



## Chiltern Forest Golf Club

### Health & safety Policy

**Chiltern Forest Golf Club** regards good Health and Safety practice as a vital part of its business.

It is therefore Chiltern Forest Golf Club's policy for Management and Employees at all levels to do all that is reasonably practicable to attain the highest level of Health and Safety. Our aim is to prevent injury and protect from any foreseeable harm; all staff, contractors and members of the general public, who come into contact with Chiltern Forest Golf Club and any of its undertakings.

The Management has a responsibility to:

- provide and maintain a Safe Place and Systems of Work, without risk to health and safety as far a reasonably practicable taking into account any statutory requirements
- provide and maintain safe plant and equipment, ensuring that statutory and manufacturer's requirements are met
- ensure that all employees are adequately trained and informed before commencing work
- ensure that all procedures/processes, which may involve hazards, are covered by suitable risk assessments. The findings of the risk assessments are to be updated as necessary and employees informed of their contents
- provide training, information and supervision to enable employees to perform their work safely and efficiently
- make available all necessary protective equipment to ensure safe working conditions and to supervise its use
- investigate all accidents to identify the root cause and to ensure that lessons learned are disseminated to avoid further accidents
- audit health and safety systems every 12 months to ensure they continue to work effectively
- consult with our employees or their elected representatives on matters concerning health and safety
- ensure that the same standard of health and safety is provided to other persons who may be affected by our undertaking communicate the contents of this policy to their staff by consultation meetings



- make the necessary personnel and financial resources available to implement this policy

Employees have a duty to co-operate with the management in the operation of the policy by:

- working safely and efficiently not endangering their own or others safety
- using protective equipment provided and by meeting statutory obligations
- reporting incidents that have led or may lead to injury or damage
- reporting of defective equipment and unsafe situations
- adhering to work practice procedures, jointly agreed on their behalf, for securing a safe workplace
- assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence

The allocation of duties for health and safety matters and the particular arrangements for the implementation of this Policy should be the responsibility of the Management committee.

The Policy will be kept up to date, particularly if Chiltern Forest Golf Club changes in nature and size. To ensure this, the Policy, and the way it is implemented, will be reviewed annually.

Chiltern forest Golf Club is a friendly Club and will not tolerate acts of violence, drunkenness, abuse or threatening behaviour on the premises, whether directed at the staff or others. In all instances, we will seek the intervention of the police and subsequent court action if appropriate. We reserve the right to refuse further access to the Club by any individual for whom the above action becomes necessary, whether subsequently convicted in a court of law or not.

### Buggy Hire

Due to the hilly terrain at Chiltern forest Golf Course, some members and visitors to the course may choose to play using one of our electric buggies that are available to hire. There are strict health and safety rules to follow when using a buggy at Chiltern forest. All Buggy users must possess a valid driving license as part of the terms and conditions of the hire agreement. Buggy users must exercise caution when negotiating the many slopes and cambers that exist around the course. Players must stick to the paths where possible and



avoid the steep grassy banks. Buggies must not be driven onto or around greens and tee boxes. Any accidents or injuries that occur when hiring a buggy, must be reported to the pro shop staff by the hirer of the buggy before they leave the site.

### Fire Safety

It is the responsibility of all staff to report anything that may view as presenting a fire safety risk to the business manager or person responsible for fire safety issues.

In the event of fire, the safety of life will override all other considerations, such as saving property and extinguishing the fire.

If a fire is discovered, the alarm will be raised immediately. ...

All employees are empowered to take this action if they believe there is a fire and no authority should be sought from any other person.

If the fire alarm sounds, all persons present must leave the building and assemble in the Main Car park.

If safe to do so, staff should do a quick check of changing room facilities and lounges to ensure all visitors have left the building.

Accident/Emergency Procedures First Aid Assistance: In the event of minor accidents, first aid boxes are located behind the Clubhouse bar, in the Reception/Shop staff and in the Green keeper's workshop. A defibrillator is available from the pro shop office in the Clubhouse . All accidents on the course or in the clubhouse must be reported to the pro shop staff for recording.

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- assisting in the investigation of accidents with the object of introducing measures to prevent a recurrence

Mobile Phones: Mobile Phones must be switched to vibrate in and around the Clubhouse and on the course. Their use is not advised on the course except to summon help in the case of an accident / emergency. Call the Golf Shop staff on 01296 631267 Option 2 or the Emergency Services on 999 (The Postal code of Chiltern Forest Golf Club

is HP22 5NQ) Accident Reporting: All accidents and near misses must be reported at the earliest opportunity to the Pro Shop staff for entry in the Accident Book.

#### COURSE RISK ASSESSMENT STATEMENT

Chiltern Forest Golf Club regards good Health and Safety practice as a vital part of its business. It is therefore, our policy to develop a positive Health and Safety culture that contributes to the successful performance of the Club by doing everything, that is reasonably practicable, to achieve the highest levels of Health and Safety by operating our business in accordance with the Health and Safety at Work Act 1974. This places a duty of care on the Golf Club to protect the safety of its employees, non-employees, Member golfers / Visitors, together with members of the public who may be affected by activities on the golf course. You are advised to exercise caution at all times on the course in respect of identifying areas where you may be at potential risk of being struck by another golfer's ball. It is a requirement that all Members/Visitors mark their ball making it identifiable in the event of a ball strike. Chiltern Forest Golf Club has a number of public rights of way. Please remember that Users of the Public Rights of Way have Priority at all times. Members/Visitors MUST NOT strike a golf ball when there is a potential risk of endangering other players, Members of the Green Staff and all other users of the golf course and its surroundings. If a misdirected shot is heading towards other persons, you MUST shout "FORE" in a loud, clear and concise voice to alert them of possible



danger. If “FORE” is heard when playing, evasive action MUST be taken to avoid being struck. Particular care should be taken on holes where the landing area of your shot is not clearly visible and areas where parallel fairways are played in opposing directions. Use of the bell on the 11<sup>th</sup> green and viewing platform for the 14<sup>th</sup> tee shot are essential health and safety requirements for all golfers. A Golf Course Risk Assessment has been carried out on a hole-by-hole basis. To help minimise the risks from the hazards that have been identified on the course it is your responsibility as a member, golfer / Visitor or spectator on the course to ensure that you adhere strictly to the below mentioned list of risks identified as requiring extra caution. Particular care should be taken on the 1<sup>st</sup> , 2<sup>nd</sup> , 4<sup>th</sup> , 6<sup>th</sup> , 8<sup>th</sup> , 9<sup>th</sup> , 11<sup>th</sup> , , 14<sup>th</sup> , 16<sup>th</sup> , 17<sup>th</sup> , 18<sup>th</sup> holes.

#### Risks by Hole ;

1. Tee shots must not be played until the 9<sup>th</sup> green is clear. Players putting out on the ninth green have priority. Care must be taken when crossing the 9<sup>th</sup> fairway after leaving the 1<sup>st</sup> green, players must make sure the tee box is clear before proceeding to the 2<sup>nd</sup> tee.
2. Tee shots could land on the 12<sup>th</sup> fairway and risk hitting players below the 2<sup>nd</sup> tee. Please ensure the 12<sup>th</sup> fairway is clear before teeing off.
4. Tee shots could land on 6<sup>th</sup> green, players must ensure the 6<sup>th</sup> green is clear before teeing off from the 4<sup>th</sup> tee.
8. When approaching the tee along the pathway from the 7<sup>th</sup> Green, players must wait before crossing in front of the tee if the signal is raised . Players teeing off must raise the signal before walking up to the tee box.
10. Players teeing off must be aware of walkers emerging from the left on the public footpath.
11. Do not play tee shots until you are absolutely certain that you have heard the bell ring by the 11<sup>th</sup> green to ensure the green is clear.
12. Golfers must be aware of players merging from the left and right when playing their second or third shot.
14. Players must not tee off unless the viewing platform is occupied.



16. Players must not play approach shots to the green whilst the signal is raised.

18. Player teeing off must be aware of golfers or walkers on the path to the right of the fairway. Tee shots must not be taken if there is any risk of striking a person using the path.

Animal Scrapings: Chiltern Forests Golf Club endeavours to fill in holes created by small animals. However, it is inevitable such holes will be prevalent throughout the course, be aware that these can lead to sprained ankles or trips and falls.

Tree Roots: Some tree roots may be more prominent above ground on unmarked pathways. Care should be taken as the roots may present a trip hazard where they cross the pathway.

Fertiliser, Herbicides and Insecticides: A notice board will be situated on the tees to advise Members/Visitors of the days when chemicals have been used to treat the course. Players are advised to take heed of the warnings and protect themselves. Do not lick golf balls or fingers.

Footwear: Chiltern Forest Golf Club requires all Members/Visitors to wear golf shoes with sufficient studs / spikes at all times when playing golf on the course as they help to avoid slips. The wearing of appropriate footwear for the conditions on the course is the responsibility of the individual player.

Green Keepers: Greens staff regularly work throughout the course when golf is in progress. Please be careful and courteous towards them and ensure that they are aware of and have acknowledged your presence prior to playing in their proximity.

Players Insurance: Members/Visitors to Chiltern Forests Golf Club are advised to take out adequate 3rd party insurance to provide cover for liability at law for damages payable in respect of:



- Death or bodily injury.
- Loss or damage to property. such misplaced shots to ensure personal injury or damage has not been caused.

Practising: This is strictly limited to the designated practice areas and putting green. To ensure the safety of all users of the practice areas as well as other golfers and members of the public, a sensible approach to all facilities must be adopted at all times to minimise the risk of ball strikes.

Steep Banks, Slopes & Paths: Chiltern Forest Golf Course has many steep banks, slopes and paths throughout. Members/Visitors MUST take care at all times when walking up or down these, particularly in wet conditions and when using golf trolleys/buggies, to minimise potential risk of falling.

The Head greenkeeper or his deputy for the day will assess the conditions of the course at the start of each day to determine whether the course is ready for general play and whether the ground conditions are safe to permit the use of ride on buggies. Fog Markers on the 1<sup>st</sup> tee and green will be used as a guide to ensure visibility is suitable for play to commence or continue.

Bunkers: Members/Visitors should exercise caution when entering and leaving bunkers due to possible unsound footing.

Steps: There are steps throughout the course leading to and from tee boxes . Members/Visitors MUST use the steps on the course and exercise caution, particularly in wet or icy conditions.

Wildlife: Players should be aware that there is a potential threat from wildlife such as wasps, bees and other biting insects on the course, adequate protection should be used to avoid bites and stings. Badger and other larger animal scraping pose a potential trip hazard around the course. Care must be taken around the areas where damage is visible.

Compressor: Situated adjacent to the entrance to the Men`s locker room at the side of the clubhouse is a compressor for use of cleaning shoes and golf equipment. This SHOULD NOT be used without the appropriate eye protection to guard against flying objects.



Inclement Weather Conditions Darkness, Rain, Fog Ice and Snow: During inclement weather conditions, the fact that the course has not been officially closed does not necessarily mean it is fit for play. Members/Visitors should themselves determine whether they consider it safe to play and do so at their own risk.

Members/Visitors have a duty of care to behave in such a way that does not injure themselves or others by their actions.

Lightning: It is the players own responsibility to discontinue play when, in their opinion, a danger from lightning exists. In the event that a Member / Visitor is out on the golf course when lightning is about then the following safety considerations are advised to:

- Keep as Low as Possible and, ideally, crouch down in the nearest Bunker/Hollow
- Leave Your Golf Equipment where it is and stand away from it.
- Do not use a mobile phone – make sure it is switched off.
- Do not put an umbrella up in any circumstances.

#### Car Park:

Car Parking & Golf Equipment are parked in the car parks entirely at the owner`s risk. Similarly, Chiltern Forest Golf Club does not hold any liability for loss or damage to Members/Visitors golf equipment and clothing. To assist with Chiltern Forest Golf Club`s Health and Safety review process all Members/Visitors are requested to bring to the attention of the Club Secretary or Reception/Shop staff any near miss incidents that happen on the golf course, or hazards they feel have not been addressed.