**Health and Safety Policy**

**Burslem Golf Club**

**Wood Farm**

**High Lane**

**Stoke on Trent**

**ST6 7JT**

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**Steve Bowyer - Secretary**

**3rd April 2018**

**1. General S****tatement of Intent**

The management of Burslem Golf Club (known in the remainder of this policy as “the company”) recognises that the health, safety and welfare at work of all employees, whether on the company premises, or carrying out the company business elsewhere, is primarily a management responsibility and that a duty of care extends to other persons while they are on the group or host companies premises.

In addition, all health and safety policies and procedures are reviewed annually, on or before the date on the policy, by Safety First Management on behalf of the company, covering the areas detailed in the Arrangements section of this policy under the title “Health and Safety Monitoring and Management”.

The company in line with the Health and Safety at Work Act 1974 sections 2-9 ensures:

* 1. the provision and maintenance of equipment and systems of work that are, as far as is reasonably practicable, safe and without risk to health.
  2. arrangements for ensuring, so far as is reasonably practicable, safety and the absence of risk to health in connection with the use, handling and storage of transport articles and substances.
  3. the provision of such information, instruction, training and supervision that is necessary to ensure, as far as is reasonably practicable, the health and safety at work of employees and visitors.
  4. the provision and maintenance of a working environment that is, so far as is reasonably practicable, safe, without risks to health and adequate as regards facilities and arrangements for welfare at work, incorporating where necessary health surveillance for employees.
  5. the employment of persons competent for which they are employed.
  6. a duty not to charge employees for things done or provided in pursuant of specific requirements.

Notwithstanding the former, it is recognised that all employees have a responsibility for their personal safety and a duty of care to their fellow employees.

This is to include:

* 1. a duty to comply with the safety instructions and directives laid down by management and a duty to use properly the means and facilities provided for safety and health at work.
  2. a duty to refrain from the wilful misuse or interference with anything provided in the interests of health, safety and welfare in addition to any action that may endanger any person.
  3. the duty of all employees in authority to ensure that necessary safety precautions are taken, and those necessary safety instructions are given.

**2.** **The Company – Health and Safety Organisational Details**

The effective implementation of the company Health and Safety Policy requires the participation of all levels of management in the following manner:

###### 2.1 Steve Bowyer – Secretary

2.1.1 shall be responsible for the effective implementation of the company Health and Safety Policy.

* + 1. shall keep under review the necessity for further safety measures, instructions and training to ensure the health, safety and welfare of employees and others including all visitors to the company’s premises.
    2. shall satisfy himself that the established safety measures, inspections, training and instructions are maintained continued and improved and issues are raised and discussed with all relevant staff.
    3. shall keep the Management Committee and other key personnel within the company informed of any incidents, accidents or dangerous occurrences as well as any other significant health and safety issues that would affect the organisation.

###### Senior Management Team & Committee

2.2.1 shall be responsible for the effective implementation of the company Health and Safety Policy within the area of their control.

2.2.2 shall keep under review the necessity for further safety measures, instructions and training to ensure the health, safety and welfare of employees and others including all visitors to the company’s premises.

2.2.3 shall ensure that the established safety measures, inspections, training and instructions are maintained, continued and improved.

2.2.4 shall monitor all areas under her control to ensure that safety instructions and safe working practices are being followed in the method of the work.

2.2.5 will be informed of any incidents, accidents, adverse health events, near miss incidents or violent and aggressive behaviour occurring on the company premises or to employees on duty away from the company premises, whilst on company business and the actions taken to prevent a recurrence of the said incident, to ensure the actions taken comply with Health and Safety Legislation and other enforcement organisations who monitor the company.

2.2.6 shall consult and communicate with fire and safety authorities and advisory organisations in the furtherance of maintaining and improving health, safety and welfare within the company – Safety First Management must be informed of all such contacts.

2.2.7 shall inform the Senior Management Team and Committee of any reportable accidents/incidents and dangerous occurrences in line with R.I.D.D.O.R. whether persons are injured or not, along with any significant damage to company property.

2.2.8 shall arrange for any defects in safety measures to be rectified and where and when necessary, carry out and follow up investigation on fire and accidents I conjunction with the Safety First Management

2.2.9 shall promote and communicate safety training and instruction in accident prevention, fire precautions and health and hygiene measures to employees under their control.

2.2.10 shall be reasonably available to receive and clarify safety queries raised by employees under their control via scheduled recorded employee meetings where health and safety is always an agenda item.

2.3.11 shall, when necessary, inspect and audit six monthly the area directly under their control to check that the safety measures are being maintained and that the safety instructions and safe working practices are being followed in the method of the work.

2.4 Burslem Golf Club Staff

2.4.1 shall make themselves familiar with and conform to the company Health and Safety Policy always.

2.4.2 shall observe the safety rules always and use the appropriate safety devices as necessary and will conform to all instructions given by management in matters of health and safety.

2.4.3 will report all accidents and any damage to company property whether persons are injured or not.

2.4.4 must report all hazards and/or make suggestions to improve safety within the company.

2.4.5 will ensure that all employees under their management follow all safety policies and procedures required to ensure safe systems of work within the company.

**2.5 Visitors****.**

* + 1. All visitors will be the responsibility of their group host, who will ensure that they are informed of the company safety rules, and emergency procedures.
    2. All visitors will sign in at the designated reception area. Visitors will not be allowed to enter the company premises unaccompanied.
    3. When groups of visitors are gathered together at a seminar, meeting etc. the relevant host will ensure that a printed list of participants is made available at reception to ensure that all persons may be accounted for during an Emergency Evacuation. The company host will conduct the roll-calls for that group.

## 2.6 The Company: Health and Safety Forum

2.6.1 In line with Regulation 7 of the Health and Safety at Work Act 1974, the company operates a Health and Safety Forum that is open to all employees. The Forum meets quarterly and discusses all aspects of Health and Safety within the business of the company.

2.7 Contractors

2.7.1 shall observe the company safety rules and instructions given by management or other persons enforcing Health and Safety Policy.

2.7.2 shall not work for the company until relevant safety issues are discussed and accepted and that further they are insured against risk and provide Method Statements and Risk Assessments for the work for which they are to undertake

2.7.3 shall not work for the company until approved as an authorised contractor and meets the company procurement standards.

**3.** **The Company Health and Safety Arrangements**

The management of health and safety within the company will be arranged in the following manner:

###### 3.1 Fire Safety Arrangements

3.1.1 General Information

The company, as far as is reasonably practicable, conform to the Regulatory Reform (Fire Safety) Order 2005.

The company must ensure that the following general fire precautions and standards are addressed:

* means of detection and giving warning in case of fire
* the provision of means of escape
* means of fighting fire
* the training of employees in fire safety.

The general fire precautions need to be addressed in the form of a risk assessment covering the following five steps:

* the identification of fire hazards
* identify the location of people at significant risk in case of fire
* evaluate the risks and carry out any improvements if required
* record findings and any action taken
* keep the assessment under review.

The risk assessment must be made available for any inspection or audit.

# 3.2 Reporting of Injuries, Diseases & Dangerous Occurrences Regulations 2015

###### 3.2.1 General Information

The company conforms to R.I.D.D.O.R. 2015 and has a system in place to ensure full conformance.

## 3.2.2 Requirements of Legislation and Reporting Procedures

3.2.2.1 Death, Major Injury or Dangerous Occurrence

In the event of a death or a major injury the company will without delay inform the Health and Safety Executive Incident Contact Centre, Caerphilly Business Park, Caerphilly, CF83 3GG. Telephone: 0845 300 9923.

3.2.2.2 Over Seven Day Injury

Notify the Incident Contact Centre within ten days.

3.2.2.3 Disease

In the event of a doctor notifying the company that an employee suffers from a reportable work-related disease then the Incident Contact Centre must be informed.

###### 3.3 Control of Substances Hazardous to Health Regulations 2017

###### 3.3.1 General Information

The company conform, as far as is reasonably practicable, to C.O.S.H.H. 2017

###### 3.3.2 Recording of Information

The company has COSHH assessments that are issued used during induction sessions into the company to relevant staff and volunteers

The company has created a dedicated suppliers list for products to be used in each centre – these products are in line with requirements within the food industry – each of these products have been assessed and both the assessments and data sheets are available on site.

No other product should be used or stored on site.

Each assessment can be updated at any time, however always annually.

**3.4 Electrical** **Safety**

3.4.1 Electricity at Work Regulations 1989

3.4.1.1 Periodical Inspection and Testing of Electrical Mains Wiring

This form of electrical testing and inspection takes place periodically depending on the type of premises and work activities within the premises.

The testing is undertaken to BS7671:2008 (as amended) and snags are reported to management for rectification via an Electrical Conditioning Report

Snags are then rectified and on completion a Minor Works Certificate is issued as proof that all snags have been rectified.

The responsibility for this testing will differ depending on the owner of the property, in line with 18th IEE Inspection & Testing Wiring Regulations (as amended).

3.4.1.2 Portable Appliance Testing

The Electricity at Work Regulations 1989 require that any electrical equipment that has the potential to cause injury is maintained in a safe condition. However, the Regulations do not specify what needs to be done, by whom or how frequently (i.e. they don't make inspection or testing of electrical appliances a legal requirement, nor do they make it a legal requirement to undertake this annually).

The company however have developed a procedure and schedule of checks for Class 1 appliances that are at higher risk within the organisation and a staff procedure and guidance for the safe use and operation of all other appliances.

Scheduled inspection and testing of Class 1 electrical appliances take place periodically and the company holds the results for inspection.

It is also recognised by the company that an RCD where used by employees will not prevent an electric shock but minimise the time someone would be exposed to a live electrical current.

**3.5 Gas Safet****y**

3.5.1 General Information

The company conforms, as far as is reasonably practicable, to the Gas Safety (Installation & Use) Regulations 1998.

These regulations outline the responsibilities of landlords and property owners.

3.5.2 Landlords Responsibilities

###### By law every landlord/owner must:

* Ensure installation pipework, appliances and flues provide for tenants/occupiers are maintained in a safe condition
* Ensure an annual safety check is carried out on each appliance and/or flue that is provided for tenants/occupiers use
* Ensure maintenance and annual safety checks are carried out by a Gas Safe Registered installer
* Keep a record of each safety check for two years
* Ensure that anyone carrying out work on gas appliances/fittings and/or flues provided for tenants/occupiers use has the required competence and that only Gas Safe Registered installers are used.

The company must ensure that regardless of if they are the tenant or landlord that the responsibility of such work is legally identified and carried out periodically in accordance with legislation.

###### 3.6 Moving and Handling

###### 3.6.1 General Information

The company conforms, as far as is reasonably practicable, to the Manual Handling Operations Regulations 1992.

The employees undertake manual handling assessments only after they have completed adequate risk assessment training.

No personnel will undertake such assessments unless they are adequately trained.

###### 3.6.2 Employers Duties

The company will ensure during assessment of manual handling risk the following are considered:

* Avoid the need for hazardous manual handling, as far as is reasonably practicable
* Assess the risk of injury from any hazardous manual handling that cannot be avoided
* Reduce the risk of injury from hazardous manual handling, so far as is reasonable practicable.

3.6.3 Employees Duties

Employees should:

* Follow appropriate systems of work laid down for their safety
* Make proper use of equipment provided for their safety
* Co-operate with the company on health and safety matters
* Inform management if they identify hazardous handling activities
* Take care to ensure that their activities do not put others at risk.

###### 3.7 Risk Assessments

3.7.1 General Information

The company conforms to the Management of Health and Safety Regulations 1999, in particular - Regulation 3 – Risk Assessment.

###### 3.7.2 Assessment

Risk assessments need to be undertaken for employees for the risks for which they are exposed to while at work, for persons not in the company employment arising from work within an area of work managed by the company

Assessments also need to be undertaken to identify risk to members and visitors to company premises.

These formal assessments should be made available for inspection at any time and should be reviewed at least annually or if any significant changes are made to working practices.

No personnel will undertake such assessments unless adequately trained.

###### 3.8 Training

###### 3.8.1 General Information:

The company shall conform to the Management of Health and Safety at Work Regulations 1999, in particular - Regulation 13 – Capabilities and Training.

###### 3.8.2 Mandatory/Statutory Training

The company ensures that all employees undertake, as far as is reasonably practicable, the following mandatory training (which is appropriate to the job role) within the first six months of their employment:

* Induction & Orientation
* First Aid
* Health and Safety and
* Moving and Handling.
* Risk Assessment
* Food Hygiene

The company also ensures in entrusting tasks to employees, they consider their capabilities as regards to health and safety.

In addition to the mandatory training mentioned above should also provide adequate health and safety training for employees when they are exposed to new or increased risks because of:

* their being transferred or given a change of responsibilities within the employers undertaking
* the introduction of new work equipment into, or a change respecting work equipment already in use within the employers undertaking
* the introduction of new technology
* the introduction of new systems of work.
* lone working
* working/travelling outside of normal working hours

Training requirements for employees is identified and arranged by the General Manager and should be repeated periodically where appropriate, take place during normal working hours and be adapted to consider any new or changed risks to health and safety.

###### 3.9 Equipment and Machinery

###### 3.9.1 General Information

The company shall conform to the Provision and Use of Work Equipment Regulations 1998, in particular - Regulation 5 – Maintenance; Regulation 6 – Inspection; and Regulation 9 – Training.

It is required that mandatory scheduled maintenance takes place as necessary on machinery and equipment as well as periodical inspections of machinery to ensure their safe working operation, as well as adequate training on such machinery and equipment and that evidence of training is recorded.

###### 3.10 Temporary Workers (Volunteers)

###### 3.10.1 General Information

The company shall conform the Management of Health and Safety at Work Regulations 1999, in particular - Regulation 15 – Temporary Workers and Regulation 12 – persons working in host employer’s undertakings (Contractors)

Management must provide any person whom they employ under a fixed term contract or in a voluntary capacity with comprehensive information on any special occupational qualifications or skills required to be held by the said employee to carry out their work safely before any duties commence.

Management must also provide comprehensive information to persons working in host employers undertaking on the risk to health and safety arising out of the duties to be undertaken.

**3.11 Work Equ****ipment**

3.11.1 General Information

The company conforms, as far as is reasonably practicable, to the Provision and Use of Work Equipment Regulations 1998 (PUWER) and The Lifting Operations & Lifting Equipment Regulations 1998 (LOLER).

Management must ensure that when assessing the above regulations, the following should be taken into consideration:

* the suitability of work equipment
* suitable and sufficient maintenance
* regular inspections of the work equipment to ensure the safe and efficient use of the said equipment
* sufficient information, instruction and recorded training on all aspects of the work equipment being used.

All training records and servicing documentation should be made available for inspection at the time any inspection and audit.

###### 4. Health and Safety Monitoring and Management

###### General Information

For a period of an agreed contract Burslem Golf Club will consult with Safety First Management to assist with their day to day health and safety management.