

Health and Safety at Work etc. Act 1974

***Health and Safety Policy
of***

Blundells Hill Golf Club

***Blundells Lane
Rainhill
Merseyside
L35 6NA***

Prepared by A J Jones Consultant Health and Safety Advisor

***Date September 2017;
Reviewed 2018;2019;2020;2021;2022***

Health and Safety Policy of Blundells Hill Golf Club

Part 1

General Statement of Intent

It is the policy of **Blundells Hill Golf Club** to comply with the terms of the Health and Safety at Work etc. Act 1974 and subsequent legislation and to provide and maintain a healthy and safe working environment.

Blundells Hill Golf Clubs' health and safety objective is to minimise the number of instances of occupational accidents and illnesses and ultimately to achieve an accident-free workplace. All employees will be provided with such equipment, information, training and supervision as is necessary to implement the policy and achieve the stated objective.

Blundells Hill Golf Club recognise and accept our duty to protect the health and safety of all visitors to the organisation, including contractors and temporary workers, as well as any members of the public who might be affected by our operations.

While the management of **Blundells Hill Golf Club** will do all that is within its powers to ensure the health and safety of its employees, it is recognised that health and safety at work is the responsibility of each and every individual associated with the organisation. It is the duty of each employee to take reasonable care of their own and other people's welfare and to report any situation which may pose a threat to the well being of any other person.

The management of **Blundells Hill Golf Club** will provide every employee with the training necessary to carry out their tasks safely. However, if an employee is unsure how to perform a certain task or feels it would be dangerous to perform a specific job then it is the employee's duty to report this to their supervisor or the **Director of Safety**. An effective health and safety programme requires continuous communication between workers at all levels. It is therefore every worker's responsibility to report immediately any situation which could jeopardise the well being of themselves or any other person.

All injuries, however small, sustained by a person at work, must be reported to the **Director of Safety or a delegated representative**. Accident records are crucial to the effective monitoring and revision of the policy and must therefore be accurate and comprehensive.

Warrington Community Cares' health and safety policy will be continually monitored and updated, particularly when changes in the scale and nature of our operations occur. The policy will be updated at least **every 12 months**.

The specific arrangements for the implementation of the policy and the personnel responsible are detailed in **Part 2**.

Signed.....

Title..... *DIRECTOR*

Company... *Blundells Hill Golf Club*

Date... *September 2017*

Reviewed: *2018;2019;2020;2021;2022*

Part 2

Organisation

Safety Personnel

The person with overall and final responsibility for health and safety in **Blundells Hill Golf Club** is the **Director, Stephen McKie**. In addition to other titles **Stephen Mc Kie** will be referred to as the **Director of Safety**.

The person responsible for overseeing, implementing and monitoring the policy is **Stephen Mc Kie, Director**. **Philip McKie** will be responsible as **Stephen McKie's deputy in his absence**.

The following personnel will be responsible for the supervision of health and safety in particular areas;

<u>Name</u>	<u>Area</u>	<u>Responsibilities</u>
Stephen McKie Chef	Club Premises Kitchens and	Overall Health and Safety Health, Safety and Food Hygiene
Terry	Bars and Stores	Health, Safety and Welfare
Peter Cross	Greens and Associated Machinery	Health, Safety and Environment

Consultation

The management of **Blundells Hill Golf Club** see communication as an essential part of effective health and safety management. Consultation will be facilitated by means of Health and Safety Committee meetings every three months or as often as is deemed necessary.

The purpose of safety committee meetings is to provide a forum in which information may be conveyed and employee's questions on health and safety issues answered. In addition these meetings will provide an opportunity to assess the continuing effectiveness of the policy.

Communication

The management of **Blundells Hill Golf Club** will endeavour to communicate to employees our commitment to safety and to ensure that employees are familiar with the contents of the organisation health and safety policy. **Blundells Hill Golf Club** communicates with its employees orally, in the form of directions and statements from supervisors, in writing, in the form of directives and the policy statement, and by example

Co-operation and Care

If we are to build and maintain a healthy and safe working environment, co-operation between workers at all levels is essential.

All employees are expected to co-operate with safety officers and to accept their duties under this policy. Disciplinary action may be taken against any employee who violates safety rules or who fails to perform his or her duties under this policy.

Employees have a duty to take all reasonable steps to preserve and protect the health and safety of themselves and all other people affected by their acts or omissions.

Safety Training

Safety training is regarded as an indispensable ingredient of an effective health and safety programme. It is essential that every employee in the organisation is trained to perform his or her job effectively and safely. It is the opinion of the management of **Blundells Hill Golf Club** that if a job is not done safely then it is not done effectively.

All employees will be provided with the following training as and when appropriate for each individual:-

Induction;
Essential
Job Specific, and
Refresher/Update.

All employees will be trained in safe working practices and procedures prior to being allocated any new role. Training will include advice on the use and maintenance of personal protective equipment appropriate to the task concerned and the formulation of emergency contingency plans.

Training sessions will be held **as often as is deemed necessary** and will provide another opportunity for employees to express any fears or concerns they might have about their jobs.

The personnel with the responsibility for safety training are detailed below

Director of Safety.....Stephen McKie

Safety Manager..... Stephen McKie

Safety Advisor..... A J J Consultancy

Workplace Inspections

It is the policy of **Blundells Hill Golf Club** to comply with the **Workplace (Health, Safety and Welfare) Regulations 1992** and all current **Health and Safety Regulations**.

Regular inspections of the workplace will be conducted as and when arranged by **Stephen McKie**

In addition inspections will be conducted in the relevant areas whenever there are significant changes in the nature and/or scale of our operations.

Workplace inspections will also provide an opportunity to review the continuing effectiveness of the policy and to identify areas where revision of the policy may be necessary.

Health and Safety Advice

Health and safety advice will be provided through either:-

Health and Safety Executive
St Helens Borough Council Environmental Health Department;
Groundworks Ltd; and
AJJ Consultancy

Part 3

Arrangements

Work Equipment

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **Provision and Use of Work Equipment Regulations 1992 and 1998**.

Blundells Hill Golf Club will endeavour to ensure that all equipment used in the workplace is safe and suitable for the purpose for which it is used.

All employees will be provided with adequate information and training to enable them to use work equipment safely.

The use of any work equipment which could pose a risk to the well being of persons in or around the workplace will be restricted to authorised persons.

All work equipment will be regularly inspected and maintained in good working order and repair.

All employees will be provided with such protection as is adequate to protect them from dangers occasioned by the use of work equipment.

All work equipment will be clearly marked with health and safety warnings where appropriate.

All plant and equipment requiring maintenance will be identified by the **Head Greenkeeper** who will be responsible for effective maintenance.

Personal Protective Equipment

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **Personal Protective Equipment at Work Regulations 1992**.

All employees who may be exposed to a risk to their health and safety while at work will be provided with suitable, properly fitting and effective personal protective equipment.

All personal protective equipment provided by **Blundells Hill Golf Club** will be properly assessed prior to its provision.

All personal protective equipment provided by **Blundells Hill Golf Club** will be maintained in good working order.

All employees provided with personal protective equipment by **Blundells Hill Golf Club** will receive comprehensive training and information on the use, maintenance and purpose of the equipment.

Blundells Hill Golf Club will endeavour to ensure that all personal protective equipment provided is used and used properly by its employees.

Manual Handling Operations

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **Manual Handling Operations Regulations 1992. (Including all amendments)**.

Manual handling operations will be avoided as far as is reasonably practicable where there is a risk of injury.

Where it is not possible to avoid manual handling operations an assessment of the operation will be made taking into account the task, the load, the working environment and the capability of the individual concerned. An assessment will be reviewed if there is any reason to suspect that it is no longer valid. All employees required to undertake manual handling operations will undergo the appropriate training.

All possible steps will be taken to reduce the risk of injury to the lowest possible level.

Display Screen Equipment

It is the policy of Blundells Hill Golf Club to comply with the law as set out in the **Health and Safety (Display Screen Equipment) Regulations 1992. (Including all amendments).**

Blundells Hill Golf Club will conduct health and safety assessments of all workstations staffed by employees who use DSE screens as part of their usual work and will ensure that all workstations put into service meet the requirements set out in the Schedule to the Regulations and that all workstations meet these requirements.

The risks to users of DSE screens will be reduced to the lowest extent reasonably practicable.

DSE screen users will be allowed periodic breaks in their work.

Eyesight tests will be provided for DSE screen users on request.

Where required DSE screen users will be provided with the basic necessary corrective equipment such as glasses or contact lenses.

All DSE screen users will be given appropriate and adequate training on the health and safety aspects of this type of work and will be given further training and information whenever the organisation is substantially modified.

Control of Hazardous Substances

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **Control of Substances Hazardous to Health Regulations 1995. (Including all amendments).**

A risk assessment will be conducted of all work involving exposure to hazardous substances. The assessment will be based on manufacturers' and suppliers' health and safety guidance and our own knowledge of the work process.

Blundells Hill Golf Club will ensure that exposure of workers to hazardous substances is minimised and adequately controlled in all cases

All workers who will come into contact with hazardous substances will receive comprehensive and adequate training and information on the health and safety issues relating to that type of work.

Assessments will be reviewed periodically, whenever there is a substantial modification to the work process and if there is any reason to suspect that the assessment may no longer be valid.

New or Expectant Mothers

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **European Directive on Pregnant Workers** implemented within **The Management of Health and Safety at Work Regulations 1999**. In addition to the general risk assessment, a further assessment of risk to new or expectant mothers will be conducted. Where a risk to new or expectant mothers is identified, working conditions and/or working hours will be adjusted so as to avoid the risk. Where this is not reasonable the employee(s) concerned will be suspended from work on full pay.

Where a new or expectant mother produces a doctor's certificate stating that she should not work, for example at night, suitable alternative work will be found. Where this is not possible she will be suspended from work on full pay.

Young Persons

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **Health and Safety (Young Persons) Regulations 1997** implemented within **The Management of Health and Safety at Work Regulations 1999**. In addition to the general risk assessment, a further assessment of risk to a young person (defined as under 18 years of age) shall be completed which takes into account their immaturity and inexperience and the assessment **must** be completed before the young person commences work. The following key elements **should** be covered by the risk assessment: details of the work activity, including any equipment or hazardous substances
details of any prohibited equipment or processes
details of health and safety training to be provided
details of supervision arrangements.

Fire Safety

It is the policy of **Blundells Hill Golf Club** to comply with the law as set out in the **Regulatory Reform (Fire Safety) Order 2005**. The specific fire safety policy and procedures take account of special fire hazards in specific areas of the workplace and, where appropriate have been compiled with the assistance of the local fire and rescue service.

Firecheck fire service inspection staff are responsible for ensuring compliance with fire safety and prevention codes, for reviewing company practices and procedures, inspecting and testing fire fighting, prevention and protection equipment and for advising on safe practices and procedures.

The person with responsibility for the maintenance and testing of fire alarms and fire fighting equipment is ...**Andy Roberts, Club Secretary**.

All employees within the organisation have a duty to report immediately any fire, smoke or potential fire hazards to the fire service (**Dial 999**).

All employees have a duty to conduct their operations in such a way as to minimise the risk of fire.

This involves keeping combustible materials separate from sources of ignition and avoiding unnecessary accumulation of combustible materials.

The **Director of Safety** is responsible for the provision and maintenance of fire prevention and detection equipment.

Managers and Deputy Managers are responsible for keeping their operation areas safe from fire ensuring that their staff are trained in proper fire prevention practices and emergency procedures.

Fire Detection Equipment

Smoke detectors and manually operated fire alarms are located at strategic points throughout the workplace. If a smoke detector sounds it is the responsibility of any employee present to activate the alarm and evacuate the building.

Fire Fighting Equipment

Fire extinguishers are located at strategic points throughout the workplace. Employees are expected to tackle a fire themselves only if it would pose no threat to their personal safety to do so. If the situation is dangerous the employee should activate the alarm and evacuate the building immediately.

Fire Doors

Fire doors designed to slow the spread of fire and smoke throughout the workplace have been installed at strategic points. Some fire doors are designed to close automatically when the alarm system is activated and must never be blocked, jammed, wedged or tied open.

Fire Exits

Fire exits are located at strategic points throughout the workplace. Exit doors and corridors must never be locked, blocked or used as storage space.

Emergency lighting has been installed where necessary throughout the workplace in case of power failure.

Smoking

Smoking is prohibited in all indoor areas other than those determined as domicile (e.g. resident's lounges and bedrooms) and anywhere that combustible material is situated. Smoking is therefore confined to the above places and open air areas such as the car parks and forecourts.

Emergency Evacuation Procedure

In the event of the fire alarm being activated, or in any other emergency situation (such as a bomb scare), all employees must leave the buildings by the nearest available exit and assemble at the designated assembly point.

The designated assembly point is:- TopCar Park

Practice fire drills will be conducted every 6 months to ensure familiarity with emergency evacuation procedures.

Accident Investigation and Reporting

It is the policy of **Blundells Hill Golf Club** to comply with the **Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995; 2001; 2004 (RIDDOR)**. (Including all amendments).

Blundells Hill Golf Club sees accident investigation as a valuable tool in the prevention of future incidents.

In the event of an accident resulting in injury a report will be drawn up by the **Director of Safety or a person appointed by the Director of Safety** detailing:

- The circumstances of the accident including photographs and diagrams wherever possible.
- The nature and severity of the injury sustained.
- The identity of any eyewitnesses.
- The time, date and location of the incident.
- The date of the report.

All accidents, however minor, will be recorded in the BI 510 Accident Book which is located in the Office on the ground floor.

All eyewitness accounts will be collected as near to the time of the accident as is reasonably practicable. Any person required to give an official statement has the right to have a lawyer or trade union, or other representative, present at the company's expense.

The completed report will then be submitted to and analysed by the **Directors** who will attempt to discover why the accident occurred and what action should be taken to avoid a recurrence of the problem.

All reports will be submitted to the company lawyers who will advise on liability, proceedings and quantum of damages. The lawyers will then submit the report to the company's insurance risk advisors for assessment.

A follow-up report will be completed after a reasonable period of time examining the effectiveness of any new measures adopted.

Accident Procedure

First aid equipment is stationed in the **General Office, Main Bar, Changing Rooms, Kitchen and Green Keepers Office and Workshop**, clearly marked and easily accessible by all employees during all working hours.

One person holding a current first aid certificate is responsible for the proper use and maintenance of the first aid station.

A list of emergency telephone numbers of doctors and hospitals available to the work site is posted next to the first aid station.

The **Safety Manager** is responsible for reporting all cases of accident and disease to the HSE under the RIDDOR Regulations where applicable.

An **Accident Book** is situated alongside the first aid station.

Forms F 2508 and 2508A are held within the health and safety file and must be completed, signed and sent to the HSE by the Safety Manager when appropriate.

General

- 1 All employees should be aware of, respect and adhere to the rules and procedures contained in this policy statement.
- 2 All employees shall immediately report any unsafe practices or conditions to the relevant person in authority.
- 3 Any person under the influence of alcohol or any other intoxicating drug which might impair motor skills or judgement, whether prescribed or otherwise, shall not be allowed in the workplace.
- 4 Horseplay, practical joking or any other acts which might jeopardise the health and safety of any other person is forbidden.
- 5 Any person whose levels of alertness and/or ability are reduced due to illness or fatigue will not be allowed in the workplace if this might jeopardise the health and safety of that person or others.
- 6 Employees shall not adjust, move or otherwise tamper with any electrical equipment, machinery or air or water lines in a manner not within the scope of their duties, unless instructed to do so by a senior member of staff.
- 7 All waste materials must be disposed of carefully and in such a way that they do not constitute a hazard to other workers or any other person.
- 8 No employee should undertake a job which appears to be unsafe.
- 9 No employee should undertake a job until he or she has received safety instructions and is authorised to carry out the task.
- 10 All injuries must be reported to the **Director of Safety** or a delegated representative.
- 11 Employees should take care to ensure that all protective guards and other safety devices are properly fitted and in good working order and shall immediately report any deficiencies to the **Director of Safety** or delegated representative.
- 12 Work shall be well planned and supervised to avoid injuries in the handling of heavy materials and while using equipment
- 13 No employees should use chemicals without the knowledge required to work with these chemicals safely.
- 14 Suitable clothing and footwear will be worn at all times. Personal protective equipment shall be worn wherever appropriate.
- 15 All employees are expected to attend all arranged training.
- 16 All employees are expected to attend safety talks and meetings when arranged.
- 17 All employees must accept their responsibilities for the health and safety of themselves and any other person who may be affected by their actions. They must act reasonably and exercise their duty of care throughout their time in the workplace.

Working Environment

- 1 Workplaces must be kept clean and tidy.
- 2 Any spillage must be cleaned up immediately.
- 3 Waste materials and rubbish must be removed routinely.
- 4 All combustible waste materials must be discarded in sealed metal containers.
- 5 All recyclable waste must be placed in the appropriate container/skip.
- 6 All pits and holes must be covered when not in use and clearly marked with warning signs when in use.

Walkways

- 1 Walkways and passageways must be kept clear from obstructions at all times.
- 2 If a walkway or passageway becomes wet it should be clearly marked with warning signs and /or covered with non-slip material.
- 3 Trailing cables are a trip hazard and should not be left in any passageway.
- 4 Any change in the floor level of any walkway or passageway must be clearly marked.
- 5 Where objects are stored in or around a passageway, care must be taken to ensure that no long or sharp edges jut out into the passageway in such a way as to constitute a safety hazard.
- 6 Where a passageway is being used by any vehicles or other moving machinery an alternative route should be used by pedestrians wherever possible. If no alternative route is possible the area should be clearly marked with warning signs.

Tool and Equipment Maintenance

- 1 Company machinery and tools are only to be used by competent and authorised personnel. It is the responsibility of the supervisor to determine who is authorised to use specific tools and equipment.
- 2 It is the responsibility of all employees to ensure that any tools or equipment they use are in a good and safe condition. Any tools or equipment which are in any way defective must be repaired or replaced.
- 3 All tools must be properly and safely stored when not in use.
- 4 No tool should be used without the manufacturers recommended shields, guards or attachments.
- 5 Approved personal protective equipment must be properly used where appropriate.
- 6 Persons using machine tools must not wear clothing, jewellery or long hair in such a way as might pose a risk to their or anyone else's safety.
- 7 Employees are prohibited from using any tool or piece of equipment for any purpose other than its intended purpose.

Personal Protective Equipment

- 1 Employees must use all personal protective equipment provided to them in accordance with the training and instruction given to them regarding its use.
- 2 Employees who have been provided with personal protective equipment must immediately report any loss of or obvious defect in any equipment provided to their manager or the **Director of Safety**.
- 3 Employees are responsible for the safe and proper storage of all personal protective equipment issued to them.
- 4 Employees are responsible for maintaining their personal protective equipment in a safe, clean and hygienic condition at all times.
- 5 Personal protective equipment is intended to protect the **individual**, and as such, should not be used by others. The risk of cross-contamination from face masks and ear defenders in particular should be avoided at all times.

Manual Handling

- 1 Lifting and moving of objects should always be done by mechanical devices rather than manual handling wherever reasonably practicable. The equipment used should be appropriate for the task at hand.
- 2 The load to be lifted or moved must be inspected for sharp edges, splinters and wet or greasy patches.
- 3 When lifting or moving a load with sharp or splintered edges gloves must be worn. Gloves should be free from oil, grease or other agents which might impair grip.
- 4 The route over which the load is to be lifted or moved should be inspected to ensure that it is free of obstructions or spillages which could cause tripping or spillage.
- 5 Employees should not attempt to lift or move a load which is too heavy to manage comfortably.
- 6 Where team lifting or moving is necessary one person should act as co-ordinator, giving commands to lift, lower and move, etc.
- 7 When lifting an object off the ground employees should assume a squatting position, keeping the back straight. The load should be lifted by straightening the knees, not the back. These steps should be reversed for lowering an object to the ground.