

# Lundin Ladies Golf Club

## HEALTH & SAFETY POLICY

2018

Under Review

**The object of this Health & Safety Policy is to promote understanding and guidance for all Employees, members and Visitors, so the safety and well - being of all concerned is assured.**

*Lundin Ladies Golf Club aims to provide and maintain a safe and healthy environment for all its employees, members and visitors to the club.*

The Policy of the Club is:

- To comply with all relevant Health & Safety Statutory provisions  
The Health & Safety at work Act 1974  
Fire Scotland Act 2005  
Provision of use of Work Equipment Regulations 1992  
Personal protective Equipment at work regulations 1992  
Health & Safety (Display Screen Equipment) Regulations 1992  
COSHH Control of Substances Hazardous to Health Regulations 1989  
Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR 95)
- To provide Health & Safety information and instruction to ensure the maintenance of safe working practices for all concerned.
- To have a Club Health & Safety Committee which meets as often as required (at least once a year) in order to provide a forum for discussion and resolution of Health & Safety issues. This committee will be headed by the club captain and consist of representation from the club committee, green keeping and starters.

- To ensure that there is ongoing development of safe operational procedures for particular activities including machinery maintenance.
- To ensure that there are written instructions outlining the arrangements for emergency procedures and accident / occurrence reporting.
- To encourage amongst employees, members and visitors an individual responsibility and awareness for Health, Safety and Welfare.
- To review this policy each year and amend as required.

## **Responsibilities**

Responsibility for safety rests with everyone employed by the club. This also includes visitors to the club and members of the club.

## **Duties of the Executive Committee**

The Executive Committee will ensure, so far as reasonably practicable, the health, safety & welfare of all concerned

*The Executive Committee will ensure, so far as reasonably practicable, the attention to:*

- The arrangement for ensuring safety and absence of risks to health in connection with the use, handling, storage, transport of articles and substances
- The provision and maintenance of a working environment for the employees that is safe, without risks to health and adequate as regards facilities

- Ensure all employees, members and visitors to the club are made aware that smoking is prohibited in all areas of the Clubhouse, Starter's Box and green Keeper's Shed.
- Ensure all employees, members and visitors are made aware of the Health & Safety Policy
- Post a copy of the Health & Safety Policy in the Clubhouse for information

### **Duties of Employees, Members and Visitors**

Section 7 of the Health and Safety at Work Act 1974 states the following duties for employees, members and visitors to the club:

- Familiarise themselves with the Safety Policy
- Have concerns for their own safety and that of others
- Report any accidents/incidents whether or not they cause injury
- Co-operate in any accident investigations if required
- Exercise good housekeeping

*Employees in particular should also:*

- Report any defects in equipment or machinery immediately
- Observe safe working practices
- Wear personal protection equipment when required to do so
- Do not carry out any tasks unless trained / authorised to do so
- Use correct tools and equipment for the job

### **Safe Operating Procedures**

1. Control of substances Hazardous to Health

The control of Substances Hazardous to Health Regulations (COSHH) place duties on employers and employees to assist, identify and control substances that may be hazardous to health. Although chemicals are the obvious substances, any material that can be cause harm is included.

This applies to:

Chemicals

Solvents

Dust

Fumes

Vapour

Solids (eg Lead)

Containers of hazardous materials must be labelled to show the contents and hazard classification of the material. The manufacturer or supplier of the material must provide information about the properties, classification, effects on people, first aid, fire and spillage control along with other information.

Hazardous substances are to be kept locked in the Green Keeper's Shed with a list of these substances, along with the manufacturers hazard data sheets, readily visible. A copy of this list should be retained in the office and amended as necessary.

At any time when these substances are in use on the course, before play commences, the Head Green Keeper must also record, in a book provided, the dates on which these substances are used.

Chemicals must not be disposed of down drains.

## 2. Display Screen Equipment

To comply with the law as set out in the Health and Safety (Display Screen Equipment) Regulations 1992, a health & safety assessment of all workstations staffed by employees who use VDU screens as part of their usual work will be carried out and will ensure that all workstations meet the requirements set out in the above regulations.

### 3. First Aid

First aid Boxes are available in the Clubhouse and Starter's Box. The boxes are checked regularly and replenished when necessary. In the event of an accident on the Course, which may require the attention of the emergency services, the Starter will be contacted to take the appropriate action.

An accident book is provided and must be used to record all accidents. The Executive Manager will be made aware of all accidents and will report if necessary to the local authority. The management Committee will then determine if there is any need for a review.

### 4. Personal Protective Clothing

The Club provides personal protective equipment for its employees to minimise any rendered risks. Employees are reminded that it is a contractual requirement to wear any protective equipment or clothing supplied.

### 5. Machinery Maintenance

The Head Green Keeper will check and maintain machinery on a weekly basis. Any major problems will be reported to the Executive Manager and the necessary action taken.

## 6. Fire

Fire Extinguishers are situated in the Clubhouse Lounge, the Clubhouse Kitchen, the Starter's Box and Green Keeper's Shed. A Fire Blanket is also provided in the kitchen area. All extinguishers are inspected annually and replaced when necessary. The Club also asks the Fire Prevention Officer to inspect the premises periodically, to ensure that all necessary precautions are taken.

## 7. Risk Assessment

Risk assessments will be carried out in all areas of the Club activity including the Golf Course, the Clubhouse, the Starter's Box and the Green keeping facilities and will include machinery and electrical appliances.

These assessments will be undertaken by the relevant employee and the outcomes reported to the Executive Manager. The findings of the Risk Assessment will be recorded on the risk Assessment Form together with actions taken to control the risk. Risk Assessment forms will be placed on file.

### Health & Safety Management Committee 2018/19

Executive Manager	Frances McIntosh
Committee Member	Brenda Morrison
Head Greenkeeper	Kenny Peebles
Starter & other Council / Club Members	As required

