



Whiteleaf Golf Club

Policy document, including risk assessment, in accordance with The Equality Act 2010 whereby Whiteleaf Golf Club Limited provide the following instructions to members and visitors on the use of ride on buggies on the golf course and grounds.

Golf Course Traffic and Buggy Policy

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Updated: Stuart Rivett – January 2019

Course Risk Assessment Reviewed and Updated: Andrew Scott, Gauntlet Group - February 2019

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1. Introductory Statement of Intent:

It is the intention of the members and directors of Whiteleaf Golf Club Limited (“WGC”) that any member of the club or visitor to the club that requires the use of a buggy to play golf is afforded every opportunity to continue enjoying their golfing experience at WGC.

However, the safety of all members, visitors, staff and general public is of paramount importance and therefore the following Policy contains the conditions and, where appropriate, the restrictions imposed by WGC on users of buggies.

The legal duties imposed on the club only apply to those members, visitors or guests of the club who are disabled, within the meaning of The Equality Act 2010, and who cannot play golf without the use of a buggy (for further definition refer to the ‘Club Duties, Health and Safety’ Section 3 below)

2. Policy Introduction:

The following Policy has been prepared using guidelines and published advice from the England Golf (“EG”) and National Golf Club Advisory Association (“NGCAA”). Furthermore, this Policy and Hole-by-Hole Risk Assessment applies to all persons intending to use ride-on buggies on the course or grounds; that is any member of WGC, visitors to WGC and all staff and volunteers at WGC.

WGC does not presently own or operate any of its own buggies so this Policy refers only to recognised 4 wheeled single seat golf buggies, which must be manufactured to The British Standards Institution accredited standards. WGC does not permit the use of three wheeled buggies or golf carts that carry more than one person. All references to buggies throughout this Policy means only those buggies specified above, that is a 4 wheeled single-seat ride-on buggies.

WGC recognises that a public right of way crosses the golf course whereby all buggy users must give priority right of way to all users of this public footpath.

Throughout the policy, all risks identified are categorised as ‘high’ risk to the buggy user and any other player, visitor or public using the course.

There is a reasonable assumption that all persons using buggies on the course are potentially at risk in respect of each of the risks identified within this Policy.

WGC does not bear any cost incurred by the user with any buggy.

Course damage is another key feature that is considered. During the winter months the course applies pedestrian traffic control on several holes to minimise wear and ensure safe passage. The Sports Turf Research Institute (“STRI”) has provided guidance to the EG on course wear and damage under all conditions. Their recommendations have been included in the Hole-by-Hole Risk Assessment and cover traffic flow, spread, wear and what, if any, actions can be taken to minimise risk to individuals and course.

This Policy does not currently recommend the design or introduction of a dedicated buggy path. This has been excluded on the basis that the cost of such a path throughout the course will be prohibitively expensive, that it would absorb too much playing surface and that it will not overcome topography that identified as high risk.

In summary the following conditions will apply:

- (1) The user understand that paths are not provided and certain areas of the course are inaccessible by buggies
- (2) Responsibility rests exclusively with the user and they will be required to sign a Golf Buggy Safety Acknowledgement Form to this effect
- (3) At the discretion of the Club General Manager or their approved nominee, no access is permitted in weather conditions that are deemed hazardous, such as wet or frosty ground conditions

- (4) Access to the course itself is through the side gate (on Golf Club Lane behind the cricket pavilion). This gate is padlocked using a RADAR lock and a key can be obtained from the clubhouse if required. The entrance gates near the professional shop are deemed to be at an inappropriate point to permit access to the course (see 'Hole-by-Hole Risk Assessment' Section 5 below). No special parking arrangements are available and care must be taken unloading a buggy at any point on Golf Club Lane
- (5) The user accepts that this Policy relates only to on-course traffic and use of ride-on buggies and does not extend to cover access to the professional shop, the changing rooms or the clubhouse

3. Club Duties, Health and Safety:

The legal duties imposed upon WGC in the Equality Act 2010, Section 6 Disability, only applies to those members, visitors and guests of the club who are disabled within the meaning of the Act and who cannot play golf without the use of a ride-on buggy. The club is therefore free to formulate whatever policy it so wishes for non-disabled golfers.

This Policy therefore requires any disabled golfer, as defined above, to adhere to the Policy in full and it is the club's preference that any non-disabled golfer does not use ride-on buggies for their golfing experience at WGC. Should a non-disabled golfer insist on using a ride-on buggy, they too will be bound by the conditions contained within this Policy.

Furthermore, in respect of health and safety, the club has a duty of care to users of ride-on buggies and has therefore:

- Conducted an on-course hole-by-hole risk assessment.
- Identified remedies to minimise or eradicate any risk and considered any reasonable adjustments that are needed to enable disabled people to access the course and facilities
- Instructed an independent Health and Safety Consultant to complete a site visit and review the clubs existing policy and risk assessments.

WGC has also applied restrictions to sensitive areas of the course, taking consideration of material published by the STRI, to minimise the damage to the course under dry, wet or frozen ground conditions and this Policy includes possible risks from those affected areas.

4. Policy Content:

Section a:	Use of Ride-on Buggies on the Golf Course
Section b:	Golf Buggy Safety Policy
Section c:	Safe Working Practice
Section d:	Golf Buggy Safety Acknowledgement Form
Section e:	Checklist for Users of Ride-on Buggies

5. Section a: Use of Ride-on Buggies on the Golf Course

Use of a ride-on buggy will not be permitted unless authorised by WGC and will be restricted to members, visitors and guests demonstrably having a genuine incapacity to play golf unless aided by the use of the buggy.

Any person who operates a ride-on buggy on the golf course is deemed by so doing to have the knowledge, training and skill to safely operate their vehicle and be fully accountable for their actions and the consequences thereof. The safe operation of ride-on buggies on the course requires the conscientious application and adherence to the minimum standard of care prescribed by this Policy.

Ride-on buggies must be operated in accordance with the requirements of the following sections of this Policy:

- Golf Buggy Safety Policy
- Golf Buggy Safe Working Practice
- Golf Buggy Safety Policy Acknowledgement Form

In order that these conditions can in practice be met, the Club General Manager or their approved nominee must be given prior notice of a requirement by a member, visitor or guest to use a ride-on buggy.

WGC reserves the right to refuse permission if some or all of the conditions stipulated are not complied with and from time to time WGC staff may determine that the state of the course or the weather is such that safety on, or the condition of, the course may be unacceptably compromised if a ride-on buggy is used.

During all play, a ride-on buggy shall only be used by those authorised to do so in accordance with this Policy.

6. Section b: Golf Buggy Safety Policy

WGC has a duty of care to all users of the golf course. The topography of certain areas of the course is such that caution and prudence must be shown at all times. It is also necessary for WGC to provide adequate safe means of access for all golfers including those given permission to use buggies. Moreover, the club has to ensure the safety of golfers who do not wish to use ride-on buggies but who might be at risk from a mechanically defective buggy or its careless use. This duty of care also applies to members of the public using the various rights of way.

To assist with the safe employment of ride-on buggies all potential users shall comply with the following conditions:

1. Ride-on buggies at WGC are only for the use of members and visitors who are disabled within the meaning of the Equality Act legislation
2. Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must be afforded the right of way at all times
3. Any signs and instructions employed on the course to warn buggy riders of potential danger areas or areas forbidden to use ride-on buggies because of concern about danger or the potential to cause unacceptable wear and tear to the course must be followed at all times
4. Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements
5. Ride-on buggy operators will be responsible for the security of ignition keys for the period that the buggy is on the property owned by WGC
6. WGC has no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the course and the club car parks other than those operated by their staff or agents. WGC will not accept responsibility for any loss or damage caused to any property other than that arising from the negligent use of a ride-on buggy by an employee
7. No ride-on buggy will be operated in excess of 10 mph and all speed limits must be observed
8. Ride-on buggies shall be used only between dawn and dusk
9. Ride-on buggies must be operated in compliance with the common 'rules of the road'
10. Operators must stop the buggy at blind intersections and proceed with caution
11. The consumption of alcohol and / or the improper use of drugs is not permitted when using the ride-on buggy
12. No buggy can be recovered from the course due to damage or power / fuel failure out of normal club operating hours and the user is not permitted to use other vehicles to recover their buggy. In such circumstances they must notify any club official on site or wait until the club professional opens again. Any cost incurred by the club in recovering a buggy will be the responsibility of the user
13. The Club General Manager has the authority to immediately prohibit any individual from using or being carried on a buggy

7. Section c: Safe Working Practice

- Ride-on buggy operators must not be under the influence of alcohol or drugs
- Children are not permitted to drive the ride-on buggy at any time
- Before use all operators of ride-on buggies must sign the Safety Policy Acknowledgement Form before they are allowed to drive the buggy
- A ride-on body shall only be used for the number of occupants it was designed to carry and only by people who are authorised to use one
- During use do not move off until the occupant(s) are seated
- Always remain seated and hold on while the vehicle is in motion
- Hands, feet and head must be kept inside the buggy if relevant at all times while the vehicle is in motion
- Ride-on buggies must not be driven in prohibited areas
- The vehicle must be used to progress the game and must not be driven up and down excessively, for example when looking for golf balls
- The vehicle must not be used on tees or greens or any slope leading up to them
- The vehicle must not be used within two metres any bunkers, ditches, ponds or any slope leading to them except when using any designated bridge or path
- Check the area behind the vehicle before reversing
- Set the parking brake before leaving vehicle
- Always consider the terrain and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate a vehicle safely
- Drive the vehicle only as fast as the terrain and safety conditions allow to avoid tipping over
- Drive the body straight up and down slopes
- Slowdown before corners
- All turns must be executed at reduced speeds
- Avoid sudden stops or changes of direction that may result in loss of control
- Be extra careful when the course is wet and muddy
- After use when the vehicle is left unattended turn the operating key to the off position, remove the key and engage the parking brake

8. Section d: Golf Buggy Safety Acknowledgement Form

All golfers must complete this form prior to operating a buggy

Any person who operates a ride on buggy at Whiteleaf Golf Club Limited ("WGC") is deemed, by so doing, to have the knowledge, training and skill to safely operate the vehicle and shall be fully accountable for their actions and consequences thereof.

The safe operation of ride-on buggies requires conscientious application and adherence to the minimum standard of care prescribed by this Policy.

Name of User: _____

Address: _____

By signing below, I acknowledge that:

- I have read and understand WGC's Buggy Safe Working Practice
- I understand the terms and conditions of WGC's Buggy Safety Policy
- I have been given the opportunity to ask questions related to this Policy
- I am aware of the areas where I am unable to take a buggy as defined in the Hole-by-Hole Risk Assessment
- I will ensure that the buggy will be used in accordance with the WGC Buggy Safety Policy
- I confirm that I have a current and valid insurance policy to cover liability for risks to third parties
- I agree to indemnify WGC against all claims costs and demands made against WGC arising out of or in connection with the use of the golf buggy

Signature of user: _____ Date: _____

Signature of club officer: _____ Date: _____

Name of club officer: _____ Position: _____

Users of golf buggies do so at their own risk. WGC will not accept any liability for any loss or damage to the golf buggy or any other property other than arising from the negligence of the club or any of its representatives or agents.

4. Section e: Checklist for Users of Ride-on Buggies

This section is designed to ensure all buggy users confirm they are acquainted with the operating controls of their own buggy.

Know the controls and how to use them (where applicable):

- Ignition switch and immobiliser key
- Accelerator
- Footbrake
- Parking brake; which must be set before leaving the buggy
- Reversing control

Know your driving conditions:

- Ride-on buggies can only be used for the number of occupants it was designed to carry and by those authorised to do so
- Ride-on buggies must not be used on the areas of the course where prohibited
- The vehicle must not be driven up and down the course when looking for golf balls
- The vehicle must not be used on tees or greens or the slopes leading up to them
- The vehicle must not be used within two metres of, or on the slopes leading to, any bunkers, ponds or ditches (accept at designated crossing points)
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely
- Drive the vehicle only as fast as the terrain and safety conditions allow
- To avoid tipping over drive the buggy straight up and down severe slopes
- Slowdown before corners
- All turns must be executed at reduced speeds
- Avoid sudden stops or changes of direction that may result in loss of control
- Be extra careful when the course is wet and muddy

5. Appendix 1: Hole-by-Hole Risk Assessment:

The following Risk Assessment applies to all persons using ride-on buggies on the course namely, members, visitors to the club and also to any staff members or agents.

WGC recognises that a public right of way passes through the course and that pedestrians have priority on the path.

All risks have been categorised as 'high' given the unique topography of the course.

There is a reasonable assumption that all persons using buggies on the course are potentially at risk in respect of each of the risks identified within this Policy.

It should be noted that WGC is a nine-hole course and therefore each reference to a specific hole applies equally to whether it is classed as front or back nine (for example hole 1 and hole 10).

Area of course or grounds	Hazard / Risk	Precaution / Action
Golf Club Lane and general parking areas	<ul style="list-style-type: none"> • Unloading buggies from cars in Golf Club Lane must abide by road safety rules (<i>Image 1 refers</i>) • Danger from cars turning the bend (<i>Image 2 refers</i>) • Unloading buggies from cars in any parking area is hazardous as there are severe slopes in the lower car park and high traffic use • All buggies must then travel down to the lower gate for access to the course 	<ul style="list-style-type: none"> • No buggy to be off loaded within 23 metres of the bend (highway code stopping distance at 30MPH)
Access to golf course via main gates	<ul style="list-style-type: none"> • Entering the golf course is only permitted from the lower gate by the cricket pavilion (<i>Image 3 refers</i>) This has a RADAR padlock fitted for easy access. • No access is permitted using the entrance gate located near the professional shop (<i>Image 4 refers</i>) as the slope is too severe and the user is at risk from golfers' approach shots into the 6th green • No access is permitted using the gate located near the 2nd tee (<i>Image 5 refers</i>) as there is no legal parking, there is a raised bank to the gate and a danger from public highway 	<ul style="list-style-type: none"> • Care must be taken when entering the course across the 1st/6th fairways and playing golfers have priority at all times. • Keys to the RADAR padlock are only available from club staff if required. These must be returned to the club after use. • No reserved parking is available

Access to golf course via pedestrian gates	<ul style="list-style-type: none"> No access is permitted using the pedestrian entrance gate located near the professional shop as the slope is too severe (<i>Image 4 refers</i>) The access width is restricted to 3' 7" and would impede pedestrian access 	<ul style="list-style-type: none"> Not permitted
Access to first tee after accessing course	<ul style="list-style-type: none"> Danger from drives off the 6th tee as user enters course from lower gate as entry is directly onto 6th fairway The buggy must be carefully driven across the 6th fairway (when free) and driven towards the 1st tee between the 1st and 6th fairways as the diagonal slope from the gate is too steep (<i>Image 6 refers</i>) Park buggy safely alongside the 1st tee path but not to impede play off 1st tee 	<ul style="list-style-type: none"> Priority is given to any golfers playing the 1st and 6th holes The user must not take a diagonal route from the gate to the 1st tee
All rough areas	<ul style="list-style-type: none"> No buggy is to be taken into any area of the course designated rough as there are hazardous slopes, hidden animal burrows and other impediments that may not be visible to the buggy driver 	<ul style="list-style-type: none"> No buggy to be taken into any area of rough
1 st and 10 th hole	<ul style="list-style-type: none"> Any ball hit out of bounds in the practice area may not be recovered in a buggy as the slope is too severe All buggies must be driven along the right-hand side of the 1st fairway beyond the netting on the right (<i>Image 7 refers</i>) All other fairway areas after the marker post (apart from right hand side of the fairway) are too steep from which to safely approach the 1st green (<i>Images 8a and 8b refer</i>) Danger from ditch on right side of course along 1st fairway (<i>Image 9 refers</i>) 	<ul style="list-style-type: none"> No access to practice area All buggies must access the 1st green along the right-hand side of the fairway No buggies can be driven past the marker pole apart from on the right-hand side of the fairway. No buggy must be driven within five metres of the ditch running alongside the 1st fairway
2 nd and 11 th hole	<ul style="list-style-type: none"> All buggies must be driven along the right-hand side of the 2nd fairway alongside the tree line and no further up than the middle of 	<ul style="list-style-type: none"> No buggy is permitted further left than the middle of the fairway
3 rd and 12 th hole	<ul style="list-style-type: none"> Danger from steep slope on left hand side of fairway beyond fairway tree the fairway (<i>Image 10 refers</i>) 	<ul style="list-style-type: none"> Caution slope on left of fairway

4 th and 13 th hole	<ul style="list-style-type: none"> All buggies must be parked in a safe place alongside the 4th tee so as not to obstruct drives Caution on ridges that cross the 4th fairway at various points Danger on left hand side of 4th fairway approaching 2nd green as severe slope (<i>Image 12 refers</i>) so no buggy to be taken within 15 metres of bank along left side of fairway Danger on left hand side of 4th beyond 2nd green as severe slope (<i>Image 13 refers</i>) so no buggy to taken within 15 metres of tree line on left hand side If a user plays an approach shot over the 4th green, no buggy can be taken behind green as this would obstruct play from the 5th tee 	<ul style="list-style-type: none"> Ridges should be traversed front on, not diagonally Buggies to remain a minimum of 15 metres from banks on left hand side No buggy to be taken behind 4th green to the left-hand side of the green
5 th and 14 th hole	<ul style="list-style-type: none"> All buggies must be parked in a safe place alongside the 5th tee so as not to obstruct drives All buggies must be parked in a safe place alongside the steps behind the 14th tee box All buggies must be driven along the path behind the 14th tee box on both rounds Danger from severe mounds on the 6th fairway so no buggy is to traverse the mounds Danger to left of 5th green as heavy rough and severe slope 	<ul style="list-style-type: none"> All buggies to be parked to the left of the 5th tee box so as not to obstruct drives All buggies to be parked by the steps of the 14th tee box All buggies to be taken along the path behind the 14th tee box
6 th and 15 th hole	<ul style="list-style-type: none"> All buggies must be parked in a safe place alongside the 6th tee so as not to obstruct drives or to interfere with approach shots onto the 5th green behind Danger of severe slopes so no buggy is to be taken to the left of the 6th tee box Drives to the left of the fairway or onto the 1st fairway are in danger from severe slopes (<i>Image 14 refers</i>) so can only be recovered by taking the buggy down the right-hand side of the 6th fairway in line with the cricket pitch boundary, then maneuvering left across the 6th and 1st fairways The buggy must be carefully driven across the 6th fairway and driven to the right of the 1st tee between the 1st and 6th fairways as the diagonal slope from the public footpath is too steep for a buggy to take a diagonal path 	<ul style="list-style-type: none"> All buggies to be parked to the right of the 6th tee box so as not to obstruct drives No buggy to be taken left of the 6th tee box The user must not take a diagonal route across the 6th fairway to the left of the green

‘THE LOOP’

Holes 7, 8 and 9 (16th, 17th and 18th) are collectively known as ‘The Loop’. Geographically, the holes are in a cluster at the far side of the golf course as viewed from The Club House. The holes are effectively on a raised plateau, with the 7th and 9th fairways transgressing slopes up (7th) / down (9th) the raised area. The whole of the 8th hole is on the highest part of the plateau.

The current topography of ‘The Loop’ could allow the 7th and the 8th to be played by players using a buggy, subject to the hazard / risk comments identified in the risk assessment on Page 16. However, this would be subject to players using the 7th fairway, rather than the 9th, to return to the lower areas of the course.

Unfortunately, the slope of the 9th fairway in the final yards before reaching the practice area is too steep to be deemed acceptable for buggy use. Therefore, use of buggies on the 9th hole is currently prohibited.

Because the 9th hole is not suitable for buggy use, and that the 7th fairway would have to be used when moving back to rest of the course, buggy users are prohibited from playing or accessing the three holes that collectively make up The Loop.

Area of course or grounds	Hazard / Risk	Precaution / Action
7 th and 16 th hole 8 th and 17 th hole 9 th and 18 th hole	•	<ul style="list-style-type: none"> • WGC regrets that the slopes accessing the three holes known as ‘the loop’ are not accessible to buggies • No buggy to be taken onto the 7th, 8th or 9th holes

‘THE LOOP’

Although ‘The Loop’ is prohibitive to buggy users, each hole has been individually assessed as follows:

Area of course or grounds	Hazard / Risk	Precaution / Action
7 th and 16 th hole	<ul style="list-style-type: none"> • Slopes are moderately steep so access from the 7th tee to the practice area valley must be made via the Greenkeeper’s machinery path (<i>Image 15 refers</i>). Access from the practice area to the top of the hill must be made by carefully driving up the right hand of the slope, rather than diagonally across to the left of the fairway (<i>Images 16,</i>) • Long rough can be difficult to manoeuvre through as buggies could get stuck 	<ul style="list-style-type: none"> • Access to the 7th fairway must be taken via the WGC machinery path and then buggies must drive carefully up the right hand of the slope, rather than diagonally across to the left of the fairway. • Buggies cannot be driven into the long rough.
8 th and 17 th hole	<ul style="list-style-type: none"> • Buggies need to be kept to the right-hand side of the hole to avoid rabbit burrows on left hand side. 	<ul style="list-style-type: none"> • Buggies must be driven up the right-hand side of the hole so as to avoid rabbit burrows.
9 th and 18 th hole	<ul style="list-style-type: none"> • Slopes down 9th fairway are steep close to where it meets the practice area. Use of a buggy in this area poses a risk of injury to user and potentially, other players and green keeping staff. • WGC therefore regrets that buggy users are prohibited from playing the 9th hole or using the 9th fairway for access to other parts of the course. 	<ul style="list-style-type: none"> • WGC regrets that buggy users are prohibited from playing the 9th hole or using the 9th fairway for access to other parts of the course.

6. Appendix 2: Image Bank

Image 1: Golf Club Lane from cricket pavilion



Image 2: Golf Club Lane bend at cricket pavilion



Image 3: Access route via lower gate on Golf Club Lane



Image 4: Entrance gate prohibited by Professional Shop



Image 5: View along Cadsdean Road. No access for buggies from this entrance



Image 6: Access to 1st tee box from 6th fairway



Image 7: Permitted buggy route along right hand side of 1st fairway



Image 8a: Crown of 1st fairway, no buggies permitted



Image 8b: View from crown of 1st fairway. No buggy permitted on severe gradient



Image 9: Buggies to be kept five metres from ditch along right hand side of 1st fairway



Image 10: No buggy to be taken left of the middle of the 2nd fairway



Image 11: No buggy to be taken onto the slope to the left of the 2nd green



Image 12: No buggy to be taken within five metres of the left bank on the 4th fairway



Image 13: No buggy to be taken within five metres of the bank on the 4th fairway



Image 14: No buggy to cross the 6th fairway at a diagonal



Image 15: Greenkeeper's machinery path



Please note: 'The Loop' , holes 7, 8 and 9 (16th, 17th and 18th) are prohibitive for buggy use.

Image 16: 7th slope



Image 17a: It is unsafe for buggies to traverse down the 9th fairway



Image 17b: Fairway in front of the 9th green



END

Whiteleaf Golf Club Limited
Golf Course Traffic and Buggy Policy

Author: Christopher J Blue - February 2015

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