

Health & Safety Policy

Introduction

Alsager Golf & Country Club regards good Health and Safety practice as a vital part of its business. It is therefore **Alsager Golf & Country Club's** policy for Management and Employees at all levels to do that is reasonably practicable to attain the highest level of Health and Safety. Our Aim is to prevent injury and protect from any foreseeable harm all staff, contractors and members of the general public, who come into contact with **Alsager Golf & Country Club** and any of its undertakings.

It is the policy of **Alsager Golf & Country Club** to comply with the obligations under the **Health and Safety at Work Act 1974 (as amended)**, the **Management of Health and Safety at Work Regulations 1999 (as amended)**, and other supporting legislation concerning Health and Safety.

1. Objective

The overall objective of **Alsager Golf & Country Club's** policy is to minimise the number of instances of occupational accidents and illnesses. The ultimate objective is to not have any such instances. The Company will endeavour to do all that is reasonably practicable to ensure the health and safety of its employees, volunteers and any other person that could be affected by the organisations undertakings, however, health and safety at work is the responsibility of each and every individual associated with the Company. All of the employees and volunteers are required to be constantly vigilant and concerned for the welfare of others along with their own personal safety.

Alsager Golf & Country Club believes that the success of its Health and Safety Policy can only be achieved through the co-operation of all employees and volunteers. Employees and volunteers will be provided with the required equipment, information, training and supervision necessary to implement and comply with the Company's health and safety policy.

2. Responsibilities of Management

Alsager Golf & Country Club recognises its responsibilities to:

- Provide and maintain a Safe Place and Systems of Work, without risk to health and safety as far as is reasonably practicable taking into account any statutory requirements.
- Provide and maintain safe plant and equipment, ensuring that statutory and manufacturer's requirements are met.
- Ensure that all procedures and processes, which may involve hazards, are covered by suitable risk assessments. The findings of the risk assessments are to be updated as necessary and employees informed of their contents.
- Provide training, information and supervision to enable employees to perform their work safely and efficiently.
- Make available all necessary protective equipment to ensure safe working conditions and to supervise its use.
- Investigate all accidents to identify the root cause and to ensure that lessons learned are disseminated to avoid further accidents.
- Audit health and safety systems at least every 18 months to ensure they continue to work effectively.
- Consult with our employees or their elected representatives on matters concerning health and safety.
- Ensure that the same standard of health and safety is provided to other persons who may be affected by our undertaking.
- Communicate the contents of this policy to their staff by consultation meetings.

3. Responsibilities of Employees

Employees have a duty to co-operate with the management in the operation of the health and safety policy by:

- Working safely and efficiently not endangering their own or others safety.
- Using protective equipment provided and by meeting statutory obligations.
- Reporting incidents that have led to or may have led to injury or damage.
- Reporting defective equipment and unsafe situations.
- Adhering to work practice procedures, jointly agreed on their behalf, for securing a safe workplace.
- Assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence.

The allocation of duties for health and safety matters and the particular arrangements for the implementation of this Policy are as set out in this manual.

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4. Awareness and Review of this Policy

All members of staff are required to read this policy statement as part of their inductions process and as part of any future refresher training that is carried out.

The Company's health and safety policy will be continually monitored and improvements to the policy will be made from time to time be implemented. The **Alsager Golf & Country Club** invites all employees and volunteers to put forward any suggestions for improvements, or any complaints, regarding the health and safety policy either informally or in writing.

Signed: (Employer)		Date:	
Subject to review, monitoring and revision by:		Every:	months or sooner if work activity changes

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Health & Safety - Organisation of Duties

Policy Arrangement	Responsible Person
H&S Responsible Person	Lucie Axford David Beeston Mike Goodfellow
Accident Management	David Beeston Lucie Axford Mike Goodfellow
Arrangement of competent advice	David Beeston Mike Goodfellow
Information, Instruction & Training	Lucie Axford David Beeston Mike Goodfellow
Risk Assessment & Control	David Beeston
Auditing & Monitoring	Lucie Axford David Beeston Mike Goodfellow
Control & Assessment of Contractors on Site	Lucie Axford David Beeston Mike Goodfellow
Asbestos	David Beeston
Battery Charging	David Beeston Mike Goodfellow
Chainsaws	Mike Goodfellow
Contractor Management	Lucie Axford David Beeston Mike Goodfellow
Dermatitis & Eczema	Lucie Axford Mike Goodfellow
Driving	Mike Goodfellow
Excavations	Mike Goodfellow
Fire	Lucie Axford David Beeston Mike Goodfellow
First Aid	Lucie Axford David Beeston Mike Goodfellow
Fuel – Small Scale Carriage & Storage	Mike Goodfellow

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General Facility	Lucie Axford David Beeston Mike Goodfellow
General Work Equipment	Lucie Axford Mike Goodfellow
Golf Course – Greenkeeping Safety	Mike Goodfellow
Golf Course – Playing Safety	David Beeston
Hazardous Substances	Lucie Axford Mike Goodfellow
Hot Work Welding & Cutting	
Infection Control	Lucie Axford Mike Goodfellow
Lifting Equipment	Mike Goodfellow
Lone Working	Mike Goodfellow Lucie Axford
Manual Handling	Lucie Axford Mike Goodfellow
Mowing	Mike Goodfellow
Noise Hazard Assessment	Mike Goodfellow
Occupational Allergies	Lucie Axford Mike Goodfellow
Overhead Power Lines	David Beeston
Pedestrian Controlled Equipment	David Beeston
Personal Protective Equipment	Lucie Axford Mike Goodfellow
Pest Control	Lucie Axford Mike Goodfellow
Pesticide Spraying	Mike Goodfellow
Ponds & Open Water	David Beeston Mike Goodfellow
Pressure Equipment	Lucie Axford Mike Goodfellow
Racking Safety	Mike Goodfellow
Sharpening & Backlapping	Mike Goodfellow

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Slips, Trips & Falls	Lucie Axford David Beeston Mike Goodfellow
Stores	Lucie Axford Mike Goodfellow
Strimming & Brushcutting	Mike Goodfellow
Use of PTO Drive Shafts	Mike Goodfellow
Vibration Hazard Assessment	Lucie Axford Mike Goodfellow
Violence & Aggression	Lucie Axford Mike Goodfellow
Washdown Area	Lucie Axford Mike Goodfellow
Waste Management	Lucie Axford Mike Goodfellow
Work Equipment Maintenance	Lucie Axford Mike Goodfellow
Working at Height	
Working Time Management	Lucie Axford Mike Goodfellow
Workplace Stress Management	Lucie Axford David Beeston Mike Goodfellow
Workplace Yard	Mike Goodfellow
Workshop Safety	Mike Goodfellow
Young Person (16-18)	Lucie Axford David Beeston
Electricity – Fixed Mains	David Beeston
Electricity – Electrical Equipment	David Beeston
Legionella Hazard Assessment	David Beeston

2.0 Organisation and Responsibilities

Notwithstanding the fact that all members of staff within the Company have a responsibility for their own safety and the safety of others, specific responsibilities have been assigned to designated personnel within the Company. This enables our organisation to ensure that the health and safety management system operates in an effective manner. Where necessary, all appropriate training and information shall be provided to enable such persons to undertake their duties in a competent manner.

A communication structure is provided within this policy which outlines the structure within the Company for the development, maintenance and dissemination of our safety management system. Although specific responsibilities and authorities may be contained within various procedures, the main system responsibilities have been assigned as follows:

The owner / employer has responsibility for ensuring that an effective Health and Safety system is put in place.

Lucie Axford, David Beeston, Mike Goodfellow are the responsible person for health and safety in the company and for the implementation of the safety policy.

The operational tasks for managing Health and Safety will be delegated to the following persons:

- **Lucie Axford**
- **David Beeston**
- **Mike Goodfellow**

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Managing Director

The Managing Director takes ultimate responsibility for health and safety and for ensuring that this policy remains for the benefit of employees and others who may be affected by implemented Company activities. Additionally, the Managing Director also has a responsibility to:

- Approve the company Health and Safety Policy and appoint a management representative/ Designated Appointed Person to assist the company in the implementation of the safety policy and associated arrangements;
- Ensure the Health and Safety Policy is reviewed annually and authorise the incorporation of any proposed amendments which have been approved;
- Provide and maintain sufficient resources in terms of staff training and funds to ensure the company fulfils its legal obligations and standards as set out within the arrangements of this policy;
- Where necessary, ensure that realistic action plans for continued improvement are adopted in a timely manner.

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Managers/ Supervisory Staff

- **Lucie Axford**
- **David Beeston**
- **Mike Goodfellow**

Shall be responsible for health and safety within their respective area(s) of control. Such staff will ensure that all employees under their control comply with the policies and procedures set out within this document and associated arrangements. It is their further responsibility that, on a day-to-day basis, health and safety standards are maintained and that employees are not placed at risk. Where any doubt exists, they should seek the advice of the Designated Appointed Person, line management or any external assistance. In particular, such staff are responsible for:

- Ensuring that staff use the correct procedures, inclusive of physical guarding or control measures;
- Ensuring that staff wear the appropriate personal protective clothing provided;
- The provision of appropriate instruction and training to their staff in relation to health, safety and welfare;
- Maintaining the adequate supervision of staff to ensure that they do not exceed their experience, knowledge or training;
- Notifying the Designated Responsible Person of any serious accident or circumstance which could necessitate normal proceedings being suspended;
- Will ensure that established work safety rules and procedures are being applied and will investigate all reported accidents/incidents to determine their root cause and initiate remedial action.
- Keeping their work areas clean, tidy and without obstructions, or other potential causes of slips, trips and falls;
- Will give personal leadership and integrate safety with operating procedures, and also raise safety issues at appropriate meetings with employee
- Monitoring the safe practice and conduct of any contractor or visitor within areas they exercise responsibility over;
- Shall undertake, or assist in the production of suitable and sufficient risk assessments relating to their responsibilities for review by the Designated Appointed Person, and/or the company Health and Safety Consultants
- In carrying out the above duties, such staff shall consult with the Designated Appointed Person, where required, to obtain the necessary training and information to allow them to fulfil their responsibilities;
- Shall assume any other appropriate additional health and safety responsibilities as determined, and deemed necessary by the Company.
- Will liaise with suppliers if new procedures or materials are introduced to ensure that all proper safety precautions are taken.

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Employee Responsibilities

All employees have legal responsibilities under both criminal and common law not to endanger themselves or others in connection with their work activities. This is in addition to responsibilities under their contract of employment.

Employee's legal responsibilities are principally defined within the "Health and Safety at Work Act 1974 (section 7)" and the "Management of Health and Safety at Work Regulations 1999 (regulation 12)". Employees are legally, and morally required not only to have regard for their own health and safety, but equally, to ensure the health and safety of others who may be affected by their activities, their acts or their omissions. In particular, all employees are required to:

- Co-operate fully with their employer, as far as is necessary to enable them to comply with relevant statutory duty or provision placed upon them;
- Follow and adhere to the arrangements and information contained within this Safety Policy, accompanying arrangements and any other associated guidance or training provided by the Company;
- Inform their employer of any work situation which would reasonably be considered as representing a serious and immediate danger to themselves or fellow employees;
- Inform their employer of any matter which would reasonably be considered as representing a shortcoming in the employers arrangements for health and safety, inclusive of perceived hazards, defects, unsafe acts or conditions and near miss incidents;
- At no time, intentionally or recklessly interfere with anything provided in the interest of health and safety;
- Observe and have regard to the various safety signs and notices displayed throughout the premises;
- Comply with any control measure as stipulated within risk assessments or work procedures appropriate to their work area(s);
- Use and wear all appropriate personal protective equipment or safety equipment, as specified and provided, reporting any defects in a timely manner;
- Report without delay any injury suffered as a result of an accident during the course of their work to their immediate Line Manager, or Designated Person as appropriate;
- Keep their work areas clean, tidy and without obstructions, or other potential causes of slips, trips and falls.

Organisation

The company will ensure continued consultation with the workforce to enable all viewpoints and recommendations be discussed at regular intervals.

The company will ensure a systematic approach to identifying hazards, assessing risk, determining suitable and sufficient control measures, and informing employees of the correct procedures.

The company will provide, so far as is reasonably practicable, safe places and systems of work, safe plant and machinery, safe handling of materials and substances, and the provision of adequate safety equipment. It will also ensure that appropriate information, instruction, training and supervision is given.

Policy Arrangement Content

Accidents, Incidents, RIDDOR & First Aid

There are many hazards present in veterinary workplaces. Control measures, when implemented, should reduce the risks from those hazards to a level as low as is reasonably practicable in order to prevent accidents and cases of ill health. This arrangement provides advice and guidance to all employees, together with information necessary for the reporting and subsequent investigation of accidents, incidents and near misses. An accident is an unplanned event that results in personal injury or damage to property, plant or equipment. A 'near miss' is any incident, accident or emergency which did not result in an injury.

Procedures

Alsager Golf & Country Club will ensure that a first aid needs assessment is completed to ensure that there is sufficient first aid provisions and where necessary trained staff in place that are relevant to the activities undertaken within the organisation

Alsager Golf & Country Club provides a first aid box containing the types and quantities of items necessary to comply with L74.

The Premises Manager must check the contents of the box regularly and replenish supplies when necessary.

Alsager Golf & Country Club has had staff trained to undertake First Aid duties, the names of the staff trained to undertake first aid duties will either be displayed on the staff notice board or briefed to staff

Organisation

Employer's Responsibilities

Alsager Golf & Country Club will ensure that:

- Suitable procedural arrangements are made in order that all accidents and incidents occurring on the premises or associated with business activities are adequately recorded
- Appropriate First Aid procedures are followed in the event of an accident or incident resulting in injury
- All employees are adequately trained to carry out their work safely and are provided with information on safe working practices and accident prevention.

The Incident Contact Centre can alternatively be contacted on 0845 300 99 23 if there is a work related accident where:

- A member of staff, or a self-employed person, working for or on behalf of **Alsager Golf & Country Club** is killed or suffers a specified injury (including as a result of physical violence)
- A member of the public or other person not at work is killed.

Death

- Workers and non-workers who have died of a work-related accident.

Specified Injuries

- 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, or
 - 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, or
 - requires resuscitation or admittance to hospital for more than 24 hours.

Over Seven-Day Injury

This is an injury, which is not a specified injury but results in the injured person being away from work or unable to carry out their normal duties for more than seven days. Apart from the day of the accident, weekends and days that would not normally be worked, such as rest days, are counted.

Occupational Disease

- Tendonitis or tenosynovitis of the hand or forearm
- Severe cramp of the hand or forearm
- Carpal tunnel syndrome
- Hand arm vibration syndrome
- Occupational dermatitis
- Occupational asthma
- Any occupational cancer

- Any disease attributed to an occupational exposure to a biological agent, e.g. anthrax, zoonoses, bovine spongiform encephalopathy (BSE), influenza, legionella, severe acute respiratory syndrome (SARS).

Dangerous Occurrence

There are 27 dangerous occurrences which are relevant to most workplaces, e.g:

- Collapse, overturning or failure of load bearing parts of lifting equipment
- Electrical short circuit or overload causing fire or explosion
- Accident or incident which results or could result in the release or escape of a biological agent likely to cause human infection or illness

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- Any breach of a radiation source.

People Not at Work

- A member of the public or a person not at work has suffered an injury and is taken from the scene of an accident to hospital (only a hospital not a medical centre or doctors surgery) for treatment to that injury
- A member of the public or person who is not at work has died.

In addition **Alsager Golf & Country Club** will ensure that:

- All accidents and incidents, however minor, will be investigated to ensure the appropriate action is taken to prevent recurrence. In the majority of cases, the details contained within the accident book will constitute an investigation
- The risk assessments will be reviewed and, if necessary, further control measures will be introduced
- Improvement strategies will be implemented to help prevent or minimise occurrences, thus reducing future risk of harm.

Employee's Responsibilities

Any members of staff who are involved in, or aware of, an accident must follow the accident reporting procedure and inform their line manager, either orally or in writing as soon as possible after the accident occurs. The nominated person will complete the necessary documentation including accident book entry, investigation and comply with any notification and reporting requirements.

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Occupational Health

Alsager Golf & Country Club has a legal duty to protect the health and safety of employees and anyone else who could be affected by their business in any way.

Some work activities may involve hazards that can cause particular ill health conditions e.g. wet work may cause dermatitis, exposure to noise may lead to hearing damage etc.. Where such hazards are present, you must carry out formal checks to look for signs and symptoms of work related ill-health in staff involved in these work activities.

In some cases, you may only need to do a visual check, but competence is the key in carrying these out and the services of an occupational health or medical professional may be required.

To carry out health surveillance effectively, **Alsager Golf & Country Club** has a duty to:

- Identify work activities or substances that may lead to work related ill-health, so that action can be taken to prevent harm;

When appropriate carry out the following

- Formal medical checks to look for signs and symptoms of specific work-related diseases or conditions; Health checks are mandatory under some Regulations, and where risk assessment reveals a significant risk of individuals developing a work-related condition;
- Take responsibility for a work related ill-health condition, related to the employees' work;
- The frequency and depth of checks will be determined on the basis of advice from a competent person. Once established employers have a duty to ensure that these are carried out and the results recorded.
- Where adverse conditions that may lead to ill-health are detected, provide the employee with relevant and comprehensible details about what this may mean and what ongoing care will be needed;
- Risk assessments will be reviewed to see whether they are adequate and whether further controls are required.
- For a business to take responsibility for health conditions of its employees it must be work related.

In order to carry out effective health surveillance of our employees **Alsager Golf & Country Club** will where required:

- Carry out formal medical checks on starting employment and at regular intervals thereafter to ascertain if signs & symptoms of specific work related diseases or conditions are developing –These checks may be mandatory under some Regulations and / or where a risk assessment reveals a significant risk of employees developing a work related condition.
- Identify areas of work that may produce ill-health.
- Establish a procedure to identify work related medical conditions at an early stage to ensure preventative actions are put in place.
- Brief staff on the risks of occupational ill-health and the control actions to prevent it.

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- Establish good communication systems with employees to ensure early reporting and diagnosis of work related ill health
- Rely on the advice of The Competent Person as to the frequency and extent of the checks
- Review Risk Assessments on a regular basis to ensure they are adequate, suitable and sufficient.
- Records of health surveillance will be kept throughout the period of employment and, in some cases, for a considerable period thereafter (40yrs).

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Confined Spaces

This policy applies to all confined spaces on **Alsager Golf & Country Club** premises that pose a risk to employees, visitors and members of the public.

Purpose

The purpose of this policy is to ensure that:

- Entry into confined spaces is avoided where possible.
- When entry into confined spaces is unavoidable, all hazards have been considered and there are sufficient safe systems of work and emergency arrangements in place that will reduce the risk of injury to the persons involved.
- Ensure compliance with relevant legislation.

4.0 Definitions

A Confined Space can be any space of an enclosed nature where there is a risk of death or serious injury from hazardous substances or dangerous conditions (e.g. lack of oxygen).

Some confined spaces are fairly easy to identify, e.g.

- Enclosures with limited openings:
- Storage tanks;
- Silos;
- Enclosed drains and sewers.

Others may be less obvious, but can be equally dangerous, e.g.

- Open-topped chambers;
- Vats;
- Combustion chambers in furnaces etc;
- Ductwork;
- Unventilated or poorly ventilated rooms.

It is not possible to provide a comprehensive list of confined spaces. Some places may become confined spaces when work is carried out, or during their construction, fabrication or subsequent modification.

5.0 Legal requirements

5.1 Management of Health and Safety at Work Regulations.

A suitable and sufficient assessment of the risks for all work activities is required for the purpose of deciding what measures are necessary to ensure safety.

5.2 Confined Spaces Regulations

These regulations contain the following key duties:

- Avoid entry to a confined space where possible.
- If entry is unavoidable, follow a written safe system of work.
- Put in place adequate emergency arrangement before the work starts.

6.0 Hazards

Dangers can arise in confined spaces because of:

6.1 Lack of oxygen.

This can occur:

- Where there is a reaction between some soils and the oxygen in the atmosphere;
- Following the action of groundwater on chalk and limestone which can produce carbon dioxide and displace normal air;
- In freight containers, lorries etc as a result of the cargo reacting with oxygen inside the space;
- Inside steel tanks and vessels when rust forms;
- When using inert gases, for example, during some welding operations.

6.2 Poisonous gas, fume or vapour.

These can:

- Build-up in sewers and manholes and in pits connected to the system;
- Enter tanks or vessels from connecting pipes;
- Leak into trenches and pits in contaminated land.

6.3 Ingress of liquids and solids.

Liquids and solids, which can suddenly fill the space, or release gases into it, when disturbed. Free flowing solids such as grain can also partially solidify or 'bridge' in silos causing blockages, which can collapse unexpectedly.

6.4 Fire and explosions

Fire and explosions may occur due to flammable vapour concentrations being within the flammable range or excess oxygen being present in a sufficient concentration.

6.5 Residues.

Residues left in tanks, vessels etc, or remaining on internal surfaces can give off gas, fume or vapour.

6.6 Dust.

Dust (especially organic materials) present in high concentrations may pose a risk of explosion.

6.7 Temperature.

Hot conditions or the wearing of personal protective equipment may lead to a dangerous increase in body temperature.

6.8 Mechanical and electrical isolations.

Mechanical/electrical isolations and 'lock off' systems may be necessary prior to entering a confined space to prevent inadvertent start up of equipment. Where this is necessary 'test

starts' should always be carried out to demonstrate the isolation is effective.

6.9 Hazards arising out of work activity

Some of the above conditions may already be present in the confined space. However, some may arise through the work being carried out, or because of ineffective isolation of plant nearby, e.g. leakage from pipework, ducting or other ancillary equipment connected to the confined space. The enclosure and working space may increase other dangers arising through the work being carried out, for example:

- Machinery being used may require special precautions, such as provision of exhaust/dust extraction, or special precautions against electric shock and generation of sparks that may be a source of ignition;
- Gas, fume or vapour can arise from welding, or by use of volatile and flammable solvents from paints and adhesives etc. It may be necessary to mechanically ventilate the confined space;
- If access to the space is through a restricted entrance, such as a manhole, escape or rescue in an emergency will be more difficult

7.0 Policy

7.1 Risk Assessment.

The main emphasis throughout the confined spaces regulations is that entry must be avoided if it is reasonably practicable to undertake the work from outside the confined space.

Where this is not possible a risk assessment must be made and appropriate precautions must be taken to mitigate any hazards identified. For confined spaces that are entered regularly, it is appropriate to have a written policy.

Prior to entry a risk assessment must be undertaken and recorded in line with the **Alsager Golf & Country Club** Risk Assessment Policy. The assessment must consider whether the confined space entry can be avoided in the first instance. Where entry cannot be avoided, then all hazards and risks detailed in section 6.0 must be considered. Note: this list is not exhaustive and other additional risks may have to be considered.

It is the responsibility of the relevant Head of School/Service and Supervisors to carry out these risk assessments in conjunction with personnel from within the area where the confined space work is to be carried out.

7.2 Safe systems of work

It is a requirement of the Confined Spaces Regulations that there is a safe system of work for all confined space entries. To be effective, a safe system of work needs to be in writing (*Approved Code of Practice requirement*). It is the responsibility of the relevant Head of School/Service to ensure that this requirement is fulfilled. The typical components of a safe system of work are detailed in sections 7.2.1 to 7.2.15.

7.2.1 Appointment of supervisor

Supervisors must be appointed to oversee all confined space work. It is their responsibility

to ensure all the necessary precautions are taken and that the safe system of work is being followed. It is the responsibility of the relevant Head of School/Service to appoint a suitably trained and experienced supervisor.

The degree of supervision will be based on the findings of the risk assessment. In some cases, periodic checks may be sufficient if the work is low risk and routine.

It is more likely that the level of risk will require a competent person to supervise the work and remain present while the work is being undertaken.

7.2.2 Competence

Specific training for work in confined spaces is required for all personnel involved in this type of work. The training will include topics such as:

- Awareness of the Confined Spaces regulations and in particular the need to avoid entry where possible;
- An understanding of the work to be undertaken, the hazards, the safe system of work and all necessary precautions;
- An understanding of the 'permit to work' and the 'permit to enter' systems;
- How emergencies arise, the need to follow prepared emergency plans and the dangers of not doing so.

7.2.3 Communications

An adequate communication system is required to enable:

- Communication between people inside and people outside the confined space;
- Help to be summoned in an emergency;
- Emergency rescue policies to be initiated.

Systems can include speech, tugs on a rope, telephones, radios etc. Equipment to be used in potentially flammable or explosive atmospheres should be specially protected so they do not present a source of ignition.

7.2.4 Testing the air and provision of ventilation.

The risk assessment may highlight a need to check that the atmosphere is free from both toxic and flammable vapours and that there is an adequate concentration of oxygen prior to entry. A competent person using a suitable gas detector, which is correctly calibrated, must carry out testing. Where the risk assessment indicates that conditions may change, or as a further precaution, continuous monitoring of the air may be necessary. Test results must be recorded on the permit to enter.

Note: The acceptable oxygen concentration range is between 19.5% and 21%. Work must not be undertaken if the oxygen concentration is outside this range.

It is the responsibility of the supervisor to ensure that air-testing requirements identified by the risk assessment are carried out by a competent person, who is trained in the use of the equipment and can interpret results.

Ventilation may be improved by increasing the number of openings, however, mechanical forced ventilation may be necessary to ensure an adequate supply of fresh air, if this is the

case, then continuous monitoring is required. Fresh air should be drawn from a point where it is not contaminated either by used air or other contaminants.

Use of portable gas cylinders and diesel equipment should be avoided where possible. If their use cannot be avoided, then forced ventilation is essential to prevent the accumulation of gases/fumes.

Warning: carbon monoxide in the exhaust from petrol-fuelled engines is so dangerous that use of such equipment in confined spaces must **never** be allowed.

7.2.5 Decontamination before entry.

It is essential ensure fumes do not develop from residues etc. while the work is being done. All decontamination requirements must be carried out and the atmosphere tested prior to work starting. It is the responsibility of the supervisor to ensure effective decontamination is carried out.

7.2.6 Isolation from gases, liquids and other flowing materials.

Confined spaces will often need to be isolated from ingress of substances that could pose a risk to those working within the space. Methods of isolation may include:

- Complete disconnection of pipes or ducts.
- Insertion of blanks.
- Reliable valves that can be locked shut.

Whatever means of isolation is used, it needs to be tested to ensure it is suitably reliable. It is the responsibility of the supervisor to ensure that all necessary isolations have been made and are effective.

7.2.7 Isolation from mechanical and electrical equipment

Mechanical and electrical isolation of equipment is essential if it could otherwise operate, or be operated, inadvertently. It is the responsibility of the supervisor to ensure that all necessary mechanical and electrical isolations (including lock-off of isolation switches) have been made and are effective.

7.2.8 Use of suitable equipment

Any equipment provided for use in a confined space needs to be suitable for the purpose. Consideration should given to:

- Likelihood of flammable atmospheres and sources of ignition.
- Emissions of fumes/gases.
- Risk of electrocution.
- Earthing requirements with regard to static electricity.
- Mechanical hazards (e.g. trapping, falling, shearing etc).

7.2.9 Personal Protective Equipment (PPE) and Respiratory Protective Equipment (RPE)

Ideally the need to wear PPE or use RPE should be eliminated by implementation of robust risk control measures. It should only be used as a last resort, except for rescue work. If the use of PPE or RPE is necessary, then it must be assessed for suitability by a competent

person and offer the correct level of protection.

Note: wearing PPE and RPE can contribute to heat stress.

7.2.10 Gas supplied by pipes and hoses.

The use of pipes and hoses for conveying oxygen or flammable gases into confined spaces must be controlled to minimise the risk.

At the end of every working period:

- Supply valves for pipes and hoses must be securely closed.
- Pipes and hoses must be withdrawn from the confined space to a well ventilated area.
- Where pipes and hoses cannot be removed, they must be disconnected from the supply at a point outside the confined space.

7.2.11 Size of entrance

The access/egress point must be big enough to allow workers wearing all the necessary equipment to climb in and out easily, and provide ready access and egress in an emergency.

7.2.12 Fire Prevention

Flammable and combustible materials must not be stored in confined spaces that have not been specifically created or allocated for that purpose. If this type of material is used during work it must be kept to a minimum and not be allowed to accumulate. Control of ignition sources and ventilation requirements must also be considered. Smoking is prohibited in all confined spaces, it may be necessary to extend this exclusion area to a distance beyond the confined space

7.2.13 Lighting

Adequate and suitable lighting, including emergency lighting should be provided. The lighting must be specially protected where flammable/explosive atmospheres are likely to occur. Lighting may need to be protected from impacts and be suitable for use in wet environments. Where possible, residual current devices should be utilised to protect against electric shock.

7.2.14 Permit to Enter a Confined Space

Permission to enter a confined space can only be given by a person who has received appropriate training and is authorised to sign a confined space 'Permit to Enter'. An example of a 'Permit to Enter' can be found in Appendix 1. A Permit to Enter is required for ALL Confined Space work at the **Alsager Golf & Country Club**. It must be signed in the authorisation and acceptance section prior to work starting by a competent person. A hand-back signature must also be completed on the permit when work is complete or the expiry time exceeded. It is the responsibility of the supervisor to ensure that a 'permit to enter' has been completed for every confined space entry.

7.2.15 Suitability of persons

Those persons required to enter confined spaces must be mentally suitable (e.g. not claustrophobic), physically fit, have received general training in the hazards presented by confined spaces and the policies to be followed. In addition, prior to entry to any particular confined space, persons entering must be instructed by the area supervisor in the specific hazards and precautions applying, and in the confined space rescue plan. All Confined Spaces training must be recorded. When limiting the working time, consideration should be given to temperature, humidity, restricted movement, the need to wear PPE/RPE etc. It is the responsibility of **Alsager Golf & Country Club** to ensure only suitable persons are selected for confined space work.

8.0 Emergency Arrangements

No confined space work must be undertaken unless there emergency plans in place for the rescue of persons in an emergency. Account needs to be taken not only of accidents arising out of specified risks, but also any other accident in which a person may need to be recovered.

To be suitable and sufficient the arrangements for rescue should include consideration of:

- Rescue and resuscitation equipment;
- Raising the alarm and rescue;
- Safeguarding the rescuer;
- Fire safety;
- Control of plant;
- First aid;
- Public emergency services;
- Training.

It is the responsibility of **Alsager Golf & Country Club** to ensure an assessment of the emergency requirements has been made. It is the supervisor's responsibility to ensure any measures deemed necessary are in place **and tested** prior to any confined space entry.

Health & Safety Policy

Consultation with Staff

It is **Alsager Golf & Country Club** policy to encourage all levels of staff to actively participate in consultation on all matters relating to Health & Safety.

Application

All staff are encouraged to discuss any Health & Safety matters with their Line manager or appointed manager for Health & Safety.

Issues will be reviewed on a regular basis by the Responsible Person, who will agree action on matters relating to Health and Safety within **Alsager Golf & Country Club**.

Safety Representatives and Safety Committees

Alsager Golf & Country Club will meet its obligations under section 2(6) of the 1974 Health and Safety at Work Act and after consultation with senior management, will accept the formal appointment of a Safety Representative if required.

Consultation with employees

The Health and Safety (Consultation with Employees) Regulations require all employers to consult with their employees who are not represented by safety representatives, as detailed in the Safety Representatives and Safety Committees Regulations.

Alsager Golf & Country Club recognise the importance and benefits to be gained by consultation and will maintain clear avenues of communication to ensure effective consultation between management and employees. It is the responsibility of management to ensure that consultation takes place in good time on matters relating to employee's health and safety at work.

If at any time the method of consultation becomes ineffective due to the size or nature of the business then the organisation will recognise the rights of employees or groups of employees to elect one or more persons to act as their representative for the purpose of such consultation.

Health and safety will be on the agenda of all management meetings. Items that may be included in the meeting are:

- Review of accident statistics, near misses and trends
- New legislation
- Compliance with the objectives of the health and safety plan
- Occupational health issues
- Introduction of new technology
- Result of health and safety audits
- Completion of corrective actions
- Review of training needs.

If any visitors or customers raise any concerns with regard to health and safety, senior management will investigate the issue and if required, take appropriate action to deal with the matter.

Health & Safety Policy

Contractor Management

A contractor is anyone who undertakes work on behalf of **Alsager Golf & Country Club** and who is not a direct employee. Contractors including self employed workers may be employed to undertake a variety of jobs on our behalf including maintenance and repair work, installation, construction, window cleaning. Work undertaken for a client by a contractor is usually covered by a civil contract.

Whilst it is good practice for health and safety requirements to be written into such a contract, health and safety responsibilities are defined by criminal law and cannot be passed on to another by a contract - either written or verbal.

Thus, in any client/contractor relationship, both parties have duties under health and safety law. Contractor's activities may put the client's own employees at risk.

Associated Hazards

- Movement of vehicles
- Slip, trip and falls
- Electricity/ fire/ gas
- Hazardous materials
- Excavation work.

Employer's Responsibilities

Alsager Golf & Country Club will ensure that competent contractors are selected and appointed having regard to: -

- Hazards on the premises
- In-house safety rules and procedures
- The need for and selection of personal protective equipment (PPE) and clothing
- Any special equipment required
- Information, instruction and training.

Other issues to be addressed are to:

- Ensure that risks associated with the work are assessed and suitable controls are in place
- Manage, supervise, co-operate with and co-ordinate contractors when on the premise
- Ensure that contractors provide and use safe plant and equipment and all necessary personal protective equipment, PPE
- Include contractor's operations in all safety audits/inspections, paying special attention to access and egress
- Inform staff whenever, and where, contractors are working in their particular area
- Check that work has been completed satisfactorily and the area has been left in a safe condition ensuring all debris and tools have been removed. Contractor's/sub-contractor's responsibilities.

Health & Safety Policy

All sub-contractors undertaking work on behalf of **Alsager Golf & Country Club**

- Must accept responsibility for complying with the provisions of the Health and Safety at Work etc. Act 1974 and all other relevant statutory provisions in respect of the work comprising the contract
- Must provide suitable and appropriate supervision to plan, control and monitor their operations having carried out risk assessments for the work
- Must agree risk assessments and any safe methods of working with **Alsager Golf & Country Club** before work commences
- Must inform **Alsager Golf & Country Club** of any unforeseen hazards arising from the work to enable the necessary precautions to be put in place
- Shall undertake electrical work and work involving the use of electrical tools and equipment in accordance with the appropriate regulations and industry guidance
- Must ensure plant and machinery brought on site is fully guarded and complies with the requirements of the Provision and Use of Work Equipment Regulations (PUWER)
- Must make available for inspection, test certificates issued by a competent person for equipment such as lifting equipment
- Must report all accidents to employees immediately

Employee's Responsibilities

Employees will:

- Immediately report any unsafe practices or concerns to the senior person present.

Managing Contractors Procedure

Employing Manager Requirements

The employing manager has a duty to follow Organisation policy to ensure, so far as is reasonably practicable, the Health, Safety and Welfare of anyone whom may come into contact with these work activities.

Before the works commence

The employing manager must inform departments affected by the contractor's work in reasonable time, so that any areas affected by the works can plan for the disruption to normal routines etc.

Before works/activities commence it is essential that adequate information is given to the contractor regarding risk identification. This will require formal risk assessment in most cases.

Suitable and sufficient risk assessment must be carried out by the employing manager before contractors begin their work.

Contractors who work on the site should be made aware of hazards identified within the

Health & Safety Policy

risk assessment. In some cases additional policies and policies will need to be issued to contractors. These will cover areas of high risk including the following:

Asbestos
Electrics
Pressure Systems
Infection Control
Working at height
Confined spaces
Hot work

Specific works will require a permit to work and activities requiring the permit must be fully risk assessed before the permit is issued.

Before the contractors are employed, adequate checks must be undertaken to ensure that the contractors are competent to carry out works or activities in relation to Health and Safety requirements throughout the Organisation.

The employing manager must ensure that the contractor is given a copy of this policy and related policy before work commences.

Security

The employing manager must ensure relevant security policies are enforced. This will require informing the contractors of their access routes throughout the site, information regarding confidentiality and high-risk areas.

Emergency Planning

The employing manager must inform the contractor of the emergency planning arrangements, for Example, Fire Policy's. This will include the relevant phone numbers internally for accidents, fires or security or externally (999).

The employing manager must show the Contractors and their employees on arrival at the work site, the following basic fire safety measures:

- 1) The closest fire escape
- 2) The location type and method of operation of the nearest fire-fighting appliance.
- 3) The location of the nearest fire alarm and the method of activation.
- 4) The tone of the fire alarm and what to do on activation.

Contractors are responsible for the provision of suitable and sufficient firefighting equipment appropriate to the work involved and must obey alarm signals whilst on Organisation premises. Smoking is prohibited in all areas of The Organisation premises and contract staff are required to comply with this. Hot work is strictly controlled by PTW system due to the nature of the risk.

Welfare Arrangements

Washrooms and temporary toilets may be made available to use by Contractors, or Sub-Contractors, as defined by the applicable Manager or other suitable persons. The conditions

Health & Safety Policy

for the use of such facilities are that they are used only during the time specified by the Organisation.

Contractors Requirements

Contractors have a duty to work safely and manage the safety of their staff. The work activities must not, so far as is reasonably practicable, effect the Health, Safety and Welfare of anyone who come into contact with them or their activities.

Before Works Commence

On large contracts it is the responsibility of the contractor to appoint a supervisor, competent in the field, who must receive direct instruction from the employing manager and feed this information back to his/her staff.

If a permit to work is required, the contractors will not begin works of any kind without the permit being issued first.

Accident/Incident Reporting

The contractor must report all accidents and near misses to the employing manager or to the Health and Safety Adviser for the Organisation. Contractors will assist the contractor in filling in relevant incident report forms. They may wish to also report using their own system.

If an incident/Accident requires a RIDDOR report and follow up investigation, it is essential that this is carried out by the contractor in accordance to relevant HSE Legislation. This needs to be forwarded to the employing manager and the Health and Safety Adviser for reference.

Delivery, Unloading and Hoisting of Materials

The Contractor or Sub-Contractor is responsible for the delivery, unloading, hoisting and storage of all their own materials. At no time should these works impede or make dangerous, normal access to areas outside the immediate vicinity of the works.

Electricity

All electrical equipment on site to be used in a safe and approved manner in accordance with current Electricity at Work Regulations. All portable electric tools shall operate at 110 volt A.C. from a double wound transformer having a centre tapped earth on 110 volt winding. All portable appliances brought onto site must have been tested and be within the validity period. The employing manager may require records of this testing.

Water Supply

A water supply will generally be made available as designated by the employing manager or other suitable person. Contractors should restrict themselves to this supply and must ensure that the area is kept free of rubbish. The tap is to be kept fully closed after use. The use of fire hoses and/or fire extinguishers, except in emergencies, is prohibited.

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Housekeeping

All Contractors must ensure that rubbish or excess equipment and materials is not allowed to accumulate in the immediate work area, and in no circumstances is material for disposal to be stored outside the working area unless in the Contractor's, or Sub-Contractor's own authorised skip. All surplus materials and/or rubbish should be cleared from the site on completion of the contract.

Excessive dust build up is to be avoided.

Good housekeeping is to be maintained at all times.

Control of pollution

Contractors may not deposit any waste, chemicals or any other substances into drains or waste containers on Organisation premises unless express permission has been given by the the organisation or senior representative.

Arrangements should be made to prevent sand, soil, cement or any other solid materials being washed into drainage or sewage systems. Under no circumstances should hazardous substances be flushed into drainage or sewage systems as a means of disposal.

Specific Hazardous Work Activities

Some contractors may be employed by the Organisation to carry out a specific Hazardous activity, some of which are explained bellow. If the activity in question is not contained within the text of the policy the employing manager will be required to carry out relevant risk assessment.

Working at Height

Scaffolding will be erected only by competent persons who will carry out statutory inspections and maintain records of inspections. Contractors must erect suitable scaffolding with guardrails, toe boards and the tower must be fully boarded. Scaffolding must be erecting in line with relevant manufacturer standards and HSE legislation. This will include The Construction Design and Management Regulations (CDM).

Contractors should not carry out roof works without authorisation. Relevant Personal Protective Equipment must be worn, for example, harnesses, hardhats and appropriate foot wear.

Over Head Works

No work is permitted to take place over the heads of The Organisation staff unless this is agreed with the employing manager and provided suitable and sufficient risk assessment has been carried out.

Road Safety

All road works throughout the site must be agreed with the Organisation. Any excavations, storage and skips must be guarded using appropriate signs, rails, traffic cones and lights etc.

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All works must consider Local Planning Authority guidelines.

Personal Protective Equipment

The Contractor is responsible for providing the personal protective equipment for his employees that is necessary for the work in hand. PPE must also comply with the statutory requirements or equivalent guidance appropriate to the circumstances.

Hazardous Substances

Contractors must not bring hazardous substances (CoSHH specific substances) onto the site without informing the employing manager. The substance may only be utilised once the appropriate documentation, for example, Material Safety Data Sheets (MSDS) and relevant CoSHH assessments have been presented.

Hazardous Areas

Contractors are not permitted to enter specific hazardous areas, for examples, maintenance areas or plant rooms, without the permission from the employing manager and relevant information, instruction and training has been given.

Confined Spaces

Contractors may not enter any confined space where there may be dangerous fumes or lack of oxygen, without the express permission of the employing manager. If permission has been given, work in such places must be carried out in compliance with the Organisation's permit to work system, following the methods and taking the precautions detailed in the relevant HSE guidance.

Asbestos

Work involving asbestos and/or asbestos-bearing materials is strictly controlled by legislation and the Organisation's policy and arrangements on the subject. If, during the course of a contract the work is likely to involve disturbing asbestos in such a way as to give rise to dust the Contractor must cease work, withdraw his employees from the area and report immediately to the Organisational Manager or his representative. Only contractors that are licensed by the Health and Safety Executive are permitted to work with asbestos.

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Driving Safety

Alsager Golf & Country Club recognises its responsibility to provide, as far as practicable, for the health, safety and welfare of employees and others who may be affected by its activities.

The company notes that driving is a necessary part of its activities which also represents a hazardous activity, and will act to reduce identifiable risks as far as possible. In order to assist the business in meeting its responsibility, and in order to promote and ensure the welfare of employees and members of the public, the company must rely on each employee to adopt and maintain a responsible attitude in regard to the well being of others.

Employees are not only responsible for their own safety, they are also responsible for the safety of others who may be affected by their actions. Employees are, therefore, required to operate vehicles, at all times, in a manner that is safe and responsible and to uphold the conditions of road worthiness required by law.

Associated Hazards

- The driver: with no competency, no training, poor fitness and health
- The vehicle: suitability, mechanical condition, safety equipment (seat belts) and ergonomic considerations
- The journey: routes, scheduling, time, distance, weather conditions
- Crime: theft, violence, personal injury, property damage
- Other work tasks: attending to breakdowns, treatment of patients following road traffic accidents.

Employer's Responsibilities

Alsager Golf & Country Club will ensure that:

- Risk assessments are carried out for all work related driving activities
- Risk assessments will include dealing, where required, with hazards presented while attending to patients at road traffic incidents
- Appropriate control measures are implemented and communicated to employees
- Drivers are competent to drive, hold a valid driving licence, are suitably insured, are familiar with the vehicle, understand the risk assessment findings and control measures and have received appropriate training, as necessary
- Induction training covering driving at work is given to new employees and further training provided for those employees at highest risk, e.g. those with high annual mileage, poor accident record and inexperienced drivers
- Drivers are trained to carry out basic safety checks and what to do in the case of breakdown, accident or emergency
- Vehicles carry suitable equipment, based on risk assessment, to aid in an emergency, breakdown or bad weather conditions. Equipment may include First aid kits, mobile phones, de-icing equipment, personal protective equipment (PPE), mobile phone, etc

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- Journeys are planned. Scheduling will take into account routes, times, distances and weather conditions
- Vehicles are fit for the task and regularly maintained in a roadworthy condition. Privately owned vehicles will not be used for work purposes unless insured for business use and have a MOT certificate, where required
- Any patients, equipment, chemicals or medicines carried in the vehicle are properly secured following, where relevant, manufacturer's recommendations
- There is clear segregation of clean and contaminated/waste items within the vehicle.

Mobile Telephones

The Road Safety Act sets fixed penalty fines and points for using a hand-held phone while driving. Penalties also apply for not having proper control of a vehicle - a measure that can also be used where a driver has been distracted by using a hands-free mobile phone.

If required, hands-free kits will be provided to members of staff who are required to use mobile telephones whilst working away from the premises.

Under no circumstances are employees permitted to use hand-held telephones including via hands free kits, or similar hand-held devices whilst driving. The prohibition also applies when stationary at traffic lights or other delays that may occur.

Mobile Phone Use

If mobile phones are used whilst driving it is important that the phone is held in a cradle.

Drivers still risk prosecution (for failure to have proper control) even if they use hands-free phones when driving.

The following guidance is given to all drivers who are required to use mobile phone hands-free kits: -

- Only use the phone when it is safe to do so
- Understand how your phone operates
- Only acknowledge incoming calls on a hands-free system where answering is automatic or one touch button
- Only use short responses and indicate that you will return the call when it is safe to do so. Only use the mobile phone when it is essential to do so and do not talk longer than is necessary
- Whenever possible, drivers should not make outgoing calls whilst driving
- When making calls to, or receiving calls from mobile phones, always ask whether it is safe to speak.

Employee's Responsibilities

- Employees must follow any advice, information, instruction and training given by the employer

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- All employees who are expected to drive on company business must have a valid drivers' licence for the class of vehicle they are driving
- Drivers must ensure, so far as is reasonably practicable, that the vehicle is adequate for the purpose including being roadworthy, is in safe mechanical condition, is not overloaded, loads are secure and seat belts are worn
- Drivers shall comply with traffic legislation, be conscious of road safety and demonstrate safe driving
- Employees driving vehicles on company business will not be under the influence of drink or drugs and must not drive whilst disqualified
- Drivers must stop after a crash or similar incident with which they are involved
- Employees must provide to the Line Manager a copy of their driving licence and declare any driving convictions. Employees using their own vehicles for work should also provide a copy of their insurance certificate and a valid MOT certificate for the vehicle where applicable
- Employees must inform the Line Manager if they become aware of any medical condition or take medication that might affect their ability to drive
- Promptly report defects, hazards and concerns to their Line Manager.

Personal Safety – Staying Safe In Your Vehicle Plan ahead

- Check your route; keep a map in the vehicle
- Check if the place you are visiting has parking. If not, try and use a manned, well-lit car park
- Check you have enough fuel
- Check basic vehicle maintenance, i.e. oil, water, tyre pressure etc
- Check vehicle breakdown cover and keep the number with you
- Check you have something in the vehicle to keep you warm, e.g. coat or blanket, bottle of water, food snack and a torch in the event of unexpected, lengthy delay due to road traffic accident or inclement weather
- Ensure your office know where you are travelling to, whom you are meeting, and your expected time of return. Inform them if you change your journey plan
- Take a mobile phone with you and ensure it is fully charged (do not use the phone whilst driving)
- Keep any valuables, including handbags, mobile phones and laptops out of sight. They can easily be snatched when you stop at traffic lights, especially if windows are left open and doors unlocked
- Do not leave luggage or documents on display within your vehicle
- Do not leave the parking ticket on display – unless it is a requirement of the car park facility
- When returning to your vehicle, immediately lock the doors and drive off promptly
- Avoid taking unnecessary risks – be aware - if someone is flagging you down it may not be genuine. You may be as much help by reporting the incident

- by phone to the emergency services
- Do not get into a vehicle with a stranger, or offer a stranger a lift.

In The Event Of A Vehicle Breakdown

- Try to reach the side of the road and contact the vehicle breakdown services.
Advise them if you are female and alone
- Switch on hazard warning lights
- If someone stops, ring the police and give them the vehicle registration details. If the driver approaches, inform him/her you have contacted the police who will be arriving shortly. Avoid opening doors or windows to converse with strangers
- If you decide to get out of the vehicle and await breakdown assistance (this is dependnt on how safe you feel outside the vehicle) ensure you take the ignition key with you. Lock all the doors with the exception of the passenger door. This should be left wide open so you can quickly get back into the vehicle. If you breakdown on a motorway hard shoulder it is always advisable to get out of the vehicle and await assistance behind a barrier or away from the road side
- When the breakdown vehicle arrives, check they know your name and have your details – especially if the vehicle you were expecting is not clearly identifiable, e.g., AA, RAC.

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Electrical Safety

Alsager Golf & Country Club recognises and accepts its responsibility to provide a safe and healthy working environment for their employees, customers and visitors to their premises. **Alsager Golf & Country Club** acknowledges that this includes ensuring the provision, use and maintenance of safe electrical installations and equipment.

Alsager Golf & Country Club recognise the main hazards associated with electricity are;

- Electric shock
- Burns
- Arcing
- Electrical Fires
- Explosions
- Secondary injuries (e.g. falls from height following electrical shock)

Alsager Golf & Country Club is aware of the legal requirements as contained within the **Electricity at Work Regulations 1989** and with the specific guidance (**HSG 85/107/236 and HSR 25**) issued by the Health and Safety (HSE). **Alsager Golf & Country Club** will endeavour to control all of the associated risks to ensure legal compliance and provide a safe working environment.

Objective

The objective of this policy is to enhance the safety of all employees, customers and visitors with respect to electrical systems and equipment by making all employees aware of their responsibilities and duties under the **Electricity at Work Regulations 1989**. Contrary to popular misconception it is not solely the responsibility of senior members of business, we all have a duty of care.

*“Nearly a quarter of all reportable electrical accidents involve portable equipment.
The vast majority of these accidents result in electric shock”*

(Source: HSG 107 Introduction).

Employer’s Responsibilities

With regard to fixed installations **Alsager Golf & Country Club** will:

- Ensure that electrical installations and equipment are installed and maintained in accordance with the IEE (Institute of Electrical Engineers) Wiring Regulations
- Ensure that all main circuit breakers/isolators are clearly identified and marked
- Ensure that no staff carry out electrical work unless trained and competent to do so
- Ensure that regular inspection and testing is carried out by competent contractor at intervals recommended by such a competent contractor (usually every 5 years)
- Ensure that only authorised and trained people isolate electrical equipment or electrical system before maintenance or in the event of an emergency
- Exchange safety information with contractors, ensuring that they are fully aware of and are complying with the Practice health and safety arrangements
- Ensure that there are procedures in place to detect hidden electrical cables prior to drilling through floors, ceilings and walls.

Employee Responsibilities

- Do not allow electrical cables to become twisted or knotted.
- Protect light bulbs and other equipment which could easily be damaged in use. There is a risk of electric shock if they are broken.
- Test the residual current device, if fitted, before use by pushing the test button.
- Do carry out your own visual inspection of plugs and leads and report any damage to the Manager.
- Faults to look out for include physical damage to the cable, failure of the cord grip at the plug and signs of overheating e.g. charring or discoloration of the plug.
- If faults are found the repair should be carried out by someone who has the necessary skill and knowledge to complete the task safely.
- Switch off equipment before unplugging and cleaning.

You should report any electrical equipment that is not working correctly to the Manager. More complicated tasks, such as equipment repairs or alterations to any electrical installation, should only be tackled by competent people with knowledge of the risks and the precautions needed.

Implementation

Alsager Golf & Country Club expects all members of staff to be aware of this policy statement and to be proactive in maintaining best practice in conjunction with their electrical safety training received.

Information and Training

Alsager Golf & Country Club will ensure that:

- All employees will receive adequate training and be provided with information regarding the safe use of electrical equipment.
- All employees will be provided with copies of risk assessments and safe working policies that are relevant to electrical installations, systems and equipment in their area or work activities.
- The company will only permit suitably competent persons to carry out any work on electrical installations, systems and equipment.
- All contractors will be informed of, and comply with, the company Health and Safety policy and any relevant risk assessments or safe working policies.

Maintenance

Alsager Golf & Country Club to ensure they are fully committed to ensuring a safe working environment will carry out a periodic inspection of all electrical installations, systems and equipment by carrying out the following work activities;

Fixed Electrical Installations

- All fixed installations and systems will meet the required standard (**e.g. BS 7671**).

Health & Safety Policy

- All fixed installations will be maintained in a safe condition.
- All fixed installations will be routinely inspected.
- Adequate socket-outlets will be provided to avoid overloading or the excessive use of extension leads.
- Employees are required to report any defective electrical installations or systems.

Portable Electrical Equipment

- All portable electrical equipment will be safe and suitable for the work in which it is used
- All portable electrical equipment will be maintained in a safe condition
- All portable electrical equipment will be subject to a system of visual inspection and testing
- All portable electrical equipment brought on to Company premises or sites by employees (e.g. heaters, fans etc.) and contractors must be tested before use
- Employees are required to report any defective equipment and to remove from service if considered to be detrimental to safe usage

Record Keeping

- A register of all portable electrical equipment on the Company premises or site,
- Details of instruments and testing equipment used for electrical work,
- Copies of any permits authorising work on electrical equipment.
- Safety information provided to and by contractors,
- All information relating to individual competence and training of persons, who are authorised to inspect electrical installations or equipment or conduct, manage, supervise or assess electrical work,
- Details of inspections and tests conducted on fixed installations, portable electrical equipment and personal protective equipment. These records must show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.

Awareness and Review of this Policy

All members of staff are required to read this policy statement as part of their inductions process and as part of any future refresher training that is carried out. The policy itself will also be reviewed on an annual basis.

Health & Safety Policy

Facility Management

Alsager Golf & Country Club understands its requirements under the Workplace (Health, Safety and Welfare) Regulations 1992, which outline provisions that must be made in relation to the work environment.

The premises of **Alsager Golf & Country Club** is constantly monitored by the local premises manager who will liaise with the staff responsible for Health & Safety and with the responsible person as necessary for both proactive and reactive measures required.

Key Areas & Arrangements

Water Supply

The Premises manager ensures that the **Alsager Golf & Country Club's** water supply is adequate by ensuring that the appropriate legionella checks are carried out at appropriate intervals to ensure that:

- The **Alsager Golf & Country Club** has a wholesome supply of water for domestic purposes including a supply of drinking water.
- WCs and urinals have an adequate supply of cold water and wash basins, sinks (including deep sinks) and showers have an adequate supply of hot and cold water.
- The temperature of hot water supplies to taps and showers does not exceed 43°C.

Drainage

The Premises manager ensures that there is an adequate drainage system for hygienic purposes and the disposal of waste water and surface water by carrying out regular visual checks and calling in drainage specialists should problems arise.

Load Bearing Structures

The Premises manager, referring to construction professionals when necessary, ensures that each load bearing structure is capable of safely sustaining and transmitting the dead load and imposed loads, and the horizontal and inclined forces, to which it is likely to be subjected.

Security Arrangements

The Premises manager and Caretaking team ensures the **Alsager Golf & Country Club** has adequate security arrangements for the grounds and buildings by ensuring that each building is securely locked and alarmed each night; that each building has a secure entrance and that the **Alsager Golf & Country Club** perimeter fence is secure.

Risk Assessment

The **Alsager Golf & Country Club's** security arrangements are based on a risk assessment which is reviewed annually and takes into account the following factors:

- The location of the **Alsager Golf & Country Club**

Health & Safety Policy

- The physical layout of the **Alsager Golf & Country Club** (eg, multiple buildings)
- The movements needed around the site
- Arrangements for receiving visitors
- Staff training in security

The responsible person is responsible for ensuring risk assessments are completed across all **Alsager Golf & Country Club** departments.

Resistance To The Weather

The Premises manager ensures that **Alsager Golf & Country Club** buildings provide reasonable resistance to penetration by rain, snow, wind and moisture from the ground by carrying out regular visual checks.

Evacuations

The Premises manager ensures there is sufficient access so that emergency evacuations can be accomplished safely for all staff, visitors & 3rd parties including those with special needs, by ensuring that all exits are kept clear and unencumbered, and by carrying out regular checks of the same.

Accessibility

The Premises manager ensures that access to the **Alsager Golf & Country Club** allows all students, including those with special needs, to enter and leave the **Alsager Golf & Country Club** in safety and comfort by ensuring that entrances are well maintained and unencumbered and by arranging access to a ramp for wheelchair users.

Suitability

The Responsible person ensures that, in terms of the design and structure of the accommodation, no areas of the **Alsager Golf & Country Club** compromise health or safety, there are high-level hand rails on stairs above an open stair well and an asbestos management programme is in place.

Welfare

The Responsible person and Premises manager ensure that there are sufficient washrooms for staff in that:

- Staff washrooms are 'adequate' for the number of staff at the **Alsager Golf & Country Club**.
- Changing accommodation, including showers (which are hygienic and which work properly), are provided for students and are accessible from where the working area takes place.

Catering

The Responsible person ensures that where food is served, there are adequate facilities for its hygienic preparation, serving and consumption. The Premises Manager provides regular reports on the suitability of the kitchen facilities.

Cleaning

The Responsible person ensures that working areas and other parts of the **Alsager Golf & Country Club** are maintained in a tidy, clean and hygienic state by liaising with the cleaners who are contracted to clean the **Alsager Golf & Country Club**.

Mechanical Services

The Responsible person and Premises manager ensure that the lighting, heating and ventilation in working areas and other parts of the **Alsager Golf & Country Club** are satisfactory in that:

- Each room or other space in the **Alsager Golf & Country Club** has lighting appropriate to its normal use; in teaching accommodation this shall mean not less than 300 lux on the working plane (500 lux where visually demanding tasks are carried on).
- Each room or other space has a system of heating appropriate to its normal use (or suitable supplement when occupied) to maintain air temperatures at 16°C in sedentary working areas and 13°C in areas for physical working activities.
- Adequate measures are taken to prevent condensation and noxious fumes in kitchens and other rooms. This is done through a programme of monitoring and through systematic feedback from staff.

General Maintenance

The Responsible person and Premises manager ensure that there is a maintenance and decoration programme. Most of this work takes place during the **Alsager Golf & Country Club** holiday periods, but smaller tasks may be completed during term time.

The Premises manager ensures that there is appropriate flooring in good condition by carrying out regular visual checks and implementing any necessary repairs/replacements.

Health & Safety Policy

Fire Safety

The aim of this policy is to clarify:

- Who will hold the responsibility for fire safety
- Arrangements and supporting documentation for the delegation of duties
- Arrangements to monitor and check that persons responsible for fire safety are meeting the requirements of the fire safety law.
- Arrangements to give those persons hiring out the premises relevant information.
- Processes and practices in place to ensure that fire safety is effectively managed.

Fire Safety Management Objectives

The aim of Fire Safety Management is to:

- To protect life in the event of a fire
- To minimise the risk of fire
- To protect the means of escape
- To limit the spread of fire

Persons Holding Responsibility for Fire Safety

As the Premises Manager «**Fire_Policy_1**» is the person responsible for the overall management of Fire Safety in the premises and compliance with Fire Orders and associated regulations.

- «**Fire_Policy_1**» is responsible for the delegation of tasks and responsibilities relating to fire safety, the effective communication of these duties and the monitoring of compliance with them.
- As the Deputy Premises Manager, «**Fire_Policy_2**» is responsible for assisting «**Fire_Policy_1**» in ensuring that effective management of Fire Safety is maintained within the premises.
- «**Fire_Policy_1**» is delegated the specific responsibility for ensuring the control and supervision of contractors on the site.
- All staff and visitors to the premises are responsible for ensuring that they take reasonable steps to maintain their own and others safety whilst on the premises.
- All staff are responsible for ensuring that they are fully aware of their specific roles in terms of fire safety and emergency situations.
- All staff are responsible for using the systems provided to inform the Premises Manager of any newly identified risk or alterations which may affect fire safety.
- All users of the premises are responsible, once provided with the means to do so, for making themselves aware of emergency procedures and evacuation routes.

Responsibilities and duties

«**Fire_Policy_1**» should manage fire safety alongside other health and safety issues, implementing the policies agreed and monitored by the Local Authority. To do this they will consult, as necessary, H&S Professionals, the local Fire & Rescue Service and insurers.

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The main duties regarding fire safety management are to:

- comply with relevant Fire guidance and regulations
- make hazard and risk assessment
- be responsible for fire safety training
- produce an emergency plan and put up fire notices
- conduct fire drill
- check the adequacy of fire fighting apparatus and its maintenance
- consult with and implement recommendations of the Local Fire & Rescue Service
- conduct fire safety inspections on a regular basis
- make frequent informal checks to confirm that the fire safety actions are being followed
- ensure fire escape routes and fire exit doors/passageways are unobstructed and doors operate correctly
- check fire detection and protection systems are maintained and tested and records kept
- ensure suitable and sufficient risk assessments are in place for extended premises usage
- provide effective means of communication and documentation to ensure the safety of users of the site out of premises hours
- ensure effective communication and documentation systems are in place to enable the control and compliance of contractors on site
- ensure close-down procedures are followed
- include fire safety in the regular health and safety reports.
- maintain a Fire Log Book in which records of checks, inspections, maintenance and training are kept
- facilitate the inspection of the premises, with regard to fire safety and compliance, by competent officers of the Local Authority and the Fire & Rescue Service
- facilitate the actions identified by risk assessments and audits as necessary to ensure fire safety for all premises users and compliance with regulations.
- ensure emergency lights are functioning and tested
- ensure that there are a suitable number of trained Fire Marshalls & Wardens on the premises

Risk Assessment

“Fire_Policy_1» is responsible for carrying out a thorough Risk Assessment

It should identify and record:

- all persons at risk, specifying those at particular risk
- flammable substances, combustible materials
- sources of heat and ignition
- detection and alarm systems
- fire-fighting equipment and access for emergency services
- means of escape to ultimate and relevant safety

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- means and extent of compartmentation
- emergency lighting
- signage and instructional notices
- methods, frequency and persons responsible for checks and maintenance
- staff training

Existing control measures should be recorded and their effectiveness rated. If the remaining risk remains unacceptably high, necessary action(s) must be identified.

“**Fire_Policy_1**» will review the risk assessment annually, after any incident or where circumstances change.

Documentation

“**Fire_Policy_1**» is responsible for the production and dissemination of:

- A Fire Safety policy
- A Fire Emergency plan (directing actions to be taken in instances of emergency evacuation and identifying specific duties to be undertaken by named personnel).
- Fire Risk Assessment
- An Action Plan which prioritises according to level of risk being presented
- An up-to-date Fire Log Book
- An up-to-date Fire Risk Assessment file

Staff Training

“**Fire_Policy_1**» is responsible for ensuring:

- The training and competence of themselves (as Premises Manager/Fire Safety Manager) and the Deputy Premises Manager.
- the training of all staff in the basics of Fire Safety Management
- the training of nominated staff in the use of firefighting equipment
- the training of nominated staff as Fire Wardens
- provision of thorough staff training with regard to the premises’ Fire Emergency plan
- Feedback following each fire drill and any necessary amendments to documentation produced as a result of issues identified during the drill.

N.B. No member of staff should attempt to use fire-fighting equipment unless they have received training and it is recommended that this is only used in the event that their exit route is blocked by fire

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Processes and Practices

In order to ensure that all fire safety arrangements are in place, a schedule of fire safety checks is adhered to:

Frequency	Action	Personnel
Daily	Check escape route availability	
Ongoing/ Daily	Visual checks of areas and equipment to be used which may impact on fire safety	
Weekly	Fire alarm call point check	
Weekly	Check condition, charge & position of fire fighting equipment	
Monthly	Check condition of fire doors, self-closers and fire-signage	
Monthly	Testing/inspection of emergency lighting	
6 Monthly	Fire drills carried out at varying points of the premises day	
6 Monthly	Inspection of fire alarm and detection systems	
Annually	Inspection of fire-fighting equipment	
Annually	Testing of portable appliances	
Annually	Discharge test of emergency lighting	

Records of these checks are maintained in the Fire Log Book.

The Fire Log Book and Fire Risk Assessment are available for inspection/monitoring in

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Monitoring

- **“Fire_Policy_1»** is responsible for monitoring the effectiveness and pertinence of all documentation. This should be undertaken on an annual basis, or more regularly if checks and inspections indicate that documentation needs to be updated.
- **“Fire_Policy_1»** is responsible for regular inspection of the Fire Log Book and associated records, ensuring that they are up-to-date and actioned as necessary.

Evacuation Procedure

If You Discover A Fire

Immediately operate the nearest alarm call point or notify the senior person present.

Attack the fire (only if trained and if safe to do so) with the appliances provided. **Do not**

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take personal risks.

Senior Person Present will call the fire brigade immediately by:

- Using the phone to dial 999
- Giving the operator the telephone number and asking for the fire brigade.

When the fire service reply, give the response distinctly:

- *“We have a fire at **Alsager Golf & Country Club**”* and give the operator the full address including post code, from which the call is being made
- Do not replace the receiver until the fire service has confirmed the details.

Call the fire service immediately to every fire or on suspicion of a fire.

On Notification of a Fire

- The Senior Person Present will take charge of the evacuation and ensure that everybody is accounted for
- As soon as the alarm is heard all non-essential personnel and visitors will leave the building by the nearest available exit and proceed to the nominated fire assembly point as identified on the fire action notices
- Remaining personnel will proceed with the phased evacuation of service users to an area of safety.

“Fire_Policy_1» will liaise with the fire officer in attendance, and arrange such assistance as the fire service may require.

Do not stop to collect personal belongings.

Do not re-enter the building until told to do so by the Senior Fire Officer.

In the event of a fire, the safety of a life shall override all other considerations, such as saving property and extinguishing the fire.

Disabled staff & visitors

The Reception to notify **“Fire_Policy_1»** as and when a disabled visitor comes to the building. The designated safety officer will be responsible for carrying out any Personal Emergency Evacuation Plans (PEEPS) and when applicable assisting evacuation of physically disabled member of staff - or guest - as / when applicable.

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Golf Course Safety

The purpose of this policy document is to set out details of the management of the course and associated land within the ownership of **Alsager Golf & Country Club**, in order to provide a forward plan and to keep members informed and up to date. It is important that there is continuity of thinking on all these issues which should not be subject to the vagaries of personnel changes on either Council or Greens Committee.

Roles and Responsibilities

The management of the course involves a wide range of people and it is essential that each know their roles and responsibilities.

Council

Council is responsible for the overall direction and control of the Club, including determining policy, approving plans and exerting financial control. Council must be consulted on any changes to this policy document and must approve any significant changes that may affect the play of the course.

The Greens Committee

The Greens Committee is responsible to Council for the management of the golf course and other associated land in the ownership of the Club, course maintenance and improvements, and recommending any significant changes to the course. The Greens Committee in conjunction with the Treasurer should also submit annual budgets and any long term capital expenditure plans for approval by Council via the Finance and Planning Committee.

The Chair of the Greens Committee

The Chair of the Greens Committee is responsible for reporting the activities of his Committee and the actions on the course to Council. He is also responsible for liaison with the Head Greenkeeper and ensuring that all relevant policies and plans are fully implemented.

The Head Greenkeeper

The Head Greenkeeper is responsible, in conjunction with the Chair of Greens, for the implementation of this policy in all respects, including but not limited to:

- Planning both long and short term maintenance schedules in relation to demands on the course.
- Liaising with the Chair of Greens on current and potential problem areas.
- In liaison with the Chair of Greens, providing estimates to assist with the preparation of annual and long term budgets.
- Attending Greens Committee meetings as required.
- Machinery maintenance and repair.
- In liaison with the Chair of Greens, preparing plans for machinery replacement.
- Purchase and storage of all fuels, chemicals, dressings and other materials.
- Maintenance of schedules and records relating to machinery and staff.
- Storage and safety of all equipment and materials.

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- Implementation of the Club's Health and Safety Policy.
- Allocation of daily tasks to all greens staff.
- In liaison with the Chair of Greens identify staff training requirements.
- Act as line manager in all matters of staff discipline.
- In liaison with the Chair of Greens, establishing an ecology policy for the course and associated land.

Resources

Greenkeeping Facilities

The existing facilities are located in the middle of the course adjacent to the 15th hole and comprise:

- Kitchen/Staff Rest Room.
- General Store Room and Drying Room.
- Toilets.
- Suitable storage area for plant & equipment
- Diesel tank and bund.
- Vehicle wash down area.
- Chemical and fertilizer store.
- Concrete based storage areas for dressings, bunker sand etc.

The Course

General

The objective is to enable play to take place under the best possible conditions and with the minimum amount of disruption or restrictions.

The Club's policy is to allow play to continue using summer tees, fairways and greens whenever possible and to allow the use of trolleys (powered and pulled) unless damage to the course is considered to be inevitable. In winter, greens are in play unless they are affected by frost or are considered to be so wet that damage to them would occur, in which case temporary winter greens are brought into play. Winter grass tees are used whenever possible otherwise play is from artificial tees. During the winter months the fairways are protected by lifting balls from them and placing in the nearest semi rough.

Buggies (both Private & Leased) are allowed on the course through the summer months except when the course is considered to be too wet for them to operate safely or without causing damage to the course. They are not allowed during the winter months except for use by persons with an appropriate doctor's note.

The Head Greenkeeper and/or the Chair of Greens are responsible for determining when buggies and/or trollies are to be subject to restrictions or prohibited from the course.

Tees

The objective is to provide a firm level surface from which to play during the main golfing season. During winter months the best combination of grass and artificial surfaced tees will be made available being mindful not to cause unnecessary damage to summer tees.

All major repair and maintenance work (i.e. levelling, re-turfing and enlarging) will be carried

out during the winter months.

Fairways

The objective is to provide a good playing surface from which it is possible to hit well struck shots. The shape of fairways should reflect the contours and features of the course but generally should not be narrower than 22yards wide except at certain specific points.

Fairways are protected throughout the winter period by lifting balls and placing them in the semi-rough.

Paths and Tracks (including public footpaths)

The objective is to provide and maintain the paths on the course to provide safe footing for pedestrian and buggy traffic in all but the most adverse weather conditions

Artificially surfaced paths are provided in areas where heavy wear is anticipated, otherwise players and their trolleys/buggies are free to follow their own preferred route around the course.

Certain paths on the course present particular problems, specifically arising from being constructed on sloping ground and the instability of all previous treatments.

Routine maintenance during the main golfing season will include:

- Strimming the grass along the edges of paths once a fortnight.
- Keeping the paths free of weeds.
- Ensuring that the public footpaths are clearly defined

Temporary Winter Greens

The objective is to use temporary greens only when necessary to avoid potential damage to normal greens.

It is the responsibility of the Head Greenkeeper or his appointee to decide when conditions are such that some or all temporary greens are brought into play.

Factors affecting this decision will include:

- Frost and the likely damage to the surface from footmarks and pitching balls.
- Green too soft to accommodate foot traffic without damage.
- Major work being undertaken to the normal green.

Work on the Course

The objective is to carry out all the work necessary to keep the course in the best possible condition whilst minimizing the disruption to the play of members and visitors.

Timing of Work on the Course

Much essential work has to be completed before a certain time each day, and within certain timescales during the year. Moreover there are times when play on the course has to be restricted to allow the greens staff to carry out certain works. As far as possible these restrictions will be kept to an absolute minimum, however greens staff have priority on the course at all times.

During winter months it may be necessary to take certain holes out of play to permit uninterrupted work to be carried out.

It will be the aim of the Greens Committee and Head Greenkeeper to plan essential work on

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the course well in advance and members will be kept informed via the notice board when any restrictions to play are envisaged. The co-operation of members will be required if the Club is to maintain the highest possible standards of the course together with our aims to achieve longer-term improvements.

Closing the Course

The course may be closed on the authority of the Head Greenkeeper, the Greens Chair, the Club Professional or their designated deputy, when weather conditions are such that damage to the course would result if play were permitted or if play itself could be dangerous. Such conditions would exist if the greens were waterlogged, if the course was flooded and during severe frost or snow or if there was fog.

During a competition, play may be suspended or abandoned by the Competitions Committee if conditions become unsuitable for play. This would not automatically close the course unless one of those persons set out above is present and considers that to be the appropriate course of action.

A decision to re-open the course may be taken at any time after an inspection by an authorized person, who will ensure that it is safe to resume play.

Health and Safety

The Head Greenkeeper is responsible for ensuring that the management of the course is carried out in accordance with due regard to the Club's Health and Safety Policy at all times and that all personnel working on the course are familiar with this policy.

Members, Visitors & 3rd Parties

The greens staff cannot do everything and there is much that the members can do to assist in keeping the course tidy and in the best possible condition. Some of the things that we all can do include:

- Be Aware of their surroundings and the potential hazards from flying golf balls
- Repair pitch marks on the greens.
- Replace divots and tread them in carefully.
- Pick up any litter and either place it in the nearest bin or remove it from the course.
- Carefully rake bunkers pushing the sand towards the face rather than pulling it towards the rear.
- Replace rakes inside the bunker in a position least likely to interfere with a ball in motion.
- Avoid taking buggies and trolleys on tees, greens, green approaches and surrounds.
- Wherever there are surfaced paths provided, those using buggies and trolleys should use them.
- Keep dogs on a lead and remove any dog dirt from the course immediately.

Trolley and Buggy Policy

During winter months **Alsager Golf & Country Club** wish to avoid either a trolley or a buggy ban, although a buggy will only be allowed if a member or visitor has a Doctor's letter confirming a medical condition which would prevent them playing without a buggy. To protect the most vulnerable areas of the Course we may extend areas where trolleys and

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buggies are prohibited and we would request that all members and visitors respect roped off areas and notices to avoid unnecessary damage.

The Head Green Keeper and the Greens Committee will keep this policy under review and in the event that there is too much damage being caused to the Course then it may be necessary to introduce a trolley and buggy ban, with exemptions for those members over the age of 70 or those members or visitors who have a Doctor's letter confirming a medical condition which would prevent them playing without a trolley or buggy. Members will be notified when a ban is introduced and when it is subsequently lifted.

Course Risk Safety Information

All golfers, contractors or 3rd parties entering onto the golf course are expected to recognize the dangers associated with being in the midst of an area where golf is being played and to take all reasonable measures to protect themselves and not to endanger others legitimately present on the course or its immediate environs. Players must report any instances of anybody being struck by a golf ball or any "near misses" They can do so by verbally reporting this to the most senior member of staff present in the Clubhouse.

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Hazardous Substances

Alsager Golf & Country Club recognises that its employees use and encounter hazardous chemicals and other substances in the course of their work. In order that employees and other people who may be affected by exposure to these substances are protected from harm **Alsager Golf & Country Club** will comply with the general requirements of the COSHH Regulations.

For the purpose of this policy, hazardous chemicals and substances include:

- Those substances classified as being dangerous to health under Classification, Labelling and Packaging of Substances and Mixtures Regulation, commonly referred to as CLP. Hazardous substances classified under this Regulation generally will display a hazard warning pictogram of a red bordered white diamond shape with a black symbol indicating the type of hazard.
- Those substances having Work Exposure Levels as dictated by the HSE's publication EH40.
- Biological agents connected directly with work and others encountered from the working environment e.g. Legionella.
- Any dust, if concentrations exceed safe working levels.
- Any other substance that may be considered to be hazardous but is not included in CLP or EH40 e.g. medicines, pesticides or by-products of chemical reactions.

Alsager Golf & Country Club will ensure that all hazardous products which are subject to COSHH will

- Be identified,
- Have a access to safety data sheets (SDSs) on site,
- Be risk assessed and,
- Where required, identify and implement control actions to reduce exposure to a safe level.

Where required, medical surveillance will be provided to ensure the health and safety of employees from hazardous materials.

Alsager Golf & Country Club will ensure that all identified hazardous substances,

- Have a SDS, either on site or electronic copy,
- Be COSHH assessed,
- Persons using the substances are informed of the COSHH assessments and any control actions required,
- COSHH assessments are reviewed bi-annually unless there is a reason for a shorter review period e.g. assessment no longer valid, accident or incident occurring, changes in Workplace Exposure Level.

Employer's Responsibilities

Alsager Golf & Country Club recognises its responsibility to provide a safe working environment and will:

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- Compile an inventory of hazardous substances used or stored within Practice premises
- Identify all work activities likely to use or generate hazardous substances
- Obtain up to date Safety Data Sheets from suppliers or other sources, e.g. NOAH compendium for information relating to medicines
- Identify who may be affected by the use of such substances, medicines or drugs (e.g. employees, contractors, public)
- Appoint a competent person to carry out and record COSHH assessments and review the assessments regularly
- Provide suitable storage facilities for hazardous substances.

Where reasonably practical, **Alsager Golf & Country Club** will prevent exposure by:

- Changing the activity so that a hazardous substance is not required or generated
- Replacing the hazardous substance with a less hazardous substance
- Using the substance in a safer form
- Where dangerous substances (classified as explosive, oxidising, extremely flammable, highly flammable and flammable) can cause harm from fire or explosion and are stored or used in the workplace, a competent person will need to prepare and implement a suitable and sufficient risk assessment and comply with the requirements of the Dangerous Substances and Explosive Atmospheres Regulations (DSEAR).

If prevention is not practicable, **Alsager Golf & Country Club** will control exposure by:

- Total enclosure/isolation of the activity
- Partial enclosure and installation of extraction
- Using a system of work, including handling, that minimises potential for leaks, spills and escape of the hazardous substance
- Providing suitable storage and transport facilities for hazardous substances and medicines/drugs; following manufacturer's guidance and ensuring containers are correctly labelled
- Determining the need by risk assessment for health or medical surveillance of employees
- Ensuring control measures (e.g. ventilation, scavenging and extraction systems) remain effective by inspection, testing and maintenance of plant and equipment
- Provide employees with suitable personal protective equipment (PPE) and or Respirable Protective Equipment (RPE) as required by risk assessment and ensure that they are trained to use and handle the equipment. Where RPE is used, ensure that face fit testing is undertaken
- Ensuring emergency procedures are in place and that arrangements to dispose of waste are implemented
- Providing a copy of each relevant COSHH assessment to those persons considered at risk
- Providing information, instruction, training and supervision in the safe use and handling of hazardous substances

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- Regularly monitor compliance to the control measures implemented.

Alsager Golf & Country Club will also consider the risks to other persons who may come into contact with hazardous substances, particularly vulnerable groups, e.g. young persons or women of childbearing age and implement the necessary controls to minimise or eliminate harm.

Employee's Responsibilities

Employees have responsibilities in terms of COSHH Regulations, and are expected to:

- Take part in training programmes
- Observe container hazard symbols and instructions
- Follow safe working practices when using hazardous substances
- Report any concerns to your line manager.
- Wear, use correctly and maintain any Personal Protective Equipment (PPE) provided
- Return all hazardous substances to their secure location after use
- Observe all control measures correctly.

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Infection Control

This policy outlines **Alsager Golf & Country Club**'s commitment to the effective operation of systems designed to prevent, detect and control the spread of a virus or infection. The purpose of this policy is to ensure that those who may be at risk of exposure to an infection arising from the actions of regular activities are protected against identifiable risks.

Alsager Golf & Country Club upholds its responsibility under The Control of Substances Hazardous to Health Regulation 2002 (COSHH 2002)

Remit

Infection control is the name given to a wide range of procedures and techniques intended to prevent the spread of infectious diseases amongst employees, guests and contractors. All employees are at risk of infection or of spreading infection by means of person-to-person, by food and water, airborne and by contact with bodily fluids. Such substances may well contain pathogens that can be spread if employees do not take adequate precautions. This policy encompasses control measures for infection through pests including ticks, fleas, bed bugs etc. as well as the outbreak of viruses including common colds and norovirus.

Associated Hazards

- Bacteria, viruses and fungi
- Zoonoses, e.g. salmonella, E Coli, MRSA, Campylobacter, Leptospirosis, Ringworm, Toxocariasis
- Bodily fluids, e.g. faeces, urine, vomit, blood, saliva etc.

Note: The above list of hazards is not exhaustive. Micro-organisms can also cause allergies and / or be toxic.

Employer's Responsibilities

Alsager Golf & Country Club will carry out a risk assessment as required by the Control of Substances Hazardous to Health regulations, COSHH to identify:

- Persons at risk from workplace infections, including employees, visitors, contractors and vulnerable workers, e.g. new and expectant mothers, young persons
- Appropriate controls to be implemented.

Where significant risks are identified, **Alsager Golf & Country Club** will prevent exposure by:-

- Changing the way in which employees work, so that the job/task/equipment presenting the risk is no longer needed
- Modifying the work to remove any hazardous products or waste.

If these options are not reasonably practicable, the following approaches will be used to control infection:-

- Employ principles of good occupational hygiene and follow the Practice Standard Operating Procedures, where relevant

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- Provide information, instruction, training and supervision to employees regarding infection control and on the symptoms of infection to enable them to detect occupationally acquired illness
- Provide separate areas for washing, disinfecting and food storage away from clinical areas
- Provide equipment that is fit for purpose, designed to minimise cross contamination, regularly inspected and maintained
- Provide personal protective equipment (PPE), as identified by risk assessment
- Obtain advice from medically qualified practitioners with regard to any relevant health issues
- Report to the enforcing authority as required by the Reportable Injuries Diseases and Dangerous Occurrence Regulations (RIDDOR), any reportable disease diagnosed by a registered medical practitioner, e.g. brucellosis, anthrax, rabies, tetanus, Q fever, leptospirosis, contracted as a result of work activities
- Investigate all infection control incidents and implement any action identified as necessary to prevent a recurrence. Monitor the effectiveness of the actions.

Employee's Responsibilities

To take care of themselves and others in the premises where activities give rise to the potential for infection and to also:-

- Observe good hygiene practice before and after handling patients particularly before eating and drinking
- Cover all cuts and abrasions with suitable waterproof dressing and wear gloves, where necessary
- Use any equipment provided, including PPE as authorised and trained
- If an employee experiences symptoms they feel may be work related they must notify the Practice Manager or Senior Vet on duty immediately
- Report to the Premises Manager any hazardous or dangerous conditions relating to infection control.
- Report all bites and scratches to the First Aider.

ACCIDENTAL EXPOSURE TO BLOOD OR BODY FLUIDS

If any member of staff sustains a significant injury* or contamination** involving exposure to blood or body fluids, first aid treatment should be carried out immediately (see below) and medical help sought

First Aid Action:

- **Encourage wounds to bleed by gentle squeezing. DO NOT suck the area.**
- **Wash thoroughly with soap and warm running water, - DO NOT SCRUB the area**
- **Irrigate eye or mouth splashes thoroughly with water. Do not swallow mouth rinsing water**
- **Remove contact lenses, if worn, before irrigating eyes**

* A **significant injury** is penetration of the skin by a needle or other sharp object that is, or is suspected to be, contaminated with another person's blood or body fluid, or when a human bite breaks the skin.

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** A **significant contamination** is contact of broken skin, mucous membrane or eyes with another person's blood or body fluid

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Lifting Equipment

Alsager Golf & Country Club recognises its duty to ensure the safety of its employees and clients when undertaking lifting operations and using lifting equipment.

This document details how **Alsager Golf & Country Club** will implement and comply with its duties as required under the Lifting Operations and Lifting Equipment Regulations 1998.

These regulations require that employers ensure that lifting operations are carried out in a manner that is without risk to health & safety and that equipment used does not present any unnecessary risk.

.....will ensure that the following is carried out:

- Ensure that all lifting equipment and accessories used within the organisation are suitable for and of sufficient strength for the tasks they are being used.
- Ensure that lifting equipment is only used for its intended purpose.
- Ensure that only lifting equipment marked and identified as 'Suitable for persons lift' is used for lifting people.
- Ensure that lifting operations are:
 - Planned
 - Supervised
 - Only carried out by persons competent to do so
- All lifting equipment and associated accessories will be documented on a register of lifting equipment which will be added to and amended as necessary.
- All lifting equipment and associated accessories will be subject to a Thorough Examination by a competent person at specified periods (timescales for examination are dependent on their use)
 - Equipment and accessories used to lift persons to be examined as a minimum at 6 monthly intervals or more often if directed by the examiner.
 - All slings, chains and other accessories associated with lifting equipment to be examined as a minimum at 6 monthly intervals.
 - Equipment used to lift other items, excluding persons, to be examined as a minimum at 12 monthly intervals or more often if directed by the examiner.
- Retain a log of all certificates issued as a result of Thorough Examinations of equipment. These will be stored securely and made accessible for any necessary inspection by Enforcing Authorities.
- Monitor all lifting equipment to ensure Thorough Examinations and necessary maintenance is carried out when required. A colour coding system will be used to easily identify when equipment is due for examination and re-certification.
- Train employees in the safe use of lifting equipment. Training will be documented and recorded. Retained records will be monitored to ensure refresher training is given as and where necessary.
- Training to include the carrying out of visual examinations of equipment before use.
- A monthly visual inspection of all lifting equipment and accessories will be carried out to ensure fitness for use and to identify damage or faults which may lead to failure of equipment.

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- Monthly inspections will be documented and recorded. Any failed items will be taken out of use until repaired or replaced and the actions recorded.

Responsibilities

A number of actions will be undertaken by specific named persons within the organisation.

Their details and duties are as follows.

Alsager Golf & Country Club will be responsible for the following within their areas of control:

- To ensure that all lifting equipment and accessories used within their area of responsibility are logged on the lifting equipment register.
- The Log should show:
 - The type
 - Model number and serial number of the equipment
 - The testing/inspection frequencies
- To ensure all new equipment brought onto site or equipment disposed off is documented and the record adjusted accordingly.
- To monitor and ensure that all lifting equipment and accessories are subject to Thorough Examinations by a competent person at appropriate time periods.
- To retain records of such examinations and ensure any identified remedial actions are carried out before equipment is brought back into use.
- Lifting equipment is marked to indicate its validation date
- To ensure that risks arising from lifting activities and the use of lifting equipment by their employees are suitably assessed and planned.
- They must ensure appropriate equipment is being used and to ensure suitable supervision of tasks is put in place.
- To ensure that employees are suitably trained and experienced in the lifting activities carried out and competent in the safe use of lifting equipment.
- To arrange where necessary additional suitable training for their employees in the safe use of lifting equipment.
- To retain, monitor and update (as and when necessary records of employee training.
- To ensure that all lifting equipment within their remit is subject to a regular **monthly** inspection and details are recorded.
- They must ensure equipment found to be faulty is removed immediately from use until either repaired or replaced and details of actions taken recorded.
- To ensure that persons carrying out monthly equipment checks are competent to do so and are aware of recording policies and documentation.

Duties of **Employees**

- To follow the agreed work practices and ensure lifting equipment is only used for its designated purpose.
- To report any faults to equipment which they discover during use or during pre-use checks.
- To assist in and cooperate with process of risk assessments.
- To attend any training sessions as required and apply the knowledge gained in

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their daily work practices.

- To report all accidents and near miss incidents.
- Not to carry out lifting operations or use lifting equipment which are outside their designated work duties and experience.

Records to be retained

- Lifting equipment register and record of thorough examination
- Monthly inspection record
- Damaged equipment action record

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Lone Working

Alsager Golf & Country Club recognises the potential risks associated with lone working duties carried out by its employees. Where the conditions of service delivery or its associated tasks require staff to work alone, both the individual staff member and their line manager have a duty to assess and put control measures in place to reduce the risks which lone working presents.

Alsager Golf & Country Club is aware of its obligations to provide a safe working environment for all employees under the **Health and Safety at Work Act 1974 (as amended)**, the **Management of Health and Safety at Work Regulations 1999 (as amended)**, other supporting legislation, specific **Approved Code of Practice (L21)** and guidance notes (**INDG73**) issued by the Health and Safety Executive (HSE).

Aims

The aims of this policy are to alert staff to the risks presented by lone working, to identify the responsibilities each person has in this situation, and to describe policy which will minimise such risks. It is not intended to raise anxiety unnecessarily, but to give staff a framework for managing potentially risky situations.

Managers

Managers of lone workers shall ensure that adequate risk assessments are carried out and the identified risk control measures are applied. Managers should draw up and record an assessment of risk, the following issues should be considered, as appropriate to the circumstances;

- The environment – location, security and access.
- The context – nature of the task, equipment being used and any special circumstances.
- The individuals concerned – indicators of potential or actual risk (medically fit, age, pregnancy, young person, etc.)
- History – any previous incidents in similar situations.
- Other factors to be considered – (e.g. nearest A & E, confined spaces, overhead power lines, etc.)

Employees Personal Safety

- Staff should avoid working alone if not necessary and where possible the final two people should leave together.
- Staff must not assume that having a mobile phone and a back-up plan is a sufficient safe guard in itself. The first priority is to plan for a reduction of risk.
- Staff should take all reasonable precautions to ensure their own safety, as they would in any other circumstances.
- Before working alone, an assessment of the risks involved should be made in conjunction with the line manager
- Staff must inform their line manager or other identified person when they will be working alone, giving accurate details of their location and following an agreed plan to inform that person when the task is completed. This is inclusive of occasions when a staff member expects to go home following an external

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commitment rather than returning to their base.

- Where staff work alone for extended periods and/or on a regular basis, managers must make provisions of regular contact, both to monitor the situation and to counter the effects of working in isolation.
- Staff working away from the office should ensure they have access to a mobile phone at all times.

Lone Working Policy

This policy should be read in conjunction with **Alsager Golf & Country Club's** policy on aggression and violence. Employees who are required to work alone should consider the following;

- Employees should avoid areas where they feel unsafe and withdraw immediately if they sense danger. Similarly they should not enter premises in situations where they judge their personal safety to be at risk.
- Be alert, be aware of your surroundings and be confident. Fitness, stamina and strength are aids to self-protection.
- Don't take risks. When going out from the workplace, leave written details of where you are going and when you expect to be back. If a situation appears at all dubious, contact your workplace to check it out. Avoid dangerous short cuts, walk facing traffic on the street side of the pavement and try not walk on your own after dark.
- Key holders called to the premises in response to intruder alarms should request a police presence and not enter the premises alone.
- Park in well-lit locations. Hide all valuable out of sight.
- Try and park vehicles facing in the direction of exit especially in streets where dead ends are present.
- Consider keeping all vehicle doors locked when both travelling and stationary.
- Check the back seats before entering your vehicle.
- Ensure that all loads are safe to lift by one person.
- Take action when you feel you are in danger. Meeting aggression with aggression usually leads to confrontation. Walk away if you can and defend yourself only if really necessary. Your aim should be to remove yourself from the situation as quickly as you can. It is better to part with property than risk life or limb.
- Ensure that any personal protective equipment that is issued is worn as expected.
- Report all incidents, however trivial they may seem to your manager. If you don't, you may have leave others at risk.

Training

All staff working for **Alsager Golf & Country Club** will take part in relevant training and instruction upon taking up their appointment with **Alsager Golf & Country Club** to ensure that they are competent in carrying out all lone working duties.

Awareness and Review of this Policy

All relevant members of staff are required to read this policy statement as part of their induction process and as part of any future refresher training that is carried out. The policy

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itself will also be reviewed on an annual basis.

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Manual Handling

Alsager Golf & Country Club recognises that work related musculoskeletal injuries from manual handling tasks can affect all their staff members and the risk to non-employees who may be affected by its activities relating to manual handling operations and is committed to identifying and minimising such risks.

Alsager Golf & Country Club is aware of the work activities which involve manual handling, **Alsager Golf & Country Club** will identify the associated hazards and complete relevant risk assessment as stipulated in the **Management of Health and Safety at Work Regulations 1999** and aims to fulfil the requirements of the **Manual Handling Operations Regulations 1992 (as amended)**. **Alsager Golf & Country Club** realises it is not possible to eliminate all manual handling, we recognise correct handling techniques will lessen the chance of injury occurring.

A manual handling hazard can be defined as:

any transporting or supporting of a load, by one or more workers, including lifting, lowering, pushing, pulling, carrying or moving a load, which, by reason of its characteristics or of unfavourable ergonomic conditions, involves a risk particularly of back injury to workers' *Directive 89/391/EEC - Minimum Health and Safety Requirements for the Manual Handling of Loads*

Aims

The aim of this policy is to:

- Eliminate hazardous manual handling operations which could cause injury, so as far as reasonably practicable, and reduce risks to their lowest level possible;
- Reduce the risk of unnecessary manual handling by making sure that risk assessments are carried out and that equipment is used wherever appropriate;
- Make arrangements for putting the policy into practice and make sure any appropriate improvements are implemented in controlling the risks created by manual handling;
- Contribute to enabling staff who have musculoskeletal symptoms, or other medical conditions that may impact on their ability, to fulfil their job description;
- Reinforce the responsibilities of management for the manual handling activities within their area;
- Adhere to the **Manual Handling Operations Regulations 1992 (as amended)** and all other legislative and relevant professional guidance.

Responsibilities

Employer

Alsager Golf & Country Club will ensure that:

- Manual handling operations which present a risk of injury are identified.
- Handling operations which present a risk of injury are avoided, so far as is reasonably practicable, by eliminating the need for the load to be moved, reducing the frequency or weight to be moved or by the introduction of automation or mechanisation.

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- Those operations which cannot be avoided are assessed using an ergonomic approach which considers, the task, the load, the environment and the individual's physical capability, to determine the level of risk. The assessment should be communicated to employees, recorded to show that it has taken place and to allow for review if circumstances change.
- Measures required to eliminate the risk, or reduce it to the lowest level which is reasonably practicable, are identified from the information in the risk assessment and are used to implement a safe system of work.
- All new work which might involve manual handling operations is assessed and safe systems of work are implemented and communicated before the work commences.
- Annual reviews of risk assessments are made to ensure that they are still valid but re-assessment is carried out immediately if any of the components of the work situation (e.g. personnel, equipment, loads, etc) have changed.
- Incidents which result in musculoskeletal injury to employees are fully investigated and risk assessments and systems of work are reviewed in the light of such incidents
- Suitable information and training is provided for all employees engaged in manual handling tasks. Ensure that this training is recorded, monitored, evaluated and reviewed. Refresher manual handling training for existing employees will be revisited every year.
- Any specific arrangements for complying with the Regulations, which are introduced, are documented and incorporated into the local Health & Safety Policy.

Employees

The co-operation of employees is essential in reducing and eliminating the risks from manual handling.

Employees should therefore ensure that they comply with the following requirements:

- They should follow the safe system of work designed and introduced by the management and should not deviate from this without discussing these with their manager.
- They should use any mechanical aids which have been provided for their use and for which they have been trained. Any faults with mechanical aids should be immediately reported to their manager/Duty Manager.
- They should assist and cooperate with the process of the assessment of risk.
- They should assist the manager with the implementation of staff training, should attend training sessions as required and should apply the knowledge gained from training to their daily work.
- They should report all accidents and occurrences which either caused, or could have caused, injury.
- They should inform the manager/Duty Manager if they are unable to undertake their normal manual handling duties because of injury, illness or any other condition.
- They should not undertake any manual handling operation which they believe is

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- beyond their capability or for which they haven't been trained.
- They should report any unsafe systems of work or situations to their manager/supervisor.

Information and Training

Alsager Golf & Country Club will ensure that all persons who carry out any manual handling as part of their duties, the relevant information and training to enable staff members to carry out manual handling tasks safely.

Awareness and Review of this Policy

All members of staff are required to read this policy statement as part of their inductions process and as part of any future refresher training that is carried out due to any changes. The policy itself will also be reviewed on an annual basis.

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Noise

Noise may interfere with working efficiency by being an annoyance and causing stress; it may directly cause accidents by hindering communication and most importantly can cause damage to hearing. The risk of damage depends on the dose of sound energy received over a period of time. A temporary loss of hearing lasting from a few seconds to a few days may result from exposure to intense noise for a short time. Regular exposure to high noise levels over a long period is much more serious and may result in the destruction of certain inner ear structures and a loss of hearing which is incurable. Indications that someone is developing hearing loss may include

- an inability to hear high-pitched or soft sounds
- trouble understanding conversation in a crowded room ringing or
- whistling in the ears (tinnitus)

Hearing loss, of course, is not always caused by exposure to noise at work; it is part of the normal ageing process and can also be caused by disease. However, employers must consider the noise to which their employees are exposed during their work and must ensure that measures are taken, if necessary, to reduce the risk.

It is the policy of **Alsager Golf & Country Club** to put in place measures to protect employees and others who may be exposed, from the risks of noise-induced hearing loss and to comply with the Control of Noise at Work Regulations 2005, the Management of Health and Safety Regulations 1999 and the Health and Safety at Work etc Act 1974.

Employers are required by the Control of Noise at Work Regulations to comply with the following noise exposure values: -

Lower exposure action values:-

- Daily or weekly exposure of 80dB(A)
- Peak sound pressure of 135dB(C).

Upper exposure action values:-

- Daily or weekly exposure of 85dB(A)
- Peak sound pressure of 137dB(C).

There are also **Exposure Limit Values (ELV)** which must not be exceeded: -

- Daily or weekly personal noise exposure of 87dB(A)
- Peak sound pressure of 140dB (C).

The ELV should account for any hearing protection provided and worn.

Employer's Responsibilities

Alsager Golf & Country Club will:-

- Identify work equipment and workplace areas where there may be a risk of noise exposure and if necessary engage the services of competent person to carry out a noise risk assessment

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- Identify those employees and other workers, who are likely to be at risk from noise exposure
- Not expose employees above the exposure limit values (ELV)
- If the lower exposure action values are being exceeded make appropriate hearing protection available to employees
- If the upper exposure action value is being or likely to be reached or exceeded:-
 - develop and implement a formal action plan to reduce the risk to as low as reasonably practicable
 - minimise the noise at source, e.g. modify equipment
 - reduce noise exposure times, e.g. by task planning, job rotation
 - isolate noisy areas, e.g. with use of sound proofing
 - designate hearing protection zones, using specific signage (e.g. as shown below) restrict access and ensure that appropriate hearing protection is being worn in these areas
- Purchase work equipment with the lowest noise levels, where reasonably practicable
- Regularly inspect and maintain work equipment including personal protective equipment (PPE)
- Provide employees with information, instruction, training and supervision on noise, including its effects on health, control measures, safe systems of work, maintenance of equipment, health surveillance and hearing protection
- Record the findings of noise assessments, including those for which no action was required
- Regularly monitor and review the assessment. Undertake further noise measurements, if necessary, particularly where new equipment or processes, or layout of the workplace change
- Provide hearing checks for all employees who are regularly exposed to noise levels above the upper exposure action value, or to those who, e.g. have prior partial hearing loss. Maintain records of any hearing checks undertaken.

Employee' Responsibilities

Employees will:-

- Comply with signs and notices identifying hearing protection zones
- Wear hearing protection where identified by risk assessment. Use, keep clean and store hearing protection as instructed and as trained to do. Report any faults of the hearing protection to the Premises Manager
- Report any noisy areas or equipment to the Premises Manager
- Attend hearing checks (audiometric testing), where required.

Outdoor Maintenance & Work Activities

Alsager Golf & Country Club recognises and accepts its responsibility to provide a safe and healthy working environment for their employee's safety whilst working outdoors. **Alsager Golf & Country Club** acknowledges that this includes ensuring that there are safe arrangements for the activities and the work equipment used during these activities outdoors

Responsibilities

Alsager Golf & Country Club will:

- Ensure all work is carried out in a safe manner in accordance with the safety policy, and in accordance with safe working practices. Ensure that all equipment and machinery is checked prior to use. Reference should be made to Licensing Authority on the Adventure Activities Licensing Regulations 2004, The Provision and Use of Work Equipment Regulations (PUWER), and the Lifting Operations and Lifting Equipment Regulations 1998 (LOLER), which requires that a risk assessment be undertaken for work equipment or lifting equipment used by anyone at work, this may be more applicable to sub contracted works.
- Ensure that good standards of housekeeping are kept at all times.
- Ensure that all work is carried out with compliance to the relevant legislation.
- Ensure that all climbing equipment is tested and results reported to the Directors of **Alsager Golf & Country Club**
- Ensure that all work is adequately supervised at all times, and those young people are given extra supervision and assistance in their role.
- Ensure that access and egress is maintained and that work areas are secure from intrusion where necessary.
- Ensure all accident or hazards are reported immediately to the Director of **Alsager Golf & Country Club** and if relevant to the client.
- Ensure that adequate and suitable personal protective equipment is available at all times and is used by the employees of **Alsager Golf & Country Club**
- Ensure that employees under their control who are placed on non-routine work are adequately supervised and instructed on safe working.
- Will be accountable to the Director of **Alsager Golf & Country Club**
- Ensure that any employee or sub-contractor not discharging their duties are stopped from working and reported to the Directors of **Alsager Golf & Country Club**
- Ensure effective liaison on multi occupancy buildings with other tenants of **Alsager Golf & Country Club** ensuring compliance with the requirements of the client.
- Ensure that any employee or sub-contractor not discharging their duties are stopped from working and reported to the Directors of **Alsager Golf & Country Club**
- To ensure that employees are adequately trained, competent and supervised in their work.
- Ensure that adequate first aid facilities are available and regularly checked and employees under their control know its location.
- Ensure that if applicable permit to work systems are adhered to and supervised as work is carried out, as required by clients of **Alsager Golf & Country Club**, i.e. for roof access etc.

➤ Ensure that colleagues and members of the public are never placed at risk as a result of work / activities carried out by **Alsager Golf & Country Club** In addition to ensure the effective implementation and compliance with the safety policy and procedures of **Alsager Golf & Country Club**

Employees shall

- Always conform to the rules and regulations applicable to their work and follow the instructions of the Director.
- Always be aware of safe working procedures and specific risk assessments of work and follow those procedures.
- Always wear the personal protective equipment provided by **Alsager Golf & Country Club**
- Always be fully aware of and adhere to the fire and emergency procedures for each site.
- Always check equipment for safety prior to use, and report any defects.
- Always report hazards, defects and any accidents to the Director or responsible person.
- Always understand their responsibility under Section 7 of the Health and Safety at Work Act, to ensure they carry out their work in a safe manner so as to prevent any risk to themselves or to other persons who may be affected by their actions. In addition to co-operate with the employer/ **Alsager Golf & Country Club** at all times.
- Always comply with safe systems, procedures and controls as defined by risk assessments undertaken for your area of work.
- Always co-operate with Director of **Alsager Golf & Country Club** ensuring compliance with specific site rules and regulations.
- Always maintain good standards of housekeeping at all times, particularly on the premises of sites of clients of **Alsager Golf & Country Club**
- Refrain from any intentional or reckless interference with safety equipment.
- Avoid horseplay at all times.
- Undertake job instruction and training as required by the Director of **Alsager Golf & Country Club**
- Always keep welfare facilities in good order.

Safety Arrangements

Personal Protective Equipment (PPE)

The PPE guidelines for your specific position may vary from the following recommendations. However, keep these general guidelines in mind when working with and wearing PPE. Inspect PPE prior to each use. Do not use damaged PPE. You are required to maintain and keep PPE clean.

1. Safety Footwear

- Must be worn at all times in designated areas to prevent injuries. The most common foot injuries include punctures, crushing, sprains and lacerations.
- Footwear should be comfortable to avoid fatigue and stress-related problems.
- Workers should wear steel-toed boots with a cap that covers the entire length of the toes, from the tips to beyond the natural bend of the foot. Choose footwear with soles based on the type of specific hazards in the work area.

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- Working in cold weather may require workers to wear insulated footwear, as normal footwear does not provide enough protection from colder temperatures.
- 2. Eye Protection – Needed for protection against impact injuries, chemicals, dust, chaff and other workplace hazards.
 - Eye protection must be worn when painting, grinding, drilling, welding, sawing, working in a dusty environment or when handling chemicals.
- 3. Hand Protection – Select hand protection that provides adequate protection for hazards present in the work area.
 - Protection should fit properly and comfortably.
 - Leather gloves provide the most adequate protection in most situations, yet light cotton gloves may be more appropriate when working in environments where hand injuries are less common. Wear rubber or neoprene gloves when handling chemicals.
- 4. Hearing Protection
 - Wear hearing protection to prevent noise-induced hearing loss that is permanent and irreversible. Farm workers who operate equipment on a regular basis are exposed to harmful noise levels that could cause significant damage.
 - Select earmuffs or earplugs to protect against hearing loss.
- 5. Head Protection – Some landscaping tasks may require protection to safeguard against head injuries.
 - Inspect head protection equipment regularly.
 - Do not store headwear in the windows of vehicles, as sunlight and heat can cause it to become brittle and not provide sufficient protection against hazards.
 - Do not modify or paint the shell of head protection. This can also diminish its ability to adequately protect your head.
- 6. Respiratory Protection – Wear respiratory protection to safeguard against hazards to the lungs and throat. Wear the appropriate level of protection for the task at hand.
 - Working with chemicals requires a cartridge respirator with filters designed for specific hazards.
 - Dust masks protect against airborne dusts and other contaminants such as bacteria.
 - Do not perform operations requiring respirators unless you have been face fitted and trained on respiratory protection use.
 - Inspect respirators for cracked or worn parts before and after each use, and after cleaning.
 - Do not work in an area that requires the use of respiratory equipment if you fail to obtain a tight seal between the respirator and your face.
 - Clean and sanitise respiratory equipment according to manufactures recommendations after each use.
 - Store respiratory equipment in a clean and hygienic location.

Equipment Hazards

1. *Pinch Points* – Formed when two rotating objects move together; at least one of them
 - a) Body parts such as fingers, hands and feet can get caught in pinch points or may be drawn into a pinch point by way of clothing that gets caught.

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- b) Do not take chances by reaching over or working near rotating parts, as machines can quickly cause damage once limbs or clothing get caught.
 - c) Always turn off machinery to perform repairs, and replace guards and shields that have been removed for maintenance.
2. *Wrap Points* – Formed when parts of a machine rotate in a way that could catch clothing. Entanglement in a wrap point can cause the worker to be pulled into the machine or clothing to be tightly wrapped enough that the worker is crushed or suffocated.
- a) Check equipment for potential wrap points and shield against them.
 - b) Paint wrap points a bright colour to remind yourself of the hazard.
 - c) Avoid loose clothing.
3. *Shear and Cut Points* – Formed when the edges of two objects move close enough together to cut into material. Present in machinery such as lawn mowers that are designed to cut.
- a) Stay alert for cut and shear points, as they cannot be guarded.
4. *Crush Points* – Formed when two objects move together or one object moves toward a stationary object.
- a). Shield equipment to prevent a fatal crushing injury.
 - b). Use safety controls that keep heavy equipment in place during servicing.
5. *Ejected material* – Objects such as stones can be propelled with great force from rotary motors and string trimmers.
- a). Identify machines that have the potential to eject material and shield against these hazards.
 - b). Determine how far objects can be thrown, and stay a safe distance away from others.
 - c). Wear eye protection.
6. *Free-Wheeling Parts* – Occur when machine parts continue to move after the power is shut off such as a mower blade.
- a). Do not touch these machines until the parts have stopped moving completely.
7. *Vibrations* – outdoor workers who spend hours operating vibrating machinery run the risk of developing shoulder, neck and back pain, poor circulation in the legs and degeneration of the spinal discs.
- a). Alternate between tasks to avoid using vibrating equipment for an extended period of time.
 - b). Add extra padding to equipment seats to absorb some of the vibrations.

Learn to recognize the symptoms of segmental vibration (localized injury to the fingers and hands when using pneumatic hand tools) and hand-arm vibration (also

Lifting

- Plan the move before lifting to ensure that you have an unobstructed pathway.
 - Test the weight of the load before lifting by pushing the load along its resting

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- surface.
- If the load is too heavy or bulky, use lifting and carrying aids such as hand trucks, dollies, pallet jacks and carts or get assistance from a co-worker.
- If assistance is required to perform a lift, coordinate and communicate your movements with those of your co-worker.
- Position your feet 6 to 12 inches apart with one foot slightly in front of the other.
- Face the load.
- Bend at the knees, not the back.
- Keep your back straight.
- Get a firm grip on the object using your hands and fingers. Use handles when they are present.
- Hold the object as close to your body as possible.
- While keeping the weight of the load in your legs, stand to an erect position.
- Perform lifting movements smoothly and gradually; do not jerk the load.
- If you must change direction while lifting or carrying the load, pivot your feet and turn your entire body. Do not twist at the waist.
- Set down objects in the same manner as you picked them up, except in reverse.
- Do not lift an object from the floor to a level above your waist in one motion. Set the load down on a table or bench and then adjust your grip before lifting it higher.
- Never lift anything if your hands are greasy or wet.
- Wear protective gloves when lifting objects that have sharp corners or jagged edges.

Fatigue

Depending on the surrounding environment and the type of work being done, fatigue can set in after being on the job for several hours. This can not only affect your physical strength, it can also affect your mental sharpness. To avoid fatigue (muscle tightness, aches, pains and mental cloudiness), take short breaks throughout the day to allow your body to recover.

Ladders & Stepladders

- Read and follow the manufacturer's instructions label affixed to the ladder if you are unsure how to use it.
 - Do not use ladders that have loose rungs, cracked or split side rails, missing rubber footpads or are otherwise visibly damaged.
 - Keep ladder rungs clean and free of grease. Remove buildup of material such as dirt or mud.
 - Do not place ladders in a passageway or doorway without posting warning signs or cones that detour pedestrian traffic away from the area. Lock the doorway that you are blocking so it cannot be opened into you.
 - Do not place a ladder at a blind corner or doorway without diverting foot traffic by blocking or roping off the area.
 - Allow only one person on the ladder at a time.
 - Face the ladder when climbing up or down it.
 - Maintain a three-point contact by keeping both hands and one foot or both feet and one hand on the ladder at all times when climbing up or down the ladder.

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- When performing work from a ladder, face the ladder and do not lean backward or sideways from the ladder. Do not jump from ladders or step stools.
- Do not stand on tables, chairs, boxes or other improvised climbing devices to reach high places. Use a ladder or stepstool.
- Do not stand on the top two rungs of any ladder.
- Do not stand on a ladder that wobbles, or that leans to the left or right of center.
- When using a straight or extension ladder, extend the top of the ladder at least three feet above the edge of the landing.

Shovelling & Digging

- Locate underground utilities before digging on a worksite. Contact each utility company to mark the lines so you avoid hitting them while performing excavation tasks.
- Inspect shovels before each use by looking specifically for cracked handles and dull edges. If shovels are not in good working condition, use a different tool.
- Select the proper shovel for the task at hand.
- Remain cautious when shovelling wet soil, as it is extremely heavy.
- Keep your feet apart to keep your balance while shovelling.
- Turn your front foot in the direction where you want to move the load to avoid back injuries from twisting unnecessarily.
- Lift loads with your legs and then step toward the spot where you want to deposit the load.
- Keep your back straight throughout the entire shovelling process.

Heavy Equipment Operation

- No passengers are permitted on heavy equipment.
- Keep windows and windshield clean.
- Do not use heavy equipment if the horn or backup alarm does not sound.
- Turn off the engine before leaving heavy equipment unattended.
- Keep heavy equipment in gear when going down grade. Do not use neutral.
- Display the Slow Moving Vehicle (SMV) sign when operating heavy equipment on roads.

Hazardous Substances

- Follow the instructions on the label and in the corresponding Safety Data Sheet (SDS) for each chemical product you will be using in your workplace.
- Do not use protective clothing or equipment that has split seams, pinholes, cuts, tears or other visible signs of damage.
- Each time you use your gloves, wash them using cold tap water and a normal hand washing motion before removing them. Always wash your hands after removing the gloves.
- Do not use chemicals from unlabelled containers or unmarked cylinders.
- Always use chemical goggles and a face shield before handling chemicals labelled "Corrosive" or "Caustic."
- Do not store chemical containers labelled "Oxidizer" with containers labelled

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"Corrosive" or "Caustic."

- Do not smoke while handling chemicals labelled "Flammable."

Ride on Lawn Mowers

- Read the instruction manual and receive the proper training before operating the machinery.
- Inspect the equipment before each use.
 - Assure that the grass catcher, discharge guard and other safety devices are in good working order.
 - Clear the desired mowing area of debris, rocks or other obstacles before each use.
 - When the engine is off, adjust the deck cutting height.
 - Fill the gas tank in an open space to avoid fume inhalation.
 - Never carry passengers on the mower with you.
 - Wear tight fitting long pants, eye protection, ear protection, non-slip boots and gloves to protect your body against flying debris.
- Start the mower while in the driver's seat, not while standing next to the machine.
- Disengage the mower and transmission before starting.
- Engage the blades at the lowest engine setting first and then release the brake slowly.
- Mow in straight lines while trying to avoid objects such as trees and shrubs.
- Slow down significantly while turning.
- Never put your hands or feet near the rotating blades under the machine.
- Turn off the mower and disengage the blades when you are finished.
- Clean clippings and other debris from the mower after each use.
- Avoid driving in reverse, if possible.

Pedestrian Controlled Mowers

- Learn how to stop the machine quickly and safely in an emergency.
- Ensure that shields are in place before operating the machine.
- Push the mower in a forward direction only.
- When stopping to pick up debris, cut the throttle to idle so that the mower cannot roll away.
- Set the mower on the highest cutting level when operating it on rough terrain.
- Do not operate a push mower with your back bent; this can cause back pain and injuries.
- Stop the mower if you hit an object. Then, inspect the blade and service the machine, if necessary.
- Never leave a running mower unattended.

Tractors with Rotary Mowers

- Study the owner's manual before operating machinery.
- Do not operate a tractor without the appropriate Rollover Protection Structure (ROPS) and seatbelt properly in place.
- Make sure the Power Take-Off (PTO), mower input driveline, drive belts, chains and gears are properly guarded.

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- Place an SMV emblem on the back of the machine if you are traveling on public roadways.
- Inspect warning lights and signs for damage.
- Never leave the driver seat with the blade engaged.
- Proceed with caution around corners.

Tractors

- Always wear a seat belt while operating a tractor and ensure that the proper Rollover Protection Structure (ROPS) is in place.
- Always wear hearing protection, as not all tractor cabs are soundproof.
- Drive at slow speeds to retain control and maintain the ability to stop suddenly. Reduce your speed when turning and breaking.
- Perform regular maintenance per the manufacturer's instructions.
- Use a wide wheel track on hillsides and sloped ground.
- Put on the parking brake before dismounting.
- Never leave a tractor in a position where it can roll, where it is jacked up or with the starter key in the ignition.
- Dismount every hour for five to 10 minutes to avoid strain injuries.
- Keep the power take-off (PTO), PTO shaft and power input coupling guards in place to prevent clothing or body parts from becoming tangled in any moving parts.
- Make sure that the control lever is easily reachable while sitting to reduce the risk of a PTO injury.
- Do not turn sharply when operating power implements. This can cause the PTO guard cones to break and lower links or tractor tires can contact the power shaft.
- Fit attachments according to manufacturer's instructions only.
- Only attach implements to the draw bar or mounting points provided by the manufacturer.
- Check the safety pins on towed lift wing implements regularly for wear and tear.
- Ensure that all towed implements guards are in place before operating the tractor.
- Never adjust or perform work on implements when they are in motion.

Hedge Trimmers

- Check the instruction manual and receive the proper training before operating the machinery.
- Inspect the equipment before use. Note that the safety guards are in working order and are not damaged. Check for loose screws or bolts. Replace any parts that are broken or damaged. Sharpen the blades, if needed.
- Clear the area of stones, debris, garbage and fellow employees.
- Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or earmuffs), non-slip gloves and steel-toed boots with non-slip soles.
- Pull back long hair and remove any hanging jewellery that could get caught in the equipment.
- Carry the tool to the desired location by the front handle with the cutting blades behind you.
- Do not remove any of the safety equipment on the tool while it is in use.
- Hold the tool with both hands, grasping the handles with your fingers tightly.

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- Position your body away from the engine fumes to avoid inhalation.
- When using electric models, keep the cord away from the blades to avoid cutting it.

Leaf Blowers

- Plan work before operating a leaf blower. Do not operate machinery near others, as there is a thrown object hazard.
- Run the machine in an upright position.
- Wear a mask in dusty or dirty areas to avoid respiratory damage.
- Wear eye protection to protect your vision against thrown object hazards.

Chain Saws

- Read the instruction manual and receive the proper training before operating the machinery.
- Inspect the equipment before each use. Note that the safety guards are in working good order and are not damaged. Replace any parts that are broken or damaged.
- Assure that there is someone within ear shot in case of an emergency.
- To get a feel for how the machine operates, practice using it on small logs.
- Clear the area of stones, debris and garbage.
- Sharpen the blade, if necessary.
- Examine the elements. Notice the direction of the wind to determine how to cut the tree. Make sure you are standing in a dry area with no risk of slipping.
- Plan your move away from the tree. You will need at least 25 feet to avoid injury.
- Wear long pants, long-sleeved shirts, eye protection (goggles or safety glasses), ear protection (earplugs or earmuffs), non-slip gloves, hardhat and steel-toed boots with non-slip soles.
- Pull back long hair and remove hanging jewellery that could get caught on the equipment.
- Start the saw by placing it between your knees or resting it on the ground with the chain away from any obstacles.
- Position your body a safe distance away from the blades.
- Hold the tool with both hands – your right hand on the rear handle and trigger, and your left hand grasping the front handle bar.
- Remove your hand from the trigger between cuts.
- Turn off the engine before setting the saw on the ground.
- Be alert and wary of kickbacks. Kickback occurs when the guide bar hits an object and projects the saw back at the user – occurs when hitting a knot in the wood, operating the saw too slowly, twisting the saw, having a loose chain, or not using the proper grip.
- Only use a chain saw with an anti-kickback chain to prevent injuries.
- Refuel away from the work area after the saw has cooled for several minutes.

Grinders & Grinding Wheels

- Prior to installing a new grinding wheel, inspect the wheel for cracks or other visible damage by conducting a “ring test.” Tap the wheel gently with a plastic screwdriver handle to detect cracks that are not visible. If the wheel has a dead

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sound rather than a ring sound, do not use the wheel.

- Do not use a grinding wheel that has chips, cracks or grooves.
- Do not use the grinding wheel if it wobbles. Tag it "Out of Use."
- Adjust the tongue guard so that it is no more than 1/4 inch from the grinding wheel.
- Adjust the tool rest so that it is no more than 1/8 inch from the grinding wheel.
- Do not use a bench grinder if it is not firmly anchored to the workbench or other secure platform.
- Do not install a grinding wheel whose labelled RPM is lower than the rated speed of the grinder.
- Stand to one side of the plane of a rotating grinding wheel during the first few seconds of operation.
- Grind on the side of the wheel only when it is made for side grinding.
- Turn the grinder "off" when you have finished working with it and remain at the machine until it has completely stopped turning.

Portable Grinders

- Do not use a portable hand held grinder with a wheel diameter larger than 2" unless the grinder has a positive action switch to ensure the switch cannot be locked in the on position.
- Do not use a portable grinder if the grinding wheel guard is missing.
- Do not clamp a portable grinder in a vice to use it as a bench grinder.

Pneumatic & Hydraulic Tools

- Do not point a charged compressed air hose at bystanders or use it to clean your clothing.
- Disconnect the tool from the air line before making any adjustments or repairs to the tool.
- Do not use tools that have handles with burrs or cracks.
- Do not use compressors if their belt guards are missing. Replace the belt guards before using the compressor.
- Turn the power switch of the tool to "Off" and let it come to a complete stop before leaving it unattended.

Electrical Powered Tools

- Do not use powered equipment or tools on which you have not been trained.
- Keep power cords away from the path of saws, mowers, knives and grinders.
- Do not use cords that have splices, exposed wires or cracked or frayed ends.
- Do not carry plugged in equipment or tools with your finger on the switch.
- Do not carry equipment or tools by the cord.
- Disconnect the tool from the outlet by pulling on the plug, not the cord.
- Turn the tool off before plugging or unplugging it.
- Do not leave tools that are "On" unattended.
- Do not operate spark-inducing tools, such as grinders, near containers labelled "Flammable."
- Turn off the electrical tool and unplug it from the outlet before attempting repairs

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or service work. Tag the tool "Out of Service."

- Do not use extension cords or other three-pronged power cords that have a missing prong.
- Do not use an adapter, such as a cheater plug, that eliminates the ground.
- Do not drive over, drag, step on or place objects on a cord.
- Do not use a power hand tool while wearing wet cotton or leather gloves.
- Never operate electrical equipment barefooted. Wear rubber-soled or insulated work boots.
- Do not operate a power hand tool or portable appliance while holding a part of the metal casing or while holding the extension cord in your hand. Hold all portable power tools by the plastic handgrips or other nonconductive areas designed for gripping purposes.

Hand Tool Safety

- Do not continue to work if your safety glasses become fogged. Immediately stop and clean the lenses.
- Tag worn, damaged or defective tools "Out of Use" and do not use them.
- Do not use a tool if the handle surface has splinters, burrs, cracks or splits.
- Do not use impact tools such as hammers, chisels, punches or steel stakes that have mushroomed heads.
- When handing a tool to another person, direct sharp points and cutting edges away from yourself and the other person.
- Do not carry sharp or pointed hand tools such as screwdrivers, scribes, chisels or files in your pocket unless the tool or your pocket is sheathed.
- Do not perform "make-shift" repairs to tools.
- Do not throw tools from one location to another or from one employee to another.
- Transport hand tools only in toolboxes or tool belts. Do not carry tools in your hand or clothing when climbing.

Equipment Transport

- Do not load and unload equipment by yourself; always have another employee assist you.
- Secure machinery on trailers before proceeding.
- Use blocks or chucks to keep wheeled vehicles from shifting during transportation.

Pesticide Storage, Transport and Disposal

- Follow the instructions on the product labels exactly as written. If the label warns against exposure to the eyes, skin or clothing, recognize that the chemical can enter the body through the skin. If the label warns against breathing in dust or spray mist, recognize that you must wear a respirator to protect your lungs.
- Store chemicals in well-ventilated, well-lit areas with locked entrances. Check the Safety Data Sheet (SDS) regarding the proper storage procedures for each chemical.
- Store chemicals away from personal protective equipment (PPE), especially respirators.
- Always wear the appropriate PPE for the chemical(s) being used:

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- Dry or wet-based products require waterproof protection.
- Products formulated or diluted with solvents (other than water) require chemical-resistant protection.
- Clothing made of 100 percent cotton provides more protection as compared to other products.
- Apply starch to your clothing to provide resistance to the chemicals that you are handling.
- Keep incompatible chemicals away from one another.
- Be mindful that some chemicals contain solvents that can escape into the air and release harmful vapours unless their containers are properly sealed.
- Do not use chemicals when winds are more than 10 miles per hour to reduce your risk of contamination.
- Be mindful of your co-workers when applying chemicals.
- Store chemicals only in their original manufactured containers with the original labels. If a chemical's label should come off, replace it immediately.
- Do not transport chemicals near food, water or incompatible chemicals.
- When transporting by vehicle, secure chemicals in their proper containers so they cannot move, fall or break.
- Keep a detailed record of the chemicals you are transporting.
- While transporting hazardous substances, bring the appropriate PPE for safe handling.
- Before dumping any chemical, read through the SDS and the manufacturer's label regarding toxicity to animals and plants. Also, note the proper way to dispose of any leftover substances and the container.

Heat-Related Illnesses

- Wear loose, light coloured clothing and a hat.
- Adapt to working in hot conditions gradually, avoid over-exerting yourself during peak temperature periods.
- Drink water frequently—at least eight ounces every 20 to 30 minutes. Stay away from liquids containing caffeine, as they tend to increase urination, which causes rapid depletion of body liquids.
- Watch for the following signs and symptoms of heat-related illnesses:
 - Heat cramps – Severe muscle spasms in the back, stomach, arms and legs, which are attributed to the loss of body salt and water during periods of heavy perspiration.
 - Heat exhaustion – Heavy sweating, cool or pale skin, nausea, headache, weakness, vomiting and fast pulse.
 - Heat stroke – High body temperature, minimal sweating, red and dry skin, rapid breathing and pulse, headache, nausea, vomiting, diarrhoea, seizures, confusion or unconsciousness.
- Treat heat illness as soon as possible by doing the following:
 - Heat cramps – Move to a cooler area and drink approximately six ounces of water every 15 minutes. Follow up with a medical examination.
 - Heat exhaustion – Move to a cooler area and lie down with your legs slightly elevated. Cool your body by fanning and applying cool, wet towels and drink approximately six ounces of water every 15 minutes. Follow up with a

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medical examination.

- Heat stroke – Call 999 immediately. Move to a cooler area, remove your outer clothing, immerse yourself in cool water or apply cool, wet towels or cloths to the body. Do NOT drink liquid, and wait for emergency personnel to arrive.

Cold Weather Illnesses

- Exposed skin freezes within one minute at -28°C when the wind speed is five miles per hour (mph), and will freeze at -12°C if the wind speed is 20 mph. When skin or clothing is wet, injury or illness can even occur at temperatures above freezing. When the body is unable to warm itself, hypothermia and frostbite can set in, resulting in permanent tissue damage and even death.
- Watch for the following signs of cold-related illnesses:
 - Uncontrollable shivering
 - Slurred speech
 - Clumsy movements
 - Fatigue
 - Confused behaviour
- Layer clothing to keep warm enough to be safe, but cool enough to avoid perspiring excessively.
 - Inner layer – synthetic weave to keep perspiration away from the body.
 - Middle layer – wool or synthetic fabric to absorb sweat and retain body heat.
 - Outer layer – material designed to break the wind and allow for ventilation.
- Place heat packets in gloves, vests, boots and hats to add heat to the body.
- Watch out for the effects of cold temperatures on common body functions such as:
 - Reduced dexterity and hand usage
 - Cold tool handles reducing your grip force
 - The skin's reduced ability to feel pain in cold temperatures
 - Reduced muscle power and time to exhaustion

Contact with Insects, Rodents and Other Pests

- Do not touch rodents, even if they look dead.
- Avoid animals in nests or dens.
- Never pick up, disturb or corner a snake.
- Wear the appropriate repellents for animals you may come in contact with.
- Keep your skin covered by wearing a hat, socks, long-sleeved shirts, long trousers and high boots.
- Tuck your trousers into your boots and be mindful of exposed skin on your neck, wrists and ankles.
- Do not wear cologne or perfume, which may attract animals.
- Control and dispose of food and waste in your work area to avoid attracting pests.
- If you are allergic to any insects, keep medication with you at all times. Alert your co-workers of your allergy so they can assist you in the event of an emergency.

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Personal Protective Equipment

Throughout the Management of Health and Safety at Work it is **Alsager Golf & Country Club's** policy to minimise the risks to the Health, Safety and Welfare of our employees, and visitors etc, by identifying areas of high and medium risk (see especially section 3) and eliminating them by change of methods/ materials etc.

Whenever this is not practical we will, as a last resort, issue Personal Protective Equipment. PPE includes protective gloves, aprons, overalls, hearing protection, glasses, face masks.

Associated Hazards

- Bodily injuries:- bites, scratches, impact, crushing, stabs, cuts, grazes, scalds, falling objects
- Health hazards:- dust, fumes, vapours, gases, chemicals, bacteria, viruses, fungi
- Noise and vibration
- Slipping and falling
- Electrical hazards
- Ionising radiation.

Employer Responsibilities

Alsager Golf & Country Club will:—

- Issue PPE where necessary as identified by risk assessment and at no cost to the employee
- Provide information, instruction, training and supervision in the safe use of PPE
- Ensure that where two or more items of PPE are used simultaneously, these are compatible and are as effective used together as they are separately
- Arrange for suitable storage for PPE
- Implement procedures for the maintenance, cleaning, repair and replacement of PPE.

Employee Responsibilities

Employees must:—

- Make full and proper use of all PPE that has been issued
- Inspect all PPE before use to ensure it is suitable, clean and undamaged
- Report any defective PPE to the Practice Manager
- Report any discomfort or ill health experienced as a consequence of wearing the equipment
- Not undertake any work unless the correct PPE is being worn and fits correctly
- Store PPE securely at all times and minimise any damage during storage.

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Pressure Equipment

Alsager Golf & Country Club recognises and accepts its responsibility to provide a safe and healthy working environment for their employees, customers and visitors to their premises.

Alsager Golf & Country Club acknowledges that this includes ensuring the provision, safe use and maintenance of Pressure Systems and associated tools.

Alsager Golf & Country Club recognise the main hazards associated with the Pressure Systems are;

- Electrical shock
- Burns
- Scalds
- Pressure Explosions
- Ejected materials
- Hazardous Vapours

Alsager Golf & Country Club is aware of the legal requirements as contained within the **Pressure System Safety Regulations 2000, the Provision & Use of Work Equipment Regulations 1998 & the Electricity at Work Regulations 1989** and with the specific guidance (**INDG178, L112, HSG 85/107/236**) issued by the Health and Safety (HSE). **Alsager Golf & Country Club** will endeavour to control all of the associated risks to ensure legal compliance and provide a safe working environment.

1. Objective

The objective of this policy is to ensure the safety of all employees, customers and visitors with respect to the use of the Pressure Systems and associated tools and making all employees aware of their responsibilities and duties under the **Pressure System Safety Regulations 2000, the Provision & Use of Work Equipment Regulations 1998 & the Electricity at Work Regulations 1989**.

3. Implementation

Alsager Golf & Country Club expect all members of staff to be aware of this policy statement and to be proactive in maintaining best practice in conjunction with the Pressure Systems safety training received.

4. Information and Training

Alsager Golf & Country Club will ensure that:

- All employees will receive adequate training and be provided with information regarding the safe use of the Pressure Systems.
- All employees will be provided with copies of risk assessments and safe working policies that are relevant to Pressure Systems in their area or work activities.
- **Alsager Golf & Country Club** will only permit suitably competent persons to carry out any work on Pressure Systems & Pressure Vessels.
- All contractors will be informed of, and comply with, **Alsager Golf & Country Club** Health and Safety policy and any relevant risk assessments or safe working policies.

5. Maintenance

To ensure **Alsager Golf & Country Club** are fully committed to ensuring a safe working environment will carry out a periodic inspection of the safety of the electrical aspect of the Pressure Systems and pressure vessels carrying out the following work activities;

5.1 Written Scheme of Examination & Periodic inspection of the Pressure Vessel

- All Pressure Systems are subject to a Written Scheme of Examination and as such this will be carried out by a competent person at the commissioning of the Pressure Systems.
- Following this the pressure vessel will be inspected in line with the specified inspection dates in the Written Scheme of Examination
- All problems and faults will be rectified as dictated by the periodic inspection.

5.2 Portable Electrical Equipment

- All portable electrical equipment will be safe and suitable for the work in which it is used
- All portable electrical equipment will be maintained in a safe condition
- All portable electrical equipment will be subject to a system of visual inspection and testing
- Employees are required to report any defective equipment and to remove from service if considered to be detrimental to safe usage

6. Record Keeping

- A register of all Pressure Systems on **Alsager Golf & Country Club** premises or site,
- Copies of any permits authorising work on electrical equipment.
- Safety information provided to and by contractors,
- Written Scheme of Examination for the Pressure Vessel.
- All information relating to individual competence and training of persons, who are authorised to inspect electrical installations or pressure equipment
- Details of inspections and tests conducted on Pressure Vessels & Portable Electrical Appliances. These records must show the date of the test, the name of the tester, the scheduled date of the next test and details of any repairs or modifications carried out.

7. Awareness and Review of this Policy

All members of staff are required to read this policy statement as part of their inductions process and as part of any future refresher training that is carried out. The policy itself will also be reviewed on an annual basis.

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Slips, Trips & Falls

Safe access and egress within this arrangement includes the safe movement of persons into, around, and out of the place of work.

Associated Hazards Slips, trips and falls:

- Slips caused by, e.g. snow, ice, wet floors, spilt pelletised food, polished floors
- Trips and falls caused by, e.g. uneven floors, trailing wires, products poorly stored etc.
- Slips, trips and falls caused by, e.g. poorly maintained stairs or steps, poor lighting, inappropriate footwear, poor manual handling practice
- Movement of vehicles, equipment etc.

Employer's Responsibilities

Alsager Golf & Country Club will ensure that:

- A risk assessment is carried out for safe access, egress and movement within the workplace
- Suitable control measures are implemented to minimise harm and that employees and visitors are informed of the applicable procedures
- Articles or substances do not impede safe access and egress on the premises and that objects which may restrict safe movement within the premises are removed immediately
- Cables are positioned away from pedestrian routes or suitable cable covers are provided
- Where relevant, arrangements are in place to segregate pedestrians and vehicles
- Any access restrictions are monitored and enforced
- Suitable covers are provided and placed over any openings in floors, or suitable safety fencing (rigid material – flexible chains not acceptable) is placed around such openings
- Floor coverings and walkways are kept in good condition and free of slip, fall and trip hazards and uneven or damaged flooring is repaired
- The edges of steps and stairs are clearly marked and stairways, passageways and working areas are well lit
- Suitable handrails are fitted to stairways
- Reasonable steps are taken to prevent slips, e.g. not over-buffing floors, removal of algae, applying de-icers/grit in winter, supplying and installing slip resistant surfaces, etc
- Materials and liquids are stored correctly and spillages or leaks are cleaned up immediately
- Regular cleaning is undertaken and good housekeeping is maintained
- Waste is correctly and regularly disposed of
- Employees wear appropriate footwear
- Lighting is sufficient to enable safe and easy access in the workplace and that it is regularly maintained
- All contractors and visitors are closely monitored to ensure that they do not hinder the safe access or egress of personnel whilst attending or working on the premises.

Employee's Responsibilities

- Follow advice and information given by **Alsager Golf & Country Club** in relation to safe access and egress
- Regularly check that there is sufficient space to move about their work area freely
- Report any situation to the Company Manager or supervisor on duty where safe access and egress is restricted or obstructed so that appropriate remedial action can be taken
- Keep areas tidy and clean
- Wear appropriate footwear
- Do not leave equipment, tools, cables and rubbish to cause obstructions or tripping hazards in work areas
- Take care when walking around the premises.

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Vibration

Alsager Golf & Country Club will put in place measures to protect employees from the risks of Hand Arm Vibration Syndrome (HAVS) and Whole Body Vibration.

These measures will include:

- Assessing the risks from vibration exposure
- Taking steps to reduce vibration exposure
- Taking into account vibration risks when purchasing or hiring equipment
- Providing training and information for employees on the risks from vibration and the measures in place to reduce these
- Providing health surveillance where the risk assessment shows that this is appropriate.

This will enable **Alsager Golf & Country Club** to satisfy its obligations under the Control of Vibration at Work Regulations 2005 and the Management of Health and Safety at Work Regulations 1999.

DEFINITIONS

Hand Arm Vibration (HAV): Mechanical vibration transmitted from work processes into an employee's hands and arms.

Whole Body Vibration (WBV): Mechanical vibration which is transmitted into the body when seated or standing, through the supporting surface.

Hand Held Equipment: pedestrian lawn mowers, hedge cutters, strimmers, grinders, drills, saws etc.

Exposure Action Value (EAV) – 2.5 m/s² A(8) (exposure averaged over a day)

Wherever exposure at or above this level occurs, actions (including health surveillance) are required to control the risk.

Exposure Limit Value (ELV) – 5 m/s² A(8) (exposure averaged over a day)

This is the maximum vibration exposure permitted for any individual on a single day.

Trigger time – it is the actual time an employee's hands are in contact with the equipment, not the overall time it takes to complete the job

RESPONSIBILITIES

a) **Alsager Golf & Country Club**

- Where required, nominate a person(s) to develop and implement systems to achieve compliance with the vibration regulations within the department or section, and ensure they have the necessary skills and competence. (This may be the local Safety Co-ordinator.)
- Support the nominated person(s) in implementing measures to comply with the vibration regulations
- Ensure all managers and employees within the department discharge their responsibilities in accordance with this policy and with local arrangements and procedures.

b) Managers and Supervisors

- Understand the scope and content of the vibration regulations where this is

- relevant to work in their area
- Ensure vibration factors are taken into account when hiring or purchasing new equipment
- Ensure that necessary vibration risk assessments have been undertaken for any equipment used by those in their charge
- Implement and enforce vibration control measures, in conjunction with the local safety coordinator
- Ensure employees are suitably trained in all aspects of operating equipment, including vibration control
- Understand the scope and content of the vibration regulations
- Identify whether risk assessment is required within the department
- Ensure vibration factors are taken into consideration when purchasing new equipment
- Work with a competent person and local managers to carry out vibration risk assessments if required
- Develop and implement vibration control measures where appropriate
- Ensure that individuals identified as being exposed to levels of vibration that are likely to exceed the EAV are identified to Occupational Health so that health surveillance can be carried out, if required.
- Ensure that new employees who are likely to be exposed to levels of vibration in excess of the EAV submit an initial questionnaire to Occupational Health within the first week of employment (or the first week of exposure)
- Provide training and information for those who may be exposed to vibration)

c) Employees

- Use all equipment provided in accordance with instruction
- Ensure any operator maintenance required is carried out.
- Report any identified fault or defect with equipment
- Report any defects or difficulties with vibrating equipment
- Report any symptoms of HAVS promptly to line manager or via local procedure
- Cooperate with any programme of health surveillance and training which is identified as necessary following risk assessment

EFFECTS OF VIBRATION INJURY

Employees whose hands are regularly exposed to vibration may suffer from symptoms due to pathological effects on the muscles, circulatory and nervous system, and other tissues of the hand and arm. Where they affect the hands or arms the symptoms are collectively known as hand-arm vibration syndrome (HAVS). HAVS symptoms may include the following components.

Neurological component

Neurological symptoms of HAVS include numbness and tingling in the fingers, and a reduced sense of touch and temperature. This nerve damage can be disabling, making it difficult to feel, and to work with, small objects.

Vascular component

Episodic finger blanching is the characteristic vascular sign. This is sometimes known as

'vibration white finger', 'dead finger' or 'dead hand'. The main trigger for the symptoms is exposure to the cold, for example being outdoors early on a winter's morning. The symptoms can also be triggered by localised or general body cooling in otherwise warm environments. Although vibration causes the condition, it does not precipitate the symptoms.

Muscular and soft tissue component

Employees may complain of joint pain and stiffness in the hand and arm. Grip strength can be reduced due to nerve and muscle damage. An individual employee suffering from HAVS may not experience the complete range of symptoms, for example symptoms related to the neurological component can be present in the absence of vascular problems and vice versa. Neurological symptoms generally appear earlier than finger blanching. Carpal tunnel syndrome, a disorder of the hand and arm giving rise to tingling, numbness, weakness, pain and night waking, can be caused by exposure to vibration.

The symptoms of HAVS are usually progressive with continuing exposure to vibration. There will be individual variation in the timing and rate of deterioration. The degree to which symptoms regress on removal from exposure to vibration is not known with any certainty and the condition may be irreversible.

Exposure to whole body vibration at low levels may aggravate existing back pain or other conditions whilst higher levels may cause symptoms to develop.

RISK ASSESSMENT

The purpose of the risk assessment is to enable managers to make a valid decision about the measures necessary to prevent or adequately control the exposure of employees to HAV or WBV. It also enables managers to demonstrate readily to others who may have an interest, e.g. employees, safety representatives and enforcement authorities that they have from the earliest opportunity considered the risks from vibration.

When conducting the assessment the following steps should be followed:

1. Identify all existing powered tools, equipment and machinery which potentially pose a risk of hand arm vibration or whole body vibration.
2. Review and observe the conditions under which such powered tools, equipment and machinery are used to obtain a true and representative appreciation of the nature of the work
3. Identify the maximum duration of their use ('trigger time' for HAVS or work time for WBV) in any working day, if necessary by keeping a log or using monitoring devices
4. Assess the vibration magnitude from each piece of equipment used. This information must be provided by the manufacturer, however, manufacturers' data will often come from testing under specific controlled conditions which are very different from normal working practices and therefore may significantly underestimate exposures in practice. Additional information from on-site measurement or from databases of vibration levels may be required.
5. Consider individual factors such as pre existing health conditions that may increase risk from vibration exposure for individual employees;

6. Ensure that employees use equipment correctly. Poor posture, technique etc. may increase vibration exposure from a particular activity by up to 50% compared to colleagues.

The risk assessment should identify the maximum trigger time, or usage time permissible for the equipment to ensure that exposure does not exceed the ELV. The risk assessment should detail the measures in place to reduce the risk from vibration exposure and where applicable may include an Action Plan indicating any further measures planned.

The vibration risk assessment can be a standalone document, or can be incorporated into task specific risk assessment document for a department or process where this is more appropriate

The risk assessment should be reviewed whenever there is a change in vibration exposure or otherwise at least every 2 years.

REDUCING RISK FROM VIBRATION EXPOSURE

Measures should be put in place to reduce vibration exposure to as low a level as is reasonably practicable – even if vibration levels are below the Exposure Action Value (EAV), consideration should be given as to whether further reduction is practical.

Wherever vibration levels may exceed the EAV, assistance should be sought from a competent person to assist with risk assessment and reduction of vibration exposure.

Personal vibration exposure MUST NOT exceed the Exposure Limit Value (ELV) of 5m/s².

On very limited occasions, employers are allowed to average exposures over a week rather than over a day, but only in particular circumstances. This is primarily designed for where workers exceptionally need to carry out work causing uncommonly high vibration exposure in a single day, e.g. for emergency work. The main conditions are:

- that the person's exposure is usually below the exposure action value;
- that the risk is less than if the employee were exposed at the exposure limit value for the week.

This flexibility does not remove the duty on the employer to reduce the exposure so far as is reasonably practicable. Measures to reduce risks from vibration exposure may include: replacing tools and equipment with alternatives which produce lower magnitudes of vibration.

Purchasing Equipment

When purchasing equipment, suppliers must provide information about the vibration magnitudes their products are likely to create in normal use. This is a requirement of the Supply of Machinery (Safety) Regulations 2008. A purchasing specification should incorporate maximum vibration magnitudes and test procedures, which suppliers have to satisfy. Manufacturer's data must however be looked at with some caution as they may not necessarily be measurements of levels sustained when the equipment is put to your particular use.

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When planning purchasing of equipment first consider other methods of work which can eliminate or reduce exposure to vibration including automation or mechanisation of work previously done with hand-operated or hand-fed machines.

Work Practices

It is important to ensure that work activities are designed to take into account ergonomic principles, and to

- encourage good posture and working techniques
- ensure correct selection of the most appropriate tools for the task.
- ensure that all equipment is properly maintained
- minimise time exposed to vibration e.g. regular breaks, job rotation etc
- provide suitable clothing to protect employees from cold and damp
- Provide suitable training and information for all those exposed to vibration

Training

Face to face training may be provided by competent person, Alternatively training may be computer based or through the use of written information.

Where new staff are employed and are likely to be exposed to vibration levels in excess of the EAV, they should be made aware of the risks of vibration prior to first exposure, or at least within the first week of employment. This can be done at the same time as asking them to complete the initial health assessment form for return to your line manager.

In addition, all employees should be given appropriate training in the use of equipment. This should include periodic supervised practice to identify work practices which may increase risk such as poor postures, gripping equipment too tightly etc.

Training should include information on the following matters:

- The items of work equipment that pose vibration risks and their respective levels of risk
- How their personal daily exposures compare with the Exposure Action and Limit values (EAV and ELV)
- What symptoms of ill health they should look out for, to whom they should report them and how they should report them
- What control measures are in place to minimise risks
- What personal protective equipment is provided and when this should be used, e.g. the need to keep warm
- The training provided for operators, supervisors and managers in their respective roles to ensure control of exposure, e.g. through correct selection, use and maintenance of equipment or restriction of exposure times
- The health surveillance that is provided, how it will be carried out it and why it is important, as well as the overall findings (in anonymous form)
- What employees' duties are; to:
 - follow instructions they are given on safe working practices;
 - report problems with their equipment such as unusually high vibration levels;

- co-operate with the programme of control measures and health surveillance.

Maintenance of Equipment

In order to minimise the deterioration of equipment, items should be inspected and serviced on a regular basis. Advice from the suppliers/ manufacturers should be taken into account. There may be certain routine checks or preventative replacement of parts required, in which case these should be carried out at a set frequency. Individual users must be made aware that if at any point they feel a machine performance has deteriorated in terms of vibration, they must report it at the earliest opportunity so that further investigations can be made.

Exposure Points System and Ready-reckoner

The Health and Safety Executive have produced a 'calculator' or ready-reckoner which will enable conversion of working times and vibration magnitudes into an overall exposure factor. This allows total exposure to be calculated for use of one or more piece of equipment in a single day. <http://www.hse.gov.uk/vibration/hav/vibrationcalc.htm> The ready-reckoner covers a range of vibration levels up to 40 m/s² and a range of exposure times up to ten hours.

The exposures for different combinations of vibration magnitude and exposure time are given in exposure points instead of values in m/s² A(8). You may find the exposure points easier to work with than the A(8) values:

- Exposure points change directly proportional with time e.g. double the exposure time
= double the number of points
- Exposure points can be added together, for example where a worker is exposed to two or more different sources of vibration in a day
- The Exposure Action Value (2.5 m/s² A(8)) is equal to 100 points
- The Exposure Limit Value (5 m/s² A(8)) is equal to 400 points

Where a person is exposed to more than one source of vibration (perhaps because they use two or more different tools or processes during the day) the exposure must initially be calculated separately for each one. This produces two or more partial vibration exposure points values. These partial exposures points values are added together to provide a total exposure points value for that employee. . **Seek guidance on completing these calculations from a competent person**

HEALTH SURVEILLANCE

Health surveillance should be carried out for employees who are regularly exposed to vibration above the Exposure Action Value (EAV=2.5. m/s²)

Health surveillance should also offered to those exposed below the EAV if they are at increased risk e.g. if they report a pre-existing diagnosis of HAVS or any other condition of the hands, arms, wrists or shoulders, or any condition which affects circulation or nerve conduction such as diabetes, carpal tunnel syndrome etc.

Health surveillance will involve:

- Initial assessment prior to or very soon after first exposure. This will usually be by questionnaire, with face to face follow up where required.
- An annual assessment questionnaire sent out to certain individuals by Occupational Health
- Face to face review - This will be arranged if the questionnaire reveals symptoms or if an individual reports symptoms between health surveillance questionnaires, or every 3 years otherwise.
- All individual records are held confidentially as medical records. Where appropriate, summary results for groups of employees will be reported back to a manager to indicate the effectiveness of vibration control. Specific recommendations may be made to a manager where an individual employee requires alteration to their duties to protect against HAVS.

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Violence & Aggression

Alsager Golf & Country Club's policy on violent or aggressive behaviour – zero tolerance. Anybody who displays aggressive behaviour or is violent towards and employee will be subject to discipline policy and/or police action.

**“Any incident where staff are abused, threatened or assaulted in circumstances related to their work, involving an explicit or implicit challenge to their safety, well-being or health”.
(HSE)**

Violence and aggression has been defined in this policy as where persons are abused, threatened or assaulted in circumstances related to their work involving an implicit challenge to their safety, well-being or health.

1. Purpose

The purpose of this policy is to ensure that staff working for **Alsager Golf & Country Club** are provided with a safe working environment that minimises the risk of violence and aggression. The policy is to provide guidance to minimise risk, promote safety of staff, identify best practice, support training packages in place, and ensure safeguards in place to manage episodes of violence or aggressive behaviour.

Responsibilities

1. Managers

All managers have a responsibility to implement this policy and to make sure their staff are aware of it and understand it. Managers should also:

- Treat any reports of work-related violence, threats or abuse seriously and respond to them promptly.
- Record details of the incident where appropriate and give all employees involved in the incident full support during the whole process
- Respond and consider seriously any suggestions made by staff about how to improve violence prevention and management, and give feedback to staff about their suggestions, including whether it will be taken forward and if not, why not.
- Set a positive example by reporting all incidents of violence and abuse and not tolerating abusive behaviour from customers and members of the public. Make sure you also offer good customer service and follow specific policies.
- Respond to and, where possible, resolve incidents, ideally before they escalate.
- Monitor incidences of violence and abuse and initiate appropriate action if more measures are needed.
- Review and amend this policy and the risk assessment as necessary.
- Where possible, direct staff to appropriate support and advice after an incident has occurred.
- Encourage other staff members to support their colleagues, including those that might have witnessed the incident.
- If victims are particularly traumatised by the event, provide support where

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- possible, such as time off work or changes to their tasks.
- If an investigation is needed, work with the police and offer any assistance needed to help in their enquiries.
- Managers have a responsibility to act in a way that does not incite or increase the likelihood of violence.
- Any manager found to be encouraging or inciting violence or not resolving potentially violent or abusive situations may be subject to disciplinary action.

2. Staff

All staff have personal responsibility for their own behaviour and for ensuring that they comply with this policy.

There are a number of things that staff can do to help prevent work-related violence:

- Be aware of **Alsager Golf & Country Club's** policy and comply with it, including specific policies on aspects such as the sale of alcohol or excluding customers.
- Offer good customer service and be aware of customer needs.
- Recognise the potential for work-related violence and take action to resolve it early on.
- Staff should take positive action and, for example, contact a manager if they think a customer or member of the public might cause problems.
- Don't accept instances of work-related violence directed towards you or others. Staff should report any instances of violence, threats or abuse, including any details about when it happened, who was involved and any relevant circumstances that may have contributed to the incident.
- Serious incidents should be reported in the incident book kept in the manager's office but minor incidents and incidents of verbal abuse should be reported to managers as they occur.
- Be supportive of colleagues who are victims or witnessed work-related violence. Suggest additional measures to managers which might help to prevent and manage work-related violence.
- Staff have a responsibility to act in a way that does not incite or increase the likelihood of violence.
- Any staff member found to be encouraging or inciting violence may be subject to disciplinary action.
- Staff and managers should also work with trade unions, where relevant, in preventing, addressing, reporting and responding to incidents or work-related violence.

Risk Assessments

The risk assessments for work-related violence are kept in the Health & Safety Management Folder.

The risk assessments are conducted by the senior manager and where necessary the assistance of our External Competent Person and are reviewed every year, unless an increase

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in the number of incidents suggests the assessment should be reviewed more frequently.

The risks were assessed by talking to staff, reviewing the incident book and considering the work environment and job design. If staff believe a risk factor has not been covered by the assessment or have ideas on further prevention measures, they should discuss these with their manager. The contents of the risk assessment will be communicated to all staff and appropriate training will be given.

4. Training

The following training should be provided:

- All staff, including new staff, should receive awareness training on work-related violence, our policy and policy's, how to prevent work-related violence, reporting policy's and what to do following an incident. This may be through formal training or a briefing from managers, depending on the risk potential for the staff members.
- Managers will be trained as above, as well as on how to handle complaints and trouble among customers effectively.
- Lone workers that are likely to be interacting with clients or members of the public should have extended training talking about situational policy's.

Violence & Aggression Procedure

When being faced with a violent or aggressive situation the following steps should be followed:

Affected Staff

- Attempt to calm the violent or aggressive person by talking to them. Be firm, but not confrontational.
- Inform the individual that the proceedings are being monitored by CCTV.
- If the situation persists and does not calm down, then You should approach your manager or a colleague for help and assistance,
- If you cannot gain assistance then attempt to remove yourself from the situation.
- Do not offer any physical resistance. Where violence is threatened, give the person what they have demanded.
- After the incident is over, write down the time and essential details (all staff who were involved should do this.)
- Discuss the incident with the manager and other staff in a considered way.

Managers

- If you are present at the time of the incident you should assist the affected member of staff and you should respond to the situation by talking to the perpetrator, explaining that their behaviour is not acceptable
- If you cannot resolve the situation the police or security should be contacted for assistance
- Ascertain whether medical help is required for any victims.
- Ensure that everybody has recovered from the incident; if not consider seeking

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- professional assistance for post incident support.
- If appropriate, report the details to the police.
- Gather all the information regarding the incident by interviewing those involved as well as any witnesses.
- Ensure that any video evidence is secured and kept in a safe place.
- Consider whether disciplinary action is necessary.
- Consider whether the incident was handled in the best possible way, or whether there are lessons to be learned for the future. Disseminate any lessons learned to all staff.
- Ensure that appropriate records of the incident are kept in the health and safety manual. Personal details should be kept securely and separate to comply with the **Data Protection Act (1998)**.
- Where physical violence has been used report the incident to the HSE under **RIDDOR**.

Procedure for attempted Robbery

During an attempted robbery, all staff are to do as the robber demands if violence is remotely probable (Bear in mind the instructions on Aggression and Violence above.) Staff health and safety is our most important consideration.

At all times follow the **Alsager Golf & Country Club's** policies on aggression and robbery.

Reporting and Recording Systems

Staff have a responsibility to report incidences of work-related violence, including threats and verbal abuse, to managers. All incidents, including physical attacks, serious or persistent threats and verbal abuse, must be recorded in the incident book. This asks for details of when the incident occurred, who was involved, descriptions of the perpetrator and any relevant circumstances that may have contributed to the incident.

Any incidents resulting in major injury to staff or that cause staff to be off work for seven consecutive days or more must be reported under the RIDDOR Regulations 2013. Any incident which results in a member of the public being taken directly to hospital from the premises must also be reported. Managers should contact the HSE Incident Contact Centre on 0845 300 9923 to report the incident.

Less serious incidents should still be reported to managers as they occur and managers should make a note of these. If managers notice an increase in reports, several reports within a short period or reports about the same perpetrator/same working activity, managers should record the details, ask staff for more information and take action. The action may include contacting the police or other local businesses about a persistent offender, reviewing the risk assessment and considering further prevention measures, or increased vigilance by managers or staff to prevent a more serious incident occurring.

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Waste

Alsager Golf & Country Club has a legal 'duty of care' to ensure that it produces, stores, handles, transports and disposes of its business waste without harm to human health or the environment.

Examples of waste produced include:–

- Office waste, e.g. waste paper, empty printer cartridges, fluorescent tubes, sanitary and hygienic wastes
- Industrial waste, e.g., packaging, defective products, electrical waste, scrap metal, chemicals
- Pharmaceuticals, carcasses, blood, body parts, sharps (blades, syringes), infected waste, X-ray materials
- Food wastes.

Associated Hazards

- Fire
- Cuts, abrasions
- Health hazards
- Poor housekeeping.

Employer's Responsibilities

Alsager Golf & Country Club will:-

- Store, dispose of and transport waste appropriately and securely
- Ensure that waste is transported and handled by people or businesses that are authorised to do so
- Ensure the necessary permits, licenses, registrations or exemptions are obtained where required from the environmental regulator for the production, collection, treatment, dismantling, reprocessing, recycling or disposal of any waste materials
- Implement procedures to eliminate or minimise waste produced
- Ensure that different waste streams are segregated appropriately and removed regularly
- Provide suitable waste collection receptacles dependent upon the waste to be disposed of and where required, label or sign the receptacles to easily identify the waste type to ensure no cross contamination
- Where practicable, store waste and waste collection receptacles in areas away from buildings and ignition sources
- Maintain good housekeeping/hygiene practices
- Secure waste and waste containers in order to prevent unauthorised access and damage

- Instruct all employees in the correct procedures for the disposal of waste and maintain records of instruction and training given
- Provide suitable equipment and personal protective equipment (PPE) for handling waste.

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Employees Responsibilities

Practice good personal hygiene. All personal protective equipment (PPE) must be worn as instructed; defective equipment should be reported.

Details of incidents, accidents, illness or suspected symptoms, which may relate to waste, should be notified to the Premises Manager.

Employees will:-

- Dispose of waste as instructed
- Inform the Practice Manager of any unidentified waste
- Not climb onto skips or other waste receptacles
- Inform the Practice Manager if waste receptacles are full and need emptying
- Not remove items from waste receptacles
- Use the equipment provided as instructed and trained
- Follow all information, instruction and training provided.

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Water Management & Legionella

Legionellosis is a collective term for those diseases caused by legionella bacteria including the most serious, Legionnaire's disease as well as the less serious Pontiac fever and Lochgoilhead fever.

Legionellosis can affect anyone who inhales small droplets of water (aerosols) from water systems, e.g. showers that are contaminated with legionella bacteria.

The Health and Safety Executives (HSE)'s Approved Code of Practice defines the following responsibilities:-

Duty Holder

A Duty Holder may be:-

- The employer, where the risk from their undertaking is to their employees or others
- A self-employed person, where there is a risk from their work activities to themselves or others
- The person in control of the premises (or systems in connection with work), where there is a risk from the systems in the building e.g. where a building is let to tenants but the landlord keeps responsibility for its maintenance.

The Responsible Person

This is the person(s) appointed by the Duty Holder, to help them carry out the risk assessment and the day-to-day operational procedures to control the risks from Legionella bacteria. They will have sufficient authority, competence and knowledge of the water systems and installation.

The Risk Of Someone Contracting Legionellosis Depends On:

The presence of Legionella bacteria: the conditions that encourage Legionella bacteria to multiply include poorly maintained systems, ineffective control measures, presence of rust, sludge, scale, etc. and water temperatures between 20 – 45 deg C.

The means of creating and disseminating breathable aerosols, e.g. from spas, showers, taps, fire sprinkler systems, water jets, hose pipes, fountains and hot water systems, etc.

The person: The disease/fever can affect anyone however some people are at higher risk than others e.g. those people over 50, smokers, heavy drinkers, diabetics, those with respiratory problems and immune system impairments.

The Duty Holder's Responsibilities

Alsager Golf & Country Club will ensure that:-

- A suitable and sufficient risk assessment is carried out to identify and assess the risk of exposure to Legionella bacteria from work activities and water systems under their remit
- A Written Scheme is produced and implemented, where a reasonably foreseeable risk of exposure exists, for preventing or controlling the risks

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- A Responsible Person (competent person) is appointed to carry out the risk assessment, develop the Written Scheme and provide advice on prevention and control procedures
- A Responsible Person is appointed to help the Duty Holder manage the day-to-day operational control procedures in accordance with the Written Scheme
- Steps are taken to check that equipment supplied for water systems are designed to minimise the growth of legionella bacteria and are installed in compliance with relevant water related regulations
- Persons working with water systems are appropriately supervised and have been provided suitable information, instruction and training including the significant findings of risk assessments
- The risk of Legionella is eliminated where reasonable practicable through improved engineering design of water systems, e.g. by removing dead legs or removing unused showers where water can stagnate
- Regular cleaning, treating, maintaining and operating of water systems at predetermined intervals
- Regular monitoring, inspecting, testing e.g. water temperatures and Legionella bacteria levels, if needed and review of the water system's control measures, risk assessments and the Written Scheme to check their effectiveness
- The risks from scalding are minimised.
- Records are kept of the:
 - Appointed responsible people for conducting the risk assessment, managing and implementing the Written Scheme
 - Significant findings of the risk assessment
 - Written Scheme and its implementation
 - State of operation of the water system (working or not)
 - Results of any monitoring, inspections, tests or checks carried out including dates.
- Where relevant, the requirements of the Reporting Injuries and Dangerous Occurrences Regulations, RIDDOR is complied with.

Employees must:-

- Co-operate with **Alsager Golf & Country Club** arrangements for the control of Legionella in the workplace
- Follow any information, training and instruction given by **Alsager Golf & Country Club** to prevent ill health
- Report to **Alsager Golf & Country Club** any disease diagnosed as Legionnaires' Disease
- Report to the premises manager or supervisor on duty, any hazardous or dangerous situations.

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Work Equipment

Alsager Golf & Country Club will endeavour to control the associated risks and to comply with the relevant legal requirements, as contained within the Provision and Use of Work Equipment Regulations 1998 (PUWER 98) and the Supply of Machinery (Safety) Regulations 1992, and with the specific guidance (L22) issued by the Health and Safety Executive.

Responsibilities

Alsager Golf & Country Club recognises and accepts its responsibility to provide a safe and healthy working environment and acknowledges that this includes ensuring that all machinery, plant and equipment is maintained in a safe condition and used in a safe manner.

The main hazards associated with machinery, plant and equipment include:

- Entanglement
- Trapping (e.g. shearing, drawing in, and crushing)
- Impact
- Contact (e.g. friction, abrasion, cutting, stabbing, puncture and burns)
- Ejected materials or particles
- Dust and fumes
- Ergonomic issues
- Electricity
- Fire
- Noise
- Vibration

Implementation

Alsager Golf & Country Club expects all members of staff to be aware of this policy statement and to follow the set rules and policies associated with work equipment activities:

- **Alsager Golf & Country Club** will, as far as is reasonably practicable, ensure that all equipment is suitable for the intended use or tasks.
- All equipment will comply with the relevant British Standard and is CE marked, where appropriate.
- All dangerous parts of machinery will be suitably and adequately guarded.
- All equipment will be maintained in efficient order and in good repair.
- Regular inspections of all equipment will be carried out by competent persons and suitable records kept, including prior to it being put into service. The frequency of inspections will be determined by the risk assessment or in line with legal requirements, manufacturers' instructions or other recommended guidance.
- Any defective equipment where there is an increased risk of injury will be taken out of operation and not used until the necessary repairs have been completed to render it safe to use.
- Employees are required to report any defective equipment immediately to the appropriate manager / supervisor.
- Employees are required to only use equipment for the purpose or operations for which it is suitable or intended.

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- Every employee who uses equipment will receive suitable and adequate information, instruction, training and supervision.

Employees will: -

- Use work equipment safely and in accordance with the information, instruction and training provided
- Only use the equipment that they are trained on
- Visually check and carry out other checks, required by risk assessment, prior to and during use and report any faults and unsafe conditions to the employer
- Take reasonable care of themselves and others who may be affected by their actions
- Co-operate with **Alsager Golf & Country Club** in the management arrangements for the provision and use of work equipment
- Seek the permission of the Premises Manager before bringing any personal items of equipment to
- Make full and proper use of any personal protective equipment (PPE) provided.

Maintenance

Alsager Golf & Country Club's work equipment shall be maintained in an efficient state, in efficient working order, in good repair, and where a maintenance log is required, i.e. under other legislation (e.g. CoSHH for local exhaust ventilation equipment), such logs will be kept up to date. A **competent person** only, shall carry out maintenance work. Under no circumstances shall staff out with this criteria attempt to repair or maintain equipment. Day to day maintenance, such as emptying waste disposal areas, cleaning, lubrication etc. can be undertaken as required, however, this detail should be included into the risk assessment.

Alsager Golf & Country Club will ensure that checks are undertaken to confirm that work equipment belonging to Contractors working within **Alsager Golf & Country Club** will be in good working condition and maintained. Contractors are not permitted use of the companies' equipment.

All equipment which requires a "statutory test" under the current health and safety legislation, will be listed on the **Alsager Golf & Country Club** insurance risk register, which is managed by. Typically, this includes, lifts, hoists, LEV, pressure vessels and compressors.

A "**Competent Person**" is someone with suitable knowledge and experience and qualifications to undertake the task being done. In particular, competent persons, will know their own limitations and will be able to seek further advice on a particular issue if required.

4. Information and Training

Alsager Golf & Country Club will make available to all persons using work equipment adequate health and safety information, and where appropriate, written instructions on the use of such equipment.

In addition, the business will also provide adequate health and safety training in the use of the work equipment, including any associated risks and necessary precautions.

The information and instructions will be comprehensible and include:

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- The conditions and methods of use of the equipment.
- Any necessary actions, and any conclusions drawn from experience in the use of the equipment.

Working Time Management

The Working Time Regulations set minimum standards for working hours, rests and holidays. Except for young workers, defined as those over school leaving age but below age 18, the Regulations do not apply to workers in certain occupations and the Regulations have limited application to certain workers in the transport sector, and to other groups of workers that are partially exempt.

There are special rules for night workers and for 'other special cases', which include the following: –

- Those whose place of work is distant from their home or whose places of work are distant from one another
- Those who work in security or surveillance activities requiring a permanent presence in order to protect property and persons
- Those whose work activities require continuity of service or production, including hospitals, residential institutions, docks, airports, media and continuous processes
- Those whose work is seasonal, including tourism

- Those whose activities are affected by 'force majeure', which includes unusual or unforeseen circumstances or exceptional events beyond the control of their employer or where there is an accident or the imminent risk of an accident.

Alsager Golf & Country Club will ensure that they will abide by the aforementioned Working time Regulations and either manage staff working hours so that they are below the set maximum as defined in the regulations or offer an opt out agreement to affected staff to ensure that they understand their rights and their ability to reduce their hours to within the working time limit as requested.

Workplace Stress Management

It is **Alsager Golf & Country Club** policy to address all work-related illnesses and in particular stress, to control, reduce or eliminate so far as is reasonably practicable.

The Health and Safety Executive has defined health and safety as both the physical and mental wellbeing of all persons employed by the company. **Alsager Golf & Country Club** recognise that our personnel are the organisation's most valuable assets and that any problem associated with work-related stress is a management duty.

A certain amount of stress provides high motivation, a positive outlook and good performance. However, it is when these personal levels are exceeded that detrimental health effects may appear. Whilst stress-related problems of short duration often resolve themselves, it is the long-term stresses that the company aim to address.

Through the risk assessment process, **Alsager Golf & Country Club** will continue to identify hazards and assess all mental and physical risks to health and safety with the objective of reducing them, as far as is reasonably practicable.

Stress is usually brought about by an accumulation of minor irritations that cannot be resolved in the time scale we wish and/or with the desired outcome. However, there may be one single event or set of circumstances that combine to provide the additional stress overload. Some examples are: -

Possible environmental stressors include noise, temperature, overcrowding and humidity.

Possible work-related stressors include working to tight deadlines, overwork and change to organisation. Other issues that may have an impact include: -

- Under challenged
- Promotion prospects
- Racial or sexist remarks
- Personal relationships with other employees
- Travelling
- Job satisfaction
- Harassment and confrontation.

Alsager Golf & Country Club will ensure that any reported work related stress will be suitably managed via a stress questionnaire with the affected individual(s) and that where reasonably practicable the stressors that have been identified will be controlled to alleviate problems in the future

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Young Persons

There are specific legal requirements and restrictions on those who employ young persons or offer them work experience. A young person is defined as anyone under 18 years old.

Under health and safety law, employers must assess the risks to young people before they start work/work experience and tell them what the risks are.

After leaving school a Young Person must:

- Stay in full time education e.g. college, or
- Start an apprenticeship or traineeship, or
- Spend 20 hours or more per week working or volunteering while in part time education or training.

Associated Hazards

Some young people may be at particular risk because of: -

- Their lack of awareness, skills and training
- Unfamiliarity with their work environment
- Being physically or psychologically less suited to certain tasks.

Employer's Responsibilities

Alsager Golf & Country Club will carry out a risk assessment specifically relating to work experience or employment of young people before taking them on or employing them. The risk assessment will give particular consideration to the: -

- Immaturity and inexperience of the young person and any consequential lack of awareness of risks
- Health & safety information, instruction, training and supervision to be given to the young person
- Extent of exposure to any chemical, biological or physical agents or medicines and drugs
- Nature and layout of the work area
- Types of equipment, e.g. hoists, personal protective equipment (PPE) and methods of use
- Work activities to be undertaken including, manual handling, dealing with patients and observing theatre operations (e.g. risk of fainting).

Where a Child or Young Person is on work experience, communicate the findings of the risk assessment, together with protective and preventative measures to be taken, to a person having parental responsibility or rights for the child (e.g. parent or guardian, etc.) and to the school/college/training provider, where applicable.

Where a young person is on work experience, the parents or guardians must be notified of the key findings of the risk assessment and any control measures that have been taken to protect the person's health and safety.

Alsager Golf & Country Club will liaise with the relevant school regarding work experience placement in the practice and follow rules set by the applicable education authority.

Employees

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Responsibilities

Employees will:-

- Report any hazards to the Premises Manager
- Follow any guidance, information, instruction and training given by the Premises Manager regarding young persons.

Young Person's

Responsibilities

Young Persons must: -

- Co-operate with Premises arrangements for young persons in the workplace
 - Report any hazards or defects to the Practice Manager or Senior Vet on duty
 - Follow any guidance, information, instruction and training given by the Practice
 - Ask the Premises Manager or senior member of staff if unsure about anything
 - Make full and proper use of all personal protective equipment (PPE) that has been issued to them
- Not undertake any tasks unless trained