



Deeside Golf Club

Health & Safety Policy

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Deeside Golf Club

1.1 General Health and Safety Policy Statement

It is the general policy of the organisation to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and of those other people who could be affected by the operation of our business.

Further to this, we are committed to the following objectives:

- To assess and provide adequate control of the health and safety risks arising from our work activities
- To consult with our employees on matters affecting their health and safety
- To manage health and safety at work and provide the necessary resource to ensure this policy is effective
- To provide and maintain safe plant and equipment and ensure safe handling and use of substances
- To provide information, instruction and supervision for our employees taking account of those persons who do not have English as their first language
- To ensure all employees are competent to do their tasks, and to give them adequate training
- To maintain safe and healthy working conditions and to prevent accidents and cases of work-related ill health
- To improve health and safety performance and management through regular review and revision of this policy when necessary, and at least annually
- It is the **duty of management** to ensure that everything is done so far as reasonably practicable to prevent personal injury in all our activities. We will strive to maintain a safe and healthy place of work for our employees, visitors, contractors, and anyone who will be present on our premises or who could be affected by our business undertakings.

It is the **duty of all employees** to co-operate with the organisation, act responsibly, and to do everything they can to prevent injury to themselves, colleagues and others through their acts and omissions. Whilst implementation of this policy is a management responsibility, it will rely heavily on the co-operation of all staff.

We have retained the competent advice service of Empire to support us in meeting our health and safety responsibilities.

The Golf Club Council / Club Captain have the overall and final responsibility for Health and Safety, whose commitment to its achievement is indicated by the signing of this policy statement by the Captain.

1.2 Organisation of Responsibilities

The Club Captain and Council have ultimate responsibility for health and safety within the organisation. In order to meet health and safety compliance, duties have been delegated to ensure effective assessment and management systems are in place.

	Club Captain and Council	Club Manager	Course Manager
Health and safety leadership	✓	✓	✓
Health and safety resources	✓	✓	
Health and safety review inc. performance data/ accidents	✓	✓	✓

Arrangement of competent advice	✓	✓	
Competence, capability and training	✓	✓	✓
Facilitate health and safety consultation	✓	✓	
Risk assessment and control	✓	✓	✓
Monitoring systems	✓	✓	✓
Contractor assessments	✓	✓	✓
Health and safety target setting	✓	✓	✓
Management of changes in H&S	✓	✓	
Asbestos management			✓
Accident reporting/ investigation		✓	✓
Control of hazardous substances		✓	✓
Legionella Control		✓	
Display Screen Equipment		✓	
Driving at work			✓
Drugs and alcohol		✓	✓
Event management		✓	
Fire safety		✓	✓
First aid		✓	✓
General working environment		✓	✓
Hazard reporting		✓	✓
Machinery & guarding			✓
Maintenance		✓	✓
Manual Handling			✓
New and expectant mothers		✓	
Portable electrical appliances		✓	
Personal Protective Equipment		✓	✓
Solitary working			✓
Utilities		✓	
Wellbeing		✓	
Work equipment		✓	✓
Young persons		✓	✓

1.3 Monitoring and Review

Deeside Golf Club is committed to undertaking formal reviews of performance against our health and safety policy. We will carry out regular health and safety monitoring of the workplace and work activities and monitoring of progress against the Organisation's health and safety Action Plan.

- The Club Council and Captain with relevant others will review the Health and Safety Policy document at least annually to determine whether the policy requires revision and to measure whether the

responsibilities and arrangements set down within the Health and Safety Policy and associated procedures, are being implemented in practice

- Non conformances will be reviewed and corrective action instigated
- Health and safety performance targets and objectives will be set for the coming year
- Resources will be allocated for health and safety
- The Club Manager will drive forward improvements and monitor to ensure that progress is made within identified timescales
- The Club Manager and Department Heads ensure regular inspections of the entire premises and delegated safety checks are completed and recorded
- The Fire Wardens ensure fire procedures and controls are implemented and recorded

Responsibility for the implementation, monitoring and review of all our arrangements are assigned to Management and key personnel as indicated in the Organisation of Responsibilities Chart.



1.4 FIRE SAFETY POLICY

Deeside Golf Club is committed to complying with the requirements of all applicable fire and health and safety legislation. It is the aim of the organisation to safeguard all employees and others affected by our business undertakings against the risks of fire, so far as is reasonably practicable. Our duty of care extends not only to employees, but also to club members, guests, visitors, contractors, members of the public and others. It is therefore our policy to protect all persons in our premises from dangers of fire by ensuring a safe working environment for them, and providing safe systems of work.

SPECIFIC OBJECTIVES

- To ensure compliance with all relevant legislation
- To liaise with the local fire authority where appropriate
- To undertake suitable and sufficient fire risk assessments of our premises
- To identify and implement reasonably practicable control measures to control risks from fire
- To communicate and practice fire procedures
- To maintain and test fire fighting equipment, fire detectors and alarm systems
- To ensure there are adequate numbers of trained persons responsible for supervising and implementing controls and the emergency fire action plan
- To conduct regular fire safety checks and record the findings

RESPONSIBILITIES OF OUR ORGANISATION

- We ensure that the fire risk assessment is recorded, and brought to the attention of all employees
- We ensure an Emergency Fire Action Plan is recorded and is communicated to all employees
- We ensure escape routes are clear and free from obstructions
- We ensure that our fire policy, fire procedures, and fire risk assessments are reviewed regularly and the fire safety controls are implemented and monitored by a competent person
- We will record and communicate contingency plans for when life safety systems are out of order such as alarm systems, fire detection and smoke control systems/ sprinklers

- We communicate our policy and fire safety measures to all employees during induction and regularly throughout their employment. We inform others as necessary such as contractors, parents of any child who may be employed to work on the premises and visitors

RESPONSIBILITIES OF OUR EMPLOYEES

- Employees must keep exits and escape routes clear from obstructions at all times
- Employees must report to Management any adverse issues or incidents which maybe a fire hazard
- Employees must participate in our escape drills, and any other training which is provided

FIRE DRILLS

In order to ensure people on the premises know what to do in the event of a fire and what action to take to ensure the premises can be safely evacuated we will undertake fire drills at least twice every year.

FIRE EQUIPMENT TESTING AND MAINTENANCE

We will ensure regular testing and maintenance of all fire safety systems is undertaken to meet the requirements of relevant fire safety legislation and British Standards.

FIRE RISK ASSESSMENT

The fire risk assessment will be completed and reviewed regularly, and as a result of any significant change by a competent person. Staff who have a supervisory role will be given details of the findings of the fire safety risk assessments and will receive additional training which will enable them to discharge their specific responsibilities.

INFORMATION & TRAINING FOR EMPLOYEES

Training given to employees will support the fire safety strategy and our Emergency Fire Action Plan, records will be retained to verify that adequate training has been given.

The fire safety training will be specific to the premises and will include the following;

- Action to be taken on discovering a fire
- How to raise the alarm and subsequent actions to take
- The significant findings of the fire safety risk assessments
- The measures taken to reduce the risk of fire
- The identity of people nominated with responsibilities for fire safety
- Any special arrangements for serious and imminent danger to persons from fire
- Procedures for alerting visitors and members of the public including where appropriate, directing them to exits
- Arrangements for summoning the Fire and Rescue Service
- The measures in place to ensure a safe escape and how they will operate
- The personal emergency egress plans for disabled persons
- Evacuation procedures for everyone in the building to reach an assembly point at a safe place
- The fire prevention and fire safety measures and procedures in the premises and where they impact on employees and others in the building
- The location of and where appropriate, the use of fire fighting equipment
- Location of escape routes, especially those not in regular use
- How to open doors on escape routes including the use of emergency fastenings
- The importance of keeping fire doors closed to prevent the spread of fire, heat and smoke
- The importance of good housekeeping
- The risks from flammable materials used or stored on the premises

- Precautions to be taken to minimise and control risks, employees roles in reducing and controlling fuel and ignition sources
- How to stop machines and processes or isolate power supplies where necessary in the event of fire

SAFETY

ARRANGEMENTS

2.1 ACCIDENT AND WORK RELATED ILL HEALTH REPORTING

We acknowledge that all injury accidents, however minor, are required to be recorded in the accident book. Employees commencing work with the company are instructed in accident and incident reporting procedures. All accidents and incidents are investigated by management to determine the causes and any actions necessary to prevent a recurrence.

If an employee informs a manager of ill health which the employee believes to be work related, it is investigated in a similar way as other incidents, with occupational health advice being obtained as necessary.

All accident records and investigation materials eg; witness statements, photographs, measurements and other relevant details are filed confidentially and retained.

As an employer we have legal duties that require us to report and record some work-related accidents. Responsibility for reporting such incidents which fall within the reporting requirements of the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) lies with Senior Management as indicated in the Organisation of Responsibilities Chart within this Policy.

When necessary we will report incidents and accidents using the following methods;

- Online using the reporting forms available from www.hse.gov.uk
- Fatal or major incidents and injuries will be reported by telephone to the Incident Contact Centre on 0345 300 9923 or 0845 300 99 23 (open Monday to Friday 9 am to 5 pm) Reportable

accidents and incidents are as follows;

- Deaths
- Major injuries
- Injuries to members of the public or people not at work where they are taken from the scene of an accident to hospital
- Some work-related diseases
- Dangerous occurrences eg; where something happens that does not result in an injury, but could have done
- Over-7-day injuries – where an employee or self-employed person is away from work or unable to perform their normal work duties for more than 7 consecutive days (not including the day of incapacitation – (Incapacitation means that the worker is absent or is unable to do work that they would reasonably be expected to do as part of their normal work)
- We are aware that we must retain a record of over three day injuries in addition to reporting over seven day injuries (an Accident Book record will be sufficient)

We report incidents as soon as possible and ensure we meet the set timescales below;

- In cases of death, major injury, or dangerous occurrences, we must notify the enforcing authority without delay
- In cases of over seven day injuries we must notify HSE within fifteen days of the incident occurring

- In cases of disease, we must report as soon as a doctor notifies us that our employee suffers from a reportable work-related disease

2.2 ASBESTOS

We will, in the first instance, identify whether asbestos containing materials exist within our premises. The undertaking of an asbestos survey by a competent contractor is an example of one of the methods how this might be achieved.

As a result of undertaking an asbestos survey, one of the following conditions may be identified:

1. No asbestos containing materials have been identified within our building(s)
OR
2. An asbestos survey has identified asbestos containing materials within one or more of the buildings, these have since been removed by a licensed and competent contractor and the area/s are now certified as clear
OR
3. We have identified several locations where asbestos containing materials (ACM's) are present within the building(s)/structure(s). Some of these materials are left in situ and have been made safe. These locations are clearly labelled

Where condition 3 has been identified as being present within our building(s) we will manage the risk from ACM's by implementing the following measures:

- Undertaking a risk assessment of remaining ACM's and retaining the document at the relevant site
- Implementing a management plan to prevent the accidental release of fibres and retaining the document at the relevant site
- The risk assessment and management plan will be reviewed at least annually and updated when there are changes in the matters to which they relate
- We will consult with our employees or their representatives on matters relating to the management of asbestos in the workplace
- Any person or contractor whose work may disturb the ACM's will be notified of the location of the materials and made aware that no work may be carried out in the immediate vicinity without a permit to work

2.3 COMPETENCE AND TRAINING

Deeside Golf Club is committed to ensuring that all our employees are competent to perform the duties requested of them by us. Accordingly, we provide induction training for all new employees. This induction training includes an introduction of the company's Health and Safety Policy and the associated safety arrangements such as;

- Arrangements for first-aid
- Fire, evacuation drills and other relevant emergency procedures
- Expected standards of behaviour and housekeeping
- Reporting of accidents, incidents and 'near-misses'
- Reporting of unsafe conditions or other safety concerns

- Special hazards and control arrangements

The findings of our risk assessments will be communicated and all staff will be adequately trained for the tasks associated with their role.

The competence and training of established employees is reviewed periodically and resources will be made available to fund relevant safety training. Up to date records of all training will be kept for all staff.

2.4 CONSULTATION

We will consult with our employees in good time, on all matters that could affect their health and safety at work. We aim to get employees involved in health and safety matters and we recognise that consulting our staff is a two way process

We will consult our employees or their elected representatives on matters concerning:

- The introduction of any measure which may substantially affect the health and safety of employees
- Our arrangements for appointing or nominating persons as our 'competent advisor'
- Our arrangements for appointing or nominating persons as responsible for the evacuation of our premises
- Any health and safety information we are required to provide to our employees under any legislation (i.e. any risks to our employees, measures to reduce or eliminate the risks, etc)
- The planning and organisation of any health and safety training
- The health and safety consequences for those employees of the introduction of new technology into the workplace

2.5 CONTRACTORS

Deeside Golf Club acknowledges it's duty to ensure, so far as reasonably practicable, the health and safety of contractors working at our places of work and carrying out work on our behalf. Contractors are also required to comply with health and safety legislation and where the work activities interact co-operation between employees and contractors is necessary.

We use contractors and where necessary, sub-contractors subject to the process of suitability and competence assessment.

- Only assessed and approved contractors will be engaged
- Contractors' safety rules will be issued to all contractors
- Permits to work or special monitoring arrangements are implemented where the nature of the activity being undertaken by a contractor is deemed high in risk eg; roof work, confined space, lone working
- Risk assessments and detailed method statements are gained from the contractor prior to the commencement of work
- Monitoring of contractors' activities are organised prior to the commencement of work and will be instigated upon commencement
- Reviews of contractors' work are undertaken regularly

2.6 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH (COSHH)

We are committed to implementing a control process over the handling of any substance deemed as hazardous under the COSHH Regulations. By implementing COSHH guidelines thoroughly and fully we aim to protect our staff, contractors and visitors to our premises.

A substance is deemed to be hazardous when it is able to enter the body and reach an organ where it can cause harm by its toxic, corrosive, inflammatory or carcinogenic properties. Our systems of control will include regular reviews.

- We ensure assessment of substances and the risk to employees, contractors, and visitors from exposure to hazardous substances in our premises is undertaken by competent personnel
- We introduce appropriate precautions and safe systems of work to prevent or control risk that has been identified
- We ensure that the precautions are used, equipment is properly maintained and procedures are followed
- Where necessary, we monitor the exposure of employees and undertake health surveillance
- We inform, instruct and train employees about the risks and precautions to be taken
- We issue where required appropriate Personal Protective Equipment (PPE)
- In addition to its effects on human health, the impact on the environment is also considered by us when purchasing or disposing of hazardous substances

2.7 DISPLAY SCREEN EQUIPMENT (DSE)

All display screen equipment (DSE) users will complete a Self Assessment Checklist on a periodic basis. Wherever issues are identified requiring corrective action to be taken we will seek to resolve these and obtain further advice as necessary. We recognise our obligation to provide employees with eye sight tests and corrective spectacles for DSE work if necessary.

- We ensure workstations meet minimum requirements, which includes provision of an adjustable chair, satisfactory lighting, sufficient space and comfortable temperature levels
- Each individual user has discretion over when to take their own activity breaks
- We provide time and pay (where required) for regular eye tests for "users", who regularly use DSE equipment and where it is determined that the employee needs spectacles to enable them to carry out work at their screens (but not for other purposes), the cost of these will be met by the Club. ▪ The organisation reserves the right to use preferred opticians for the supply of spectacles in these circumstances.
- The cost will be for basic frames and the lenses recommended by the optician. If an employee wishes to have more expensive spectacles, they must pay the difference in cost

2.8 EVENT MANAGEMENT

Deeside Golf Club is committed to planning, organising and monitoring the safety of employees and non employees attending corporate and social events at the Club. to ensure high standards of safety are maintained so far as is reasonably practicable.

- We ensure the venue and equipment provided by this or other organisations are fit for purpose
- We ensure fire safety legislation is complied with in full
- We ensure suppliers of food are assessed and approved
- We ensure the welfare of personnel in attendance are catered for
- We ensure first aid provision is planned and alcohol consumption complies with legal standards
- We ensure hazards such as music/ noise levels are assessed, appropriate controls implemented and monitored throughout the event
- We consider transport arrangements as necessary

2.9 FIRST AID

Deeside Golf Club recognises the importance of having adequate first-aid arrangements in place. We will consider our employees, members and visitors as part of our risk assessment and provide suitable and sufficient first aid arrangements to enable those who sustain injuries or fall ill at work or on our premises receive immediate attention so far as reasonably practicable. Accordingly, we will undertake a needs assessment and ensure that there is at minimum:

- Suitably stocked first aid kits

- Provision of adequate equipment and room to facilitate the requirements of the risk assessment outcomes
- Adequate numbers of employees trained in first aid to take charge of first aid arrangements
- Adequate information for employees on our first-aid arrangements at the Club

All staff are made aware of who is responsible for first aid provision and the upkeep of first aid supplies, Our first aid provision will not include any tablets or medicines.

2.10 LEGIONELLA

Deeside Golf Club recognises that Legionella contamination is a potential hazard to our employees, members, visitors and contractors. We comply with our duty to consider the risks from legionella and take suitable precautions to control the risk.

- We ensure a suitable and sufficient assessment of the risk of exposure to legionella bacteria from work activities and water systems on work premises is undertaken
- Where there is a foreseeable risk of exposure which cannot be avoided so far as reasonably practicable, we prepare a written scheme for controlling and managing the risk and appoint a 'responsible person' to be managerially responsible for the supervision of the implementation of precautions
- We implement, manage and monitor precautions
- We keep records of the precautions taken and review the assessment regularly

2.11 MANUAL HANDLING

Deeside Golf Club is committed to preventing injury caused by manual handling activities in the workplace and therefore it is the aim of the company to avoid or minimise manual handling operations so far as is reasonably practicable. Where it is not reasonably practicable to avoid manual handling operations which present a significant risk of harm we will make a suitable and sufficient assessment of the manual handling operations in question, with an overall aim of reducing the risks to the lowest level reasonably practicable.

2.12 NEW AND EXPECTANT MOTHERS

We recognise our duty under legislation to ensure the health, safety and welfare of new and expectant mothers in the work place and women of child bearing age. A new or expectant mother is defined as being an employee whose employer has been advised in writing that she is pregnant, has given birth in the last six months or is breast feeding. We will put in place all necessary controls to safeguard the mother and unborn child so far as is reasonably practicable.

- Hazards known to affect the health and wellbeing of an unborn child will be identified and risk assessed. Specific controls will be implemented to prevent harm to women of child bearing age
- A specific risk assessment is undertaken for any pregnant or new mother working at the Club
- We include the new and expectant mothers in the risk assessment and review process
- We ensure that the risk assessments are reviewed throughout the pregnancy and upon return to work
- Where necessary, we will seek advice from an occupational health service provider
- Staff are instructed to report their pregnancy at the earliest opportunity, report relevant changes throughout the pregnancy and are expected to co-operate with us in order for us to ensure the safety of the mother and unborn child

2.13 PERSONAL PROTECTIVE EQUIPMENT (PPE)

Deeside Golf Club recognises that the use of Personal Protective Equipment (PPE) as a risk control measure is a last resort. Our employees are supplied with the PPE identified as a required risk control measure within risk assessments free of charge. We ensure that it is CE marked, is a good fit, is suitable

for the individual using it, is compatible with other PPE, that suitable storage is provided to prevent damage and that instructions are provided in its' correct inspection, use, cleaning, storage and maintenance.

- We use the most effective means of controlling risks without the need for PPE whenever possible and will only provide PPE as a last resort
- We provide employees who are required to use or wear PPE with information and training on the circumstances in which it is used, the hazards for which it will give protection against, instruction in correct use and any limitations of the equipment. We will also instruct employees in the arrangements for maintenance, cleaning and repair/ replacement of PPE, along with procedures for reporting defects

- We ensure that when more than one item of PPE is required that they are compatible and as effective used together as they are separately
- We provide adequate and suitable storage for employees PP
- We review assessments and reassess the need for PPE and its suitability whenever there is a significant change or at the time specified in the assessment
- Management monitor and supervise the correct application of PPE where necessary to ensure it is worn correctly

2.14 PLANT, EQUIPMENT AND MACHINERY

We acknowledge our duty to safeguard our employees and others who may be affected by our activities involving the use of plant, equipment and machinery. We have identified all plant, equipment and machinery in use for our work activities on a schedule which is used to ensure that each item has received the appropriate servicing, maintenance, testing, examination and inspections required.

Risk assessments of the significant hazards associated with each item are undertaken and the outcomes communicated to those affected. Safe systems of work are implemented and monitored.

- Suitable storage is provided for equipment where required to prevent accidental damage or corrosion
- Visual safety checks by operators of equipment and machinery are carried out and recorded
- Emergency stops and interlocking guarding safety checks are carried out and recorded
- Notices, signage and information is displayed as appropriate to identify hazards and controls necessary
- Noise and vibration hazards are risk assessed and appropriate controls are implemented, monitored and reviewed
- Dangerous items of equipment and machinery are restricted by locks or other means with access only by authorised persons
- Defective equipment is taken out of service until repair or replacement
- Trained and authorised persons only operate or control plant, equipment and machinery. ▪ Records of trained and authorised persons are retained

2.15 RISK ASSESSMENT

Deeside Golf Club is committed to developing suitable and sufficient risk assessments of hazards associated with our business activities to ensure so far as reasonably practicable, the safety and wellbeing of our employees, members and others who may be affected. Our risk assessments will address the hazards posed by the tasks we perform routinely and non-routinely, the staff we employ and the premises and areas we work in.

Every member of staff, and others who partake in work at Deeside Golf Club will be made aware of potential risks that could occur in the tasks set out for them.

The process of assessing risks is a main priority of the organisation and is delegated to person/s competent to create these. The risk assessment procedure involves consulting with relevant persons on each topic

being assessed to gain their input, prior to the development of the assessment. Each assessment will be dated and a review date inserted as deemed suitable for each individual risk assessment devised.

All risk assessments will be kept by the organisation for a minimum of three years; these can be viewed at any time by our employees or other relevant parties upon request (i.e. Local Authority Environmental Health Officer) at any reasonable time.

Risk assessments will be reviewed individually by the competent person/s, at least annually and following change, near miss or accident.

2.16 SOLITARY WORKING

Our work activities may involve instances of lone working defined by the Health and Safety Executive (HSE) as 'those who work by themselves without close or direct supervision'. We acknowledge there are additional hazards associated with working alone and seek to minimise the risks posed to our employees.

- We have undertaken risk assessments of the lone working activities and put in place risk control measures and safe systems of work
- We have minimised the number and duration of tasks undertaken by a lone worker
- We have communication systems in place for lone workers which provide contact with line Managers
- We have provided personal safety advice and safety instruction regarding specific situations in which they may work

2.17 UTILITIES

Gas

We engage only Gas Safe Registered engineers to undertake gas related work on our premises. We have assessed these through our Contractor Assessment process and have been satisfied with the verification of their details and competence.

We ensure so far as is reasonably practicable that our gas appliances, flues and supply pipework are installed and maintained in accordance with the manufacturers' and all legislative requirements. Whenever we are advised that a gas appliance is unsafe and requiring disconnection by the competent engineer we will agree to the disconnection.

Our appliances are subjected to safety checks at least annually. Records of inspections are retained.

- Our employees are instructed in emergency procedures in the event of a suspected gas leak
- Our employees are instructed to be vigilant and how to recognise visual signs of faults

Carbon Monoxide

Our employees are provided with information on carbon monoxide and the symptoms of poisoning.

- Our employees are instructed never to use a gas appliance if they suspect it is faulty
- Employees are instructed in emergency procedures in the event of suspected carbon monoxide poisoning
- Carbon Monoxide Alarms compliant with British Standards are installed by competent persons where necessary. Inspection and testing records are maintained

Electricity

We ensure so far as is reasonably practicable that our electrical installations and appliances, are installed and maintained in accordance with the manufacturers' and all legislative requirements.

We engage only qualified and competent electrical contractors registered with the National Inspection Council for Electrical Inspection Contracting (NICEIC) to undertake electrical installation work on our premises. We have assessed these through our Contractor Assessment process and have been satisfied with the verification of their details and competence.

Whenever we are advised that an electrical installation and / or appliance is unsafe by the competent person we will agree to the appropriate disconnection / decommission and plan remedial action.

Our electrical installations are subject to safety inspections in accordance with the British Standard BS7671. Records of inspections are retained.

- Our employees are instructed to be vigilant and how to recognise visual signs of electrical faults
- Our employees are instructed in reporting procedures in the event of an electrical hazard
- Portable electrical appliances are inspected and tested periodically
- The risk of faulty electrical equipment causing fire is considered and managed
- All plugs, sockets and connectors used outdoors are of a standard approved for such environment

In accordance with the requirement to maintain systems to prevent danger as far as reasonably practicable, risk assessment of electrical hazards and the use of electrical work equipment is undertaken and recorded.

2.18 WELLBEING

We recognise that wellbeing is an important aspect of our lives and acknowledge the importance of identifying workplace stressors which may negatively impact on that state, through effective management. The Health & Safety Executive define workplace stress as 'the process that arises where work demands of various types and combinations exceed the person's capacity and capability to cope'

We endeavour to meet high management standards and the prevention of workplace stress through the implementation of:

- Assessment and monitoring of employee workloads, work patterns and the work environment
- Consultation with employees and their representatives on all issues raised and the proposed action relating to the prevention of workplace stress
- Support of our employees through systems of training and constructive feedback, the provision of information with regard to achieving a healthy lifestyle, and allocation of resources within the organisation to implement systems enabling line managers to support employees, and employees' to support each other
- Our commitment to promote positive behaviours at work to avoid conflict and ensure fairness through the implementation of policies and procedures to prevent or resolve unacceptable behaviour
- Job descriptions which are clear and management support to ensure employees are fully informed about their role and health and safety responsibilities, in a language they understand
- Information for all employees outlining the procedures for the resolution of any uncertainties or conflicts within their role
- Timely information and consultation with employees with regard to any proposed changes and the impact these changes may have to their jobs. The provision of timetables for change and access to relevant support and where necessary, training

2.19 WORKING AT HEIGHT

Deeside Golf Club is committed to implementing measures to reduce the risks associated with working at height, this is defined as any place where a person could be injured if falling from it. We will manage situations where working at height is necessary by conducting specific risk assessments in order to identify the risk control measures required to minimise the risks so far as reasonably practicable for routine and non-routine work at height.

- We will only use ladders and step ladders for work at height where the task is considered low risk and of short duration making this acceptable and where the nature of the work enables three points of contact to be maintained throughout.
 - We provide employees with adequate training to ensure they are competent to work at height
 - We ensure appropriate work equipment is selected and used correctly
 - We manage the risks from fragile surfaces
 - We inspect and maintain all work equipment intended for use in work at height
-
- We take account of weather conditions
 - All ladders and stepladders used by our employees meet British Standard Industrial Class
 - We provide our employees with Safe Systems of Work and ensure these are understood

2.20 WORKING ENVIRONMENT

- The HSE Law Poster is displayed bearing the correct information
- The Employer's Liability Insurance Certificate is accessible to employees
- The workplace housekeeping standards are monitored
- Eating / kitchen facilities are clean and adequate
- A clean supply of drinking water is supplied
- Toilet facilities are adequate and cleaned regularly
- Washing facilities are adequate and cleaned regularly
- Hot water is maintained at a safe temperature
- Lighting is maintained adequately internally and externally
- Provision is made for employees own clothing that is not worn during working hours, and for special clothing (i.e. overalls) worn by any person at work but which is not taken home
- Changing facilities are provided where clothing has to be changed at work
- Slip, trip and fall hazards are minimised and where unavoidable they are controlled
- Cables are safely routed and secure
- Seasonal hazards such as snow and ice are effectively managed
- Fragile roof areas are identified by signage
- Utility services equipment, pipelines, distribution boards etc are correctly labelled with isolating controls clearly identified
- Storage tanks are bunded and protected
- Storage areas are organised and do not present hazards to employees ▪ Water courses are managed, work on in or over water is risk assessed

2.21 WORKPLACE TRANSPORT

Deeside Golf Club recognises the inherent risks associated with workplace transport and is committed to the prevention of injury, loss of life and damage to property from transport related incidents. We have risk assessments and systems in place to ensure that any form of transport used for work purposes, is suitable for the task and safe working procedures are implemented.

- We ensure that all drivers have a valid licence to operate the intended vehicle
- We ensure that the driving activities are covered by suitable and sufficient insurance
- We ensure so far as reasonably practicable that any driver is fit for the driving expected of them
- We provide drivers with safety rules which include instruction to check that all vehicles are fit for purpose
- We ensure hazards including overturning, contact with moving parts, refuelling, safe entry and egress, inclement weather and loading operations are assessed and operators are instructed in safe procedures

2.22 YOUNG PERSONS (Under 18's)

Deeside Golf Club recognises that when young people (Under the age of 18 years) are involved in work experience or are employed by us we must ensure that we comply with applicable employment and working hours legislation. We also undertake a specific risk assessment of the tasks which the young person will be undertaking and take into account their immaturity, inexperience and lack of risk awareness. There are certain tasks which we do not allow young workers to carry out such as use of hazardous substances

- We nominate competent persons to undertake a specific risk assessment in conjunction with other relevant parties eg; the Placement Officer whenever necessary
- The young worker is provided with instruction and information as determined by the risk assessment
- The young worker is provided with supervision and training as determined by the risk assessment
- We develop safe systems of work to monitor the young person in the workplace



3.0 INFORMATION FOR EMPLOYEES

It is the general policy of Deeside Golf Club to ensure, so far as is reasonably practicable, the health, safety and welfare of our employees and of those other people who could be affected by the operation of our business. In order to achieve compliance with current legislation and protect those persons affected by our business activities, we have introduced policies and arrangements. Safety rules are communicated to employees and compliance with these is monitored through line management. It is your legal duty to co-operate and assist us as your employer to meet our obligations.

Employees receive health and safety information and instruction during their induction to the organisation. Employees will also receive the appropriate training as specified by the outcomes of risk assessments and training needs analysis. Where necessary, adequate supervision will be provided.

EMERGENCY PROCEDURES

Emergency procedures are established and brought to the attention of employees during induction briefings and mandatory health and safety training for new employees.

Notices and signage are displayed throughout our premises which include instructions for utility failures or leaks, fire emergencies.

FIRST AID

Information on first-aid arrangements is included in induction briefings and mandatory health and safety training for new employees. We will ensure that first aid notices are visible to inform employees of the names of our designated person/s and the location of first-aid kit/s and Accident Book.

HAZARDOUS SUBSTANCES

Employees whose role involves use of, or contact with, hazardous substances will be informed of the associated hazards and trained in the safe systems of work during induction briefings and mandatory health and safety training for new employees. Further information, supervision, instruction and training will be provided as necessary.

HAZARD REPORTING

Employees will be instructed in hazard reporting procedures during induction. Employees are responsible for their acts and omissions therefore it is imperative that all employees understand their duty to report hazards to their line managers in order to prevent accidents and ill health.

CONSULTATION

We consult our employees on a one to one basis or through organised meetings. We allocate adequate time to discuss safety matters with employees and gain their views and concerns. We will not treat any employee involved in the consultation process unfavourably at any time and we will provide all such information that is necessary for employees to participate fully in the consultation process.

SAFETY RULES FOR EMPLOYEES

The following safety rules are designed to protect our employees and others who may be affected by our activities and form part of our Health and Safety Policy. As an employee you are required to apply these rules, in addition to any other work procedure for which you have been trained and authorised to carry out.

EMPLOYEES MUST:

1. Take reasonable care of yourself and others
2. Co-operate with the organisation in all aspects of health and safety
3. Comply with instructions for emergency procedures
4. Keep fire escape routes clear
5. Report all accidents, near misses and damage to equipment or property as soon as possible
6. Work safely and in accordance with instructions and safe systems of work
7. Report hazards and hazardous situations immediately
8. Use all protective equipment as instructed
9. Keep all personal protective equipment clean and ensure it is fit for purpose prior to use
10. Comply with workplace signage
11. Carry out manual handling tasks as instructed
12. Inform your line manager of any condition or ill health which may affect your ability to work safely
13. If you work in food preparation areas you must also report instances of:
 - Diarrhoea, sickness and other stomach disorders
 - Discharge from eyes, ears, nose or sore throat
 - Septic skin conditions eg; sores, boils, septic cuts etc
 - Any other infection
14. If you drive or operate vehicles at work;
 - You must report any medical condition that could affect your ability to drive

EMPLOYEES MUST NOT:

1. Attempt to extinguish a fire unless trained to do so and can do so without putting themselves at risk
2. Obstruct access to fire equipment
3. Deliberately misuse, damage or interfere with anything provided for health and safety purposes
4. Remove, alter, bypass or disable any guards and other safety devices
5. Carry out any procedure which you are not authorised to perform
6. Use any equipment which you are not authorised to use
7. Attend work under the influence of drugs or alcohol

Employees may be summarily dismissed in line with the Organisation's disciplinary procedures if they breach the safety rules and/ or commit any action which seriously endangers the health and safety of an employee or any other person whilst at work.

