

Rowany Golf Club Limited Safety Management System



Copyright Rowany Golf Club 2016

Rowany Golf Club Limited

Safety Management System

Introduction

Rowany Golf Club Limited (hereinafter referred to as 'RGCL') is committed to complying with its responsibilities under the Health and Safety at Work Act 1974, and its obligations under The Management of Health and Safety at Work Regulations 2003. The responsibility for Health and Safety lies with the Chairman of the Management Board, but it is recognised that all Members of the Management Board, employees, and members of RGCL, have a responsibility towards ensuring that no harm comes to anyone using RGCL's facilities, or to any members of the public using the public footpaths. A comprehensive Safety Management System (SMS) has been developed with a view to ensuring that the Management Board complies with its obligations.

Managing Health and Safety

The Management Board has a duty of care to all who are impacted by RGCL's activities, namely, members, employees, visitors, contractors, suppliers, and the public using the public footpaths. The SMS covers the full curtilage of the Golf Course including buildings and other facilities needed in order for the Club to function.

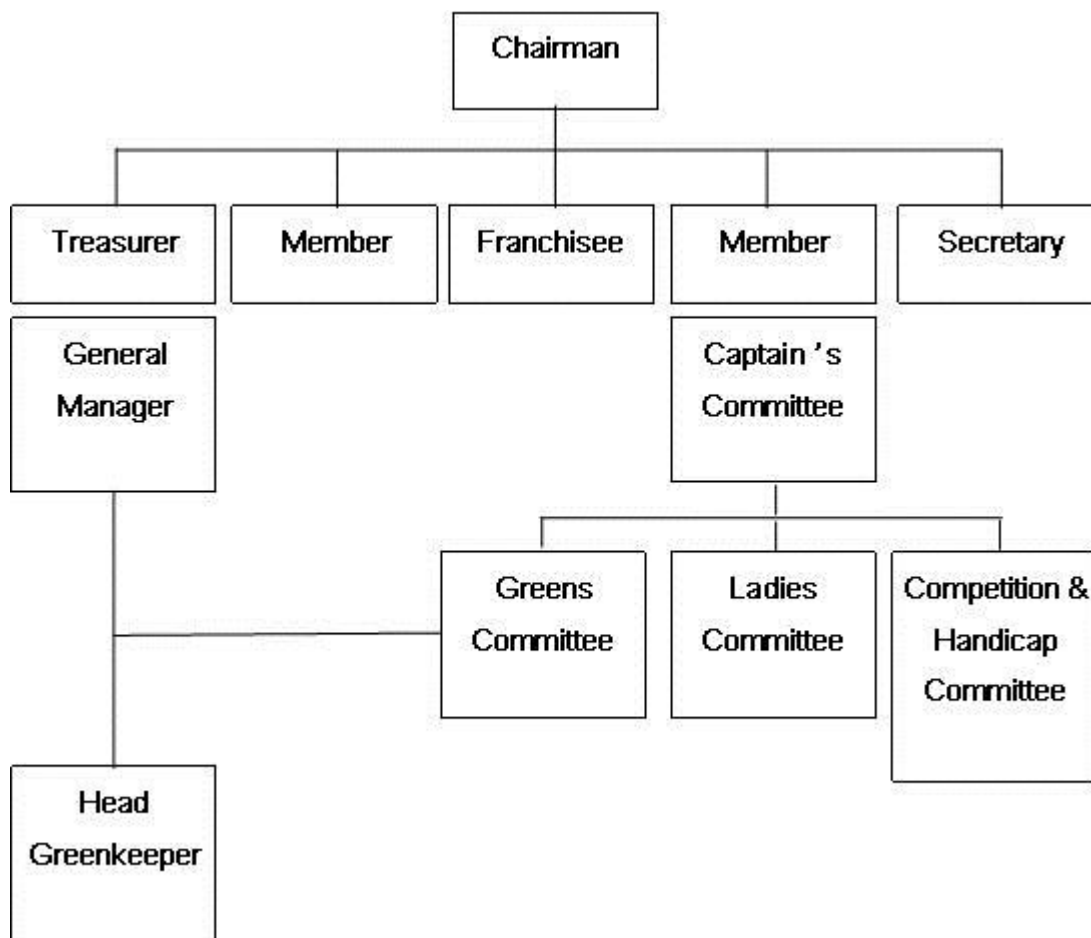
The SMS is aimed at:

- Ensuring that a clear Health and Safety Policy is in place;
- Ensuring that all risks associated with running RGCL are identified and appropriately addressed;
- Ensuring that everything reasonably practicable is done to maintain a safe and healthy working environment for RGCL's employees, including the provision of appropriate golf course maintenance equipment, appropriate office equipment, and proper Personal Protective Equipment (PPE);
- Ensuring that all buildings, and facilities such as the fuel and chemical storage, are properly maintained and regularly inspected for defects;
- Ensuring that all equipment, and particularly the golf course maintenance equipment, is properly maintained such that it functions as designed by the Original Equipment Manufacturer (OEM);
- Ensuring that all employees, contractors and Club Members who use the golf course maintenance equipment are appropriately trained;
- Ensuring that the responsibilities of The Management Board, members, employees, franchisee, and contractors are adequately defined and made aware of their responsibilities;
- Ensuring that all incidents and accidents are properly investigated and appropriate action taken to address the findings and any recommendations.

The Management Board

While the overall responsibility for Health and Safety lies with the Chairman of the Management Board, all members of the Management Board, and employees of RGCL, share the responsibility in ensuring that no harm comes to anyone using RGCL's facilities or any members of the public using the public footpaths.

Rowany Golf Club Limited Safety Management System



Responsibilities

Chairman

Overall responsibility for the Management of Health and Safety. Allocates areas of responsibility to Board members and employees. Ensures that funds are made available when required to address shortcomings in the SMS or to address safety issues.

Treasurer

Responsible for the financial management of RGCL. Ensures that funding for safety is given priority within any funding constraints.

Secretary

Responsible to deal with all formal RGCL correspondence and to advise the Board on any legal issues with respect to RGCL activities.

Franchisee

Responsible for the operation of the Clubhouse and its facilities. Ensures compliance with legislation with respect to fire, gas and electrical safety, in respect of the interior of the Clubhouse, fixed and portable appliances.

Member

Safety focal point. Assists the Chairman in managing Health and Safety. Responsible for maintaining the SMS, Risk Register, and the Risk Assessment. Advises the Board on Health and Safety issues which may impact RGCL.

Rowany Golf Club Limited

Safety Management System

Member

Responsible for the general Safety Management of the fixed facilities, and the maintenance of structural integrity of all buildings and paved areas, and other facilities such as the fuel and chemical storage.

General Manager

Overall day-to-day management of RGCL. Assists the Head Greenkeeper in carrying out his day-to-day operations in terms of ordering consumables, fuel, lubricants, PPE, etc.; organises servicing and repair of equipment. Responsible to ensure that all fire, gas, and electrical permits are kept up to date. Focal point for the inspection and repair of buildings, fixtures and fittings, and the fuel and chemical storage facilities. Maintains training records. Reports incidents and accidents as appropriate to the authorities.

Chairman Greens Committee

Responsible to oversee the planning and execution of maintenance work on the golf course along with the Head Greenkeeper. Ensures that risks, especially for non-routine tasks, are assessed and appropriately addressed.

Head Greenkeeper

Responsible to ensure that all work carried out by the greenkeeping personnel, including himself, is conducted in a safe manner. Ensure that greenkeeping personnel, anyone used on a casual basis, and work party personnel, have the appropriate training. Ensure that contractors are appropriately supervised. Ensure that all equipment is properly maintained in line with the OEM requirements. Ensure that fuels and chemicals are stored correctly, and that the correct working practices are used when being dispensed.

Assessment of Risks

Golf Course

A comprehensive Risk Assessment has been developed in conjunction with Pegasus Safety Consulting Limited. A Risk Register has also been developed which is reviewed annually by a 'Risk Assessment Team' comprising:

- Club Captain
- Lady Captain
- Chairman Greens Committee
- Chairman Competition & Handicap Committee
- Secretary Competition & Handicap Committee

The Team will also review risks as and when incidents or accidents occur on the Golf Course and make recommendations to the Management Board as appropriate.

Buildings

No formal Risk Assessment has been carried out on the buildings. The buildings are all of solid construction, and are visually inspected by the responsible Management Board member on a 6-monthly basis, or as and when a defect is brought to his attention. As and when a defect or defects are discovered the services of a competent authority such as a structural engineer will be sought for advice.

Safety Hazards

There are a range of hazards on the Golf Course, which present risks to the greenkeeping staff, contractors, and work party personnel, including:

- Ride-on course maintenance equipment;
- Pedestrian type equipment such as mowers, mulchers, sprayers, etc;

Rowany Golf Club Limited

Safety Management System

- Hand held maintenance equipment such as strimmers;
- Fixed sprinkler system.

Due to the terrain, where the Golf Course has many steep inclines, only all-wheel drive ride-on equipment, if available, will be used. All personnel using such equipment shall undertake appropriate training before being allowed to use the equipment. Further, and to ensure the safety of golfers, greenkeeping personnel and the public, where the terrain is particularly steep, routes will be defined which must be followed by personnel using the equipment.

Fuel Storage

No Risk Assessment has been carried out on the Fuel Storage facility since it is maintained by the third party who has provided the facility.

Chemical Storage

No formal Risk Assessment has been carried out on the Chemical Storage, since RGCL minimises the stocking of dangerous chemicals, relying on the supplier to store the chemicals RGCL requires and deliver them on demand. Greenkeeping staff must however, attend relevant training courses on the Safe Handling of Chemicals.

Manual Handling

For activities on the Golf Course, it is the responsibility of the Head Greenkeeper to undertake risk assessments where manual handling is to be carried out. In undertaking such assessments, he shall consider the following:

- The load;
- The task to be carried out;
- The working environment;
- The capability of the individual undertaking the task.

For the majority of tasks, it is not considered necessary to write procedures, however there may be instances where a written procedure is warranted. In such cases, and in cases of doubt, the Head Greenkeeper shall seek advice from the focal point for safety on the Management Board and others as appropriate such as the Chairman of the Greens Committee.

Electrical Safety

All of the electrical installations within the curtilage of the Golf Course have been installed by qualified electrical contractors. All of the installations are subject to periodic inspection and testing on an annual basis by qualified electrical contractors. The purpose of periodic inspection and testing is to assess whether the installation is in a satisfactory condition so as to continue to be used safely. However, all of the electrical installations are inspected visually by the Head Greenkeeper and the Management Board Member responsible for the general Safety Management of the buildings on a monthly basis, and any damage identified will trigger an inspection by a qualified contractor to assess what remedial action, if any, needs to be undertaken.

Portable Electrical Equipment

All portable electrical equipment used shall be visually inspected before use by the user, to determine if there is any evidence of damage which could cause injury. No-one is allowed to carry out any repairs to portable electrical equipment; qualified contractors must be employed to carry out any such repair work.

Battery charging must be carried out in well ventilated areas, and away from any sources of ignition.

Rowany Golf Club Limited

Safety Management System

Course Maintenance Equipment

On golf courses the main cause of accidents is with the use of golf course maintenance equipment, such as the ride-on mowers, tractors, etc., and hand held equipment such as trimmers. No-one shall be allowed to use any item of equipment unless they have been properly trained and has demonstrated competence in its use. The responsibility to ensure that proper training is carried out lies with the Head Greenkeeper. Training records are held by the General Manager.

All equipment shall be inspected visually before it is used to determine if there is any evidence of damage which could cause injury. If there is any evidence of such damage, then advice shall be sought from the maintenance provider normally used to service and repair the equipment as to what, if anything, needs to be done before returning the equipment to service.

All equipment shall be maintained as per the requirements laid down by the OEM. Routine servicing and repairs shall be carried out by a qualified maintenance service provider.

Greenkeeping personnel shall, before using equipment, carry out checks as per the 'Daily Maintenance Checklists' provided by the OEM and/or the maintenance service provider.

All equipment must be cleaned, immediately after use, to clear any build-up of grass/debris. Particular attention shall be paid to any such build-ups around the engine and transmission areas, since such debris can absorb fuel and oil, and could present a fire hazard.

Only personnel who have been trained may re-fuel equipment.

Sprinkler System

Only personnel who have been properly trained are allowed to operate the sprinkler system. It is the responsibility of the Head Greenkeeper to ensure that only qualified personnel are allowed to operate it.

Hired Equipment

RGCL's policy is to own the equipment which is used on a frequent basis – daily, weekly, monthly. For major works, such as the removal/planting of trees, hollow tining, etc., then equipment may be hired in. In such cases, the Head Greenkeeper, in conjunction with the Management Board Safety Focal Point, shall determine whether to operate the equipment with RGCL's own greenkeeping personnel, or to have the work done by engaging a contractor. If the former, it is imperative that the greenkeeping personnel using the equipment are fully competent to do so. It is important to bear in mind that, even though the greenkeeping personnel have been fully trained on hired-in equipment, it is difficult for personnel to achieve an adequate level of competence if they only use such equipment infrequently.

Training

All employees, and as appropriate, members of the Management Board, work parties, committees, etc., will receive training, including Health and Safety training, appropriate to the task which they are required to perform. Training records will be maintained accordingly.

Competence

Particularly for the greenkeeping personnel, special attention is required to ensure that they have the knowledge and skills to execute the required tasks. The responsibility for this lies

Rowany Golf Club Limited

Safety Management System

with the Head Greenkeeper. Special attention must be paid to those used on a casual basis, and work party personnel.

Personal Protective Equipment (PPE)

All personnel involved in maintenance activities on the Golf Course, will be supplied with appropriate PPE. This includes casual and voluntary work party personnel.

The PPE provided will generally include,

- Eye protection;
- Ear protection especially when using noisy equipment;
- Safety footwear;
- Gloves;
- Protective clothing for heat and cold, and when using chemicals.

Personnel using the ride-on equipment are required, as appropriate, to wear safety footwear, gloves, and ear protection. When using the hand-held equipment such as strimmers, personnel must wear safety footwear, eye and ear protectors, and gloves.

If using the spraying equipment personnel must wear safety footwear, gloves and eye protectors, and safety clothing if required by the information provided with the chemical on the Safety Data Sheets.

Occupational Health

Hazardous Substances

Hazardous substances, such as pesticides, are subject to the Control of Substances Hazardous to Health Regulations 1988 (COSHH), which requires employers to ensure that exposure to hazardous substances is either prevented, or, if this is not reasonably practicable, adequately controlled. To this end the Management Board will:

- Determine what hazardous substances are used, and assess the risk to RGCL's employees and others who may be exposed to them;
- Introduce appropriate measures to prevent or control exposure to such substances where a risk has been identified;
- Ensure that the control measures are used and that procedures are properly observed;
- As necessary, monitor the health of employees using hazardous substances.

Noise and Vibration

The equipment and tools provided by RGCL to its employees generally have low noise and vibration characteristics. However, employees are issued with ear protectors which they are required to use when using noisy equipment such as strimmers, and also when using the ride-on equipment where longer exposure occurs in the course of executing the work. Employees are to report any incidences of hearing problems, and pains in fingers, hands and back.

Reporting of Incidents and Accidents

The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1985 as applied to the Island (RIDDOR) came into force in January 1993. The regulations place duties on employers to report accidents to the inspectorate.

Serious and fatal injuries at work should be reported immediately, whilst accidents resulting in injuries where workers have been off work for more than three days, should be reported

Rowany Golf Club Limited Safety Management System

within seven days of the injuries being sustained. There are also requirements to report certain diseases and dangerous occurrences that happen as a result of work activity. Submissions are to be made online on the government's website.