (or a practice drill for any of these scenarios).
- c) Co-operate in fire drills and take them seriously.





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If a member discovers a fire they must:

- a) Immediately trigger the nearest fire alarm and, if the time permits call the Club Manager and notify the location of the fire.
- b) Not attempt to tackle the fire.

On hearing the fire alarm all members must:

- a) Remain calm and immediately evacuate the building, walking quickly without running, following any instructions of the fire wardens.
- b) Leave without stopping to collect personal belongings.
- c) Remain out of the building until notified by a fire warden that it is safe to re-enter.

## **3 Risk Assessments/Display screen equipment & Manual handling**

Risk assessments are simply a careful examination of what the workplace could cause harm to people. The Club will assess any risks and consider measures to best minimise any risk. The Club will carry out general workplace risk assessments when required or as reasonably requested by staff or members. Managers must ensure that any necessary risk assessments take place and the resulting recommendations are implemented. The Principal Health & Safety Officer is responsible for workplace risk assessments and any measures to control risks.

Staff who use a computer for prolonged periods of time should try, where possible, to organise short breaks every few hours away from the computer screen, but may request a workstation assessment and/or an eye test by an optician by contacting the Principal Health & Safety Officer. The Principal Health & Safety Officer will then provide you with more details and make arrangements if you would like to proceed.

Guidance on manual handling (for example, lifting and carrying heavy objects) can be obtained from the Principal Health & Safety Officer and where necessary training will be provided by the club, but the club will try to minimise or avoid the need for manual handling where there is a risk of injury.

## **4 Health & safety information and equipment**

All relevant health & safety information and equipment can be found in the following locations:

- a) Health & Safety Law Poster displayed at: The Club Office





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- b) First-aid boxes are located: in the office, the kitchen & greenkeepers compound.
- c) Accident Book (Reported under RIDDOR) is located: In the Club Office, filed under 'Accident Book'.
- d) The defibrillator is located: Top of the stairs signposted, players entrance and above the pro shop.

## **5 Non-compliance with health and safety rules**

Any breach of health and safety rules or failure to comply with this policy will be taken very seriously and is likely to result in disciplinary action against the offender, in accordance with the club's disciplinary policy, up to and including immediate dismissal or termination of membership.







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