

CONTROLLED DOCUMENT

## KILMASHOGUE GOLF CLUB

ISSUE DATE \_\_\_\_\_

REVISION STATUS REV 0

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## Section 1

### STATEMENT OF INTENT

It is the intention of Kilmashogue Golf Club, at St Columba's College to ensure the Safety Health and Welfare of all registered:

- Employees
- Members
- Visitors

through the provision and maintenance of:

- Safe premises, hereinafter known as the "Club"
- Safe operating systems
- Training of employees as far as is reasonably practicable at all times

The allocation of responsibilities for safety and the arrangements and resources being deployed to implement this Safety Policy are set out in the Safety Statement.

The Safety Statement is based on the identification of hazards, the assessment of risks and the implementation of controls.

Sufficient copies of the Safety Statement are available for all registered Employees, Members and Visitors to read.

The Men's Club Captain and the Ladies Club Captain (hereinafter called "the Captains"), together, shall nominate persons with special responsibility for safety, health and welfare and will have the authority to allocate responsibilities and resources as necessary for the safe operation of the Club.

The Captains must ensure that the best practical and practicable methods of compliance with the requirements of the Safety, Health & Welfare at Work Act 2005 and the Constitution of Kilmashogue Golf Club.

All registered Employees, Members and Visitors must cooperate fully with the committee in ensuring that the highest standards of health and safety exists throughout all club activities.

#### **All registered Employees, members and Visitors are reminded of their own responsibilities and duties**

It is the intention of the Captains to review this Statement regularly and in light of any new legislation, regulations, changes in activities, technical advances or developments

Signed:

Captain Men's Club..... Date: .....

Captain Ladies' Club..... Date.....

President: ..... Date.....

## Section 2

### GENERAL SAFETY POLICY

It is the policy of Kilmashogue Golf Club, hereafter known as the "club", insofar as is reasonably practicable that all of the following are provided for the registered Employees, Members and Visitors:

- Safe access / Egress
- Safe Systems of Operation
- Emergency Plans
- Provision of Personal Protection Equipment (employees only)
- Identification of Hazardous Articles & Substances
- Provision of Adequate Welfare Facilities
- Provision of Adequate Resources to meet Health & Safety Standards
- Appropriate Information, Instruction, Training and Supervision
- Provision of a Competent Person
- Adequate Control Measure

## Section 3

### CLUB STRUCTURE & RESPONSIBILITIES

#### *Assignment of Responsibilities*

The Captains are responsible for the safety, health and welfare of all registered employees, members and visitors. The responsibility is delegated to the Vice Captains & Officers for the safety of their own areas.

The tasks that must be performed under the Safety Statement are listed in the Risk Assessment & Responsibilities table (section 6) of this statement, as the person responsible for the performance of specific tasks.

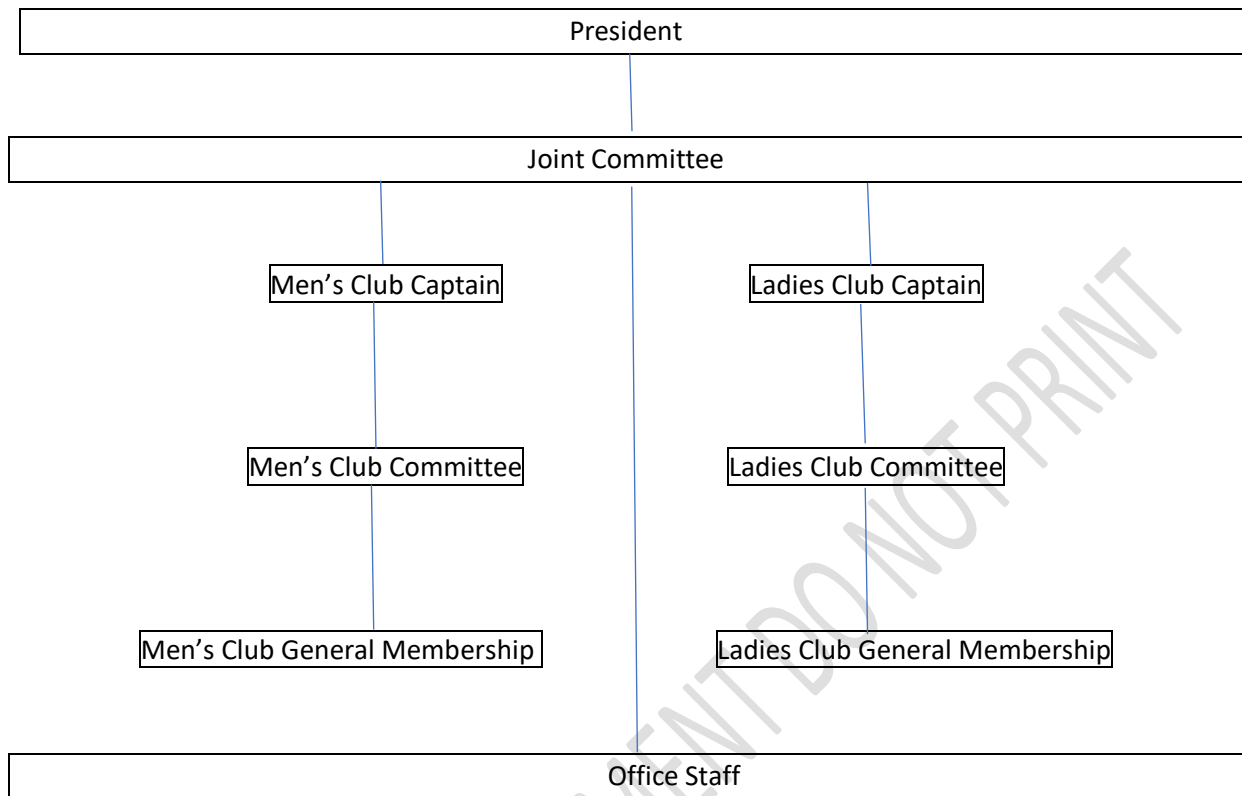
#### *Care and Cooperation*

It shall be the responsibility of all registered Employees, members and visitors whilst using the club to:

- Take reasonable care for his/ her own safety, health & welfare and that of other persons who may be affected by their acts or omissions
- Cooperate with employees, the Captains or their delegated representative in implementing the provisions of the Safety Statement
- Use in such manner, so as to provide the protection intended any suitable safety equipment and /or procedures
- Report any equipment, facilities, ground conditions, actions/omissions of employees, members or visitors or procedural defects of which they become aware that could compromise the safety of registered Employees, Members or Visitors.

Note: No person shall intentionally or recklessly interfere with or misuse any equipment or facilities which is provided for the safety, health & welfare of registered employees, members or visitors

## Organisational Structure of the Club



### Section 4

#### TRAINING

All relevant training will be provided to employees and members for the safe operation of their duties. Training levels may vary depending on the scope and responsibilities of the position and the level of competency required to perform the duties safely.

All employees shall receive basic Manual Handling, First Aid and Fire Fighting equipment training.

### Section 5

#### CLUB AND CLUB ACTIVITIES

Kilmashogue Golf Club, in cooperation with and subject to the Club Licence with St. Columba's College will make available:

- The golf course
- A practice chipping area
- A practice putting green
- A practice driving net
- Access and egress to the club house and associated facilities
- Access and egress to the car park through St. Columba's College grounds

- Catering for club members and visitors when available
- Competitive golf both within the club and interclub
- Casual golf
- Social events

## Section 6

### Hazard Identification, Risk Assessment & Controls

#### Definitions

Hazard: A hazard is defined as any substance, article, material or practice which has the potential to cause harm

Risk: A risk is defined as the likelihood of occurrence

#### Ranking of Risks

The ranking of risk is based on the consequences of the hazard as follows:

**High** = possibility of irreversible injury

**Medium** = possibility of reversible injury

**Low** = possibility of Minor Injury

#### Controls

Controls are defined as any practices, procedure, equipment or devices put in place to avoid, reduce or eliminate dangers.

The Captains commit to:

Dealing with hazards identified in accordance with the first schedule of S.I. 44 (1993) where reasonably practicable. The approach takes into account normal practices in Club operations, the expert advice available and the objective standards or guidelines where applicable and available.

A Risk Assessment has been carried out as the Club and the following is a table outlining Activities with associated Hazards, Risks, Control Measure and Responsibilities

Activity No.	Hazard	Risk	Controls	Responsibility
Access and egress to car park, club house	Slips, trips and falls	Low	No running, appropriate foot ware, holding of handrails, parking in designated spots	Registered employees, visitors & members
Washrooms , toilets & showers	Slips, trips and falls	Medium	No running, appropriate foot ware	Registered employees, visitors & members

Access and egress to and use of course	Slips, trips and falls	Medium	No running, appropriate foot ware, use of steps to / from tee boxes	Registered employees, Visitors & members
Use of course	Ball strike	Medium	Position while on course & tee boxes, awareness of shout of "fore", use of warning bells, use of elevated viewing steps on 2 <sup>nd</sup> / 11 <sup>th</sup> hole.	Registered employees, Visitors & members
Use of course	Strike by golf equipment	Low	Position on course relative to others playing / using course	Registered employees, Visitors & members
Use of course	Drowning	Low	Use of ball retrieving poles, use of life rings	Registered employees, Visitors & members
Use of high powered air hose	Eye injury due to flying debris, grass, sand etc	Low	Triggered hoses only to be used on golf trollies and golf shoes in the designated area	Registered employees, Visitors & members
Kitchen	Fire	Medium	Fire extinguishers, fire blanket	Registered employees, members
Kitchen	Scalding	Medium	Warning notices re "hot water" in dishwasher, boiler and kettle	Registered employees, members
Kitchen	Food Contamination	Low	Comply with HACCP procedures	Registered employees, members  BBQ staff to be HACCP trained
Office	Back injury, infection from printers and copies	Low	Comply with Manual Handling procedures, use of appropriate PPE while changing toners.	Registered employees, Captains, Officers

## Section 7

### PERSONAL PROTECTIVE EQUIPMENT

All registered employees, Captains and Officers are required to cooperate by using Personal Protective Equipment (PPE) appropriate to their function

Activity	PPE	Responsibility
Office, Change of toner	Protective Gloves	Registered employees, Captains, Officers
Kitchen	Protective gloves, aprons, head covering	Registered employees, Captains, Officers

## **Section 8**

### **FIRE SAFETY**

It is recognised that the club premises is owned by St. Columba's College and the requirement to comply with National and International fire, safety and emergency planning lie with the College. However, the Club undertakes to comply with any National & International standards regarding fire, safety and emergency planning in the operation of the premises in accordance with the following provisions:

- Fire Services Act 1981
- Building Fire Regulations
- EN 03 Portable Fire Appliances

A Fire Safety Management programme is in place as follows:

- Fire drills shall be carried out on a regular basis
- Fire fighting equipment shall be installed throughout the club
- Fire fighting equipment shall be inspected regularly and replaced or recharged as required
- Fire exit routes shall be kept clear at all times'
- Training in the use of firefighting equipment shall be provided for all registered employees
- A record of all fire drills, inspections repairs and replacements of firefighting equipment shall be maintained.

## **Section 9**

### **FIRST AID**

An appropriately sized and stocked First Aid Kit shall be available on the club premises at all times.

It is the responsibility of the Captains to ensure that the First Aid Kit is inspected regularly and materials replenished as required.

Appropriately sized Defibrillators shall be installed in suitable positions and be available at all times the course is in use. The equipment shall be inspected and maintained per the manufacturer's instructions. The location of the equipment is to be notified to all Members and visitors.

## **Section 10**

### **ACCIDENT REPORTING**

All accidents / incidents shall be reported to the Captains or his / her designated representative and a record of such accidents / incidents shall be maintained. An Accident Report Form must be completed as soon as it is reasonably practicable following an accident / incident.

## **Section 11**

### **MANUAL HANDLING**

Manual handling tasks will be performed according to the terms laid down by Manual Handling Regulations of S.I. 44 (1993)



## Section 12

### DIGNITY AND BULLYING

#### Definitions:

*Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more persons against another or others at the place of work and/or in the course of employment, which could reasonable be regarded as undermining the individual's right to dignity at work.*

An isolated incident of behaviour described in this definition may be and affront to dignity at work but a "once off" incident is not considered as bullying.

#### Reporting

Any employee who feels they have been bullied should contact the Captains for support and action.

The Captains will not tolerate bullying and will take appropriate steps to resolve these issues in accordance with best practice procedures.

## Section 13

### CONTRACTORS

Contractors employed by the Club must comply with the following requirements:

- Not put a risk any employee, member or visitor
- Produce their Safety Statement to the Captains on demand.
- Obey all regulations enforced by the Club
- Carry appropriate insurance cover and ensure that all their sub-contractors have the same
- Ensure that all contractor's and sub-contractor's employees are competent to carry out the tasks assigned and that all relevant employees have the appropriate certificates in accordance with Safety Health & Welfare at Work, Food Safety and any other legal regulations.

For its part the Captains will abide by Section 8(2) of the Safety, Health & Welfare at Work Act with regard to the obligation imposed on it concerning safe place of work for contractor and safe plant and equipment provided by the Club and used by the Contractor. The Club will also abide by Regulations 6,11 & 13 of SI 44 (1993) concerning risks, preventative measures and instructions to contractors and their employees.

## Section 14

### RESPONSIBLE PERSONS

President	
Vice – President	
Captain Men' Club	
Vice Captain Men's Club	

Hon Sec. Men's Club	
Captain Ladies' Club	
Vice-Captain Ladies' Club	
Hon Sec Ladies' Club	
Office Administrator	
Safety Officer	

**Section 15**

**DOCUMENT CONTROL**

Master Document	Captains
Controlled Document 1	Hon Secs Men's and Ladies' Clubs
Controlled Document 2	Safety Officer
Controlled Document 3	Office Administrator

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**APPENDIX 1**

**ACCIDENT REPORT FORM**

**KILMASHOGUE GOLF CLUB**

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**Details of person completing form:**

Name.....[Staff / visitor/ member / contractor / other (please circle category)]

Address .....

Eircode .....

Contact telephone: .....

Signature ..... Date: .....

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**Persons Involved / injured**

Name: ..... Age: ..... Staff / visitor/ member / contractor / other (please circle category)]

Address: ..... Eircode: .....

Contact telephone: .....

Name: ..... Age: ..... Staff / visitor/ member / contractor / other (please circle category)]

Address: ..... Eircode: .....

Contact Telephone: .....

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**Details of Incident**

Date: ..... Time of incident / accident: .....

Details of what happened (if known)

.....  
.....  
.....  
.....

Damage / Injury Caused

.....

.....

How was incident / accident managed

.....

.....

Was next of Kin advised            Yes / No

Was the incident / accident reported promptly:    Yes / No

To whom was it reported: .....

As an ambulance / doctor called? If so, please give details .....

Conditions at scene of incident / accident:

Club house ..... Car Park .....

Course Hole Number .....

Weather conditions (if appropriate) .....

Any other details: .....

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