



# BALLYBOFEY & STRANORLAR GOLF CLUB

## SAFETY STATEMENT

&

## RISK ASSESSMENT

JULY 2017

# Table of Contents

	Page
Opening Statement	4
General Health & Safety Policy	5
Roles and Responsibilities	6
Captain and Council	6
Employees	7
Members and Visitors	7
Safety Committee	8
Training/Personal Protective Equipment	9
Consultation/Accidents/Smoking/Respect and Dignity at Work	10
Work Equipment/Work Environment/Walkways	11
Fire Precautions/Fire Protection and Prevention/Equipment & Procedures	12
Fire/Assembly Points	13
Contractors Procedures	14
Health Hazards and Risk Assessments/Buggies	15
Biological Hazards/Bullying	16
Chemicals	17
Electricity	18
Manual Handling	19
Fire	20
General Security/Slips, Trips and Falls	21
Stress	22
Physical	23-25

Storage Area	26
Hazardous Chemicals	27
Portable Tools/Equipment	28
Responsibilities assigned to Staff/Council Members	29-31
Kitchen Equipment	32-37
Floor Safety – Catering	38-40
Audit Safety Record Book/First Aid/Defibrillator	41
Risk Assessment – Golf Course & Car Park	42-45
Risk Assessment – Club House	46-53
Personnel	53
General Guidelines in relation to Children	54-59
List of Machinery	60-62

# BALLYBOFEY & STRANORLAR GOLF CLUB

## Safety Statement

July 2017

This Safety Statement sets out the Ballybofey & Stranorlar Golf Club safety management programme, based on the requirements of the Safety, Health and Welfare at Work Act 2005 (Section 20), the Safety, Health and Welfare at Work(General Applications) Regulations 2007, and the Safety, Health and Welfare at Work(Construction) Regulations 2007.

The Statement specifies the manner in which it is going to achieve the objectives of making the Golf Club a safe operation. It recognises that safety must be managed and that the cooperation of all who use the Club is essential for the successful implementation of our policies.

The Club is committed to provide and maintain healthy and safe working conditions and environment and to provide adequate funding for that purpose. It is the policy of this Club to ensure, so far as it is reasonably practicable, the health and safety of all employees while at work and of all others entering the precincts of the Club.

In pursuing these objectives the Employees, Members, their Club Officers and Visitors will take reasonable steps to fulfil their responsibilities in health and Safety.

The Safety Statement will be revised and updated on an annual basis or more frequently if required.

Signed\_\_\_\_\_

**Captain**

**Date**

# **General Health and Safety Policy**

**Based on the requirements of the Safety, Health and Welfare at Work Act 2005, the Safety, Health and Welfare (General Applications) Regulations, 2007 and the Safety, Health and Welfare at Work (Construction) Regulations 2013**

**The Ballybofey & Stranorlar Golf Club will so far as is reasonably practicable:**

- (a) Provide and maintain a safe place of work
- (b) Provide a means of access and egress.
- (c) Provide safe plant, equipment, machinery, safe systems of work.
- (d) Provide adequate information, instruction, training and supervision.
- (e) Prepare and revise Emergency Plans:
  - (1) Provide and maintain adequate fire prevention equipment.
  - (2) Provide and maintain safe means of escape from the Clubhouse.
- (f) Provide First Aid arrangements.
- (g) Provide and maintain Welfare Facilities.
- (h) Provide and ensure use of such protective clothing and footwear as is necessary for the tasks to be undertaken
- (i) Keep up to date records of all accidents or near accidents whether people are injured or not.
- (j) Appoint a Safety Committee.

**It is important that every employee, committee member, and member understands his/her individual responsibility in the area of Health and Safety. It is only when each person takes ownership of his/her own area of responsibility that Safety will be managed satisfactorily in our**

# ROLES AND RESPONSIBILITIES

The President, Captain and the Council.

Mr John Bradley and Mr Bernard Foy

The President, Captain and the Council of Ballybofey & Stranorlar Golf Club have overall responsibility for occupational health, safety and welfare under the requirements of Section 8, 9 of the Safety, Health and Welfare at Work Act 2005.

## **Honorary Secretary**

Mr P.J.McGowan

1. Read and understand the Golf Club Safety Statement and bring it to the attention of the committees and staff directly under his control.
2. Ensure that employees are aware of their responsibilities under the Safety Health and Welfare at Work Act 2005.
3. Encourage staff to bring to the notice of the club management (Clubhouse and Green Keeping) any aspects of Health and Safety which they feel have not been adequately addressed under the Safety Statement.
4. Ensure staff are aware of their responsibilities to report all accidents, however trivial they may appear, if same occur on Golf Club property.
5. Ensure staff are aware of procedures in the event of an emergency and respond to alarm conditions as laid down in the Policy Document.
6. Ensure staff are familiar with the location of extracts of statutory regulations and read same and also location and procedures applicable to First Aid Boxes.

## **House Committee.**

Mr Michael McGlynn

1. Agree the Golf Club Safety Statement and ensure that it is brought to the notice of all employees under their control.
2. Ensure that the requirements of the Safety, Health and Welfare at Work Act 2005 are complied with on the premises.
3. Ensure that the Clubhouse catering and cleaning equipment is safe, fitted with any necessary guards of safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that the staff required to use the equipment above are trained in its use and are not permitted to carry out any repairs unless authorised.

5. Ensure that the Clubhouse facilities are adequately maintained to ensure safety of staff, members and visitors.
6. Ensure that all firefighting equipment is maintained and fire exits kept clear.
7. Ensure that first aid facilities are available.
8. Ensure that all accidents are reported in accordance with Club policy.
9. Ensure that staff work safely and do not take unnecessary risks.
10. Ensure all necessary welfare provisions are provided and maintained.

#### **Head Green Keeper.**

Mr Richard Thompson

1. Read and understand the Golf Club Policy on Health and Safety.
2. Plan and supervise all work in a safe manner and in accordance with the standards set out in this Safety Statement.
3. Motivate employees under his control to take appropriate safety standards safety precautions including setting an example to staff particularly by wearing the prescribed protective clothing.
4. Report immediately any defects in plant or equipment – never attempt same yourself unless qualified to do so.
5. Ensure that all injuries are suitably treated and reported to management.
6. Do not permit any person to operate or clean any equipment unless the person is fully trained in the operation of the equipment or is being trained by a fully trained and competent person in the possible hazards from incorrect use of the equipment.
7. Ensure staff are familiar with the location of the First Aid Boxes
8. Ensure that staff know the procedure in the event of a fire and/or emergency.

#### **Ground Maintenance Staff.**

1. Carry out all work in accordance with the requirements laid down in the Safety Statement
2. In conjunction with the Safety Co-ordinators set up a system of regular safety inspections on the golf course.
3. Ensure that work carried out under their control is regularly inspected.
4. Ensure that all plant and machinery are safe and fully efficient, are guarded as necessary and equipped with appropriate safety devices.
5. Ensure that all project and maintenance work carried out is done in a proper manner and that emergency repairs are dealt with as soon as possible.
6. Attend promptly to all plant and equipment defects, notify or arrange with management to stop dangerous plant until it be properly repaired.

7. Ensure that an assessment has been carried out on any substances or process considered hazardous to health and that appropriate control measures, training instruction, protective clothing have been provided.
8. Incorporate safety instructions in routine orders and see that they are obeyed.
9. Ensure that other employees do not take unnecessary risks.
10. Ensure new employees, particularly apprentices or young people, are shown the correct method of working and all safety precautions.
11. Set a personal example by wearing protective clothing and carrying out your own work in a safe manner.
12. Suggest ways of eliminating hazards and any improvements or additions that can be made to the Safety Statement.

### **Contractors.**

The following responsibilities are allocated to contractors:

1. All contractors will be expected to comply with Ballybofey & Stranorlar Golf Club's policy for Health, Safety and Welfare, and must ensure that their own Safety Statement is made available when work is being carried out on the Golf Club premises.
2. All work must be carried out in accordance with relevant statutory provisions, the foregoing Contractor's rules and taking into account the safety of others on the site.
3. Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with current Regulations and Codes of Practice.
4. All plant and equipment brought onto the premises by contractors must be safe and in good working order, fitted with any necessary guards and safety devices, and with any necessary certificates for checking.
5. All contractors must operate the following points whilst working at the Golf Club.

Permit to work

Hot Work Permit

6. No power tools or electrical equipment of greater voltage than 110 volts will be brought onto the premises. All transformers, generators, extension leads, plugs and sockets must be suitable for industrial use and in good condition. If it is necessary to use equipment operating from a 240 volt supply, a residual current device with a rated tripping current of 30mA and operating 30m.secs must be used.
7. Any injury sustained by a contractor's employee must be reported immediately to the Club Safety Co-ordinator (Honorary Secretary until a Safety Co-ordinator is appointed by Club).



8. Contractors must comply with any safety instructions given by the appropriate committee of Ballybofey & Stranorlar Golf Club
9. Ballybofey & Stranorlar Golf Club must be notified by any material or substance brought onto the premises which has health, fire or explosive risks. Such material must be stored and used in accordance with current regulations.
10. Ballybofey & Stranorlar Golf Club reserve the right to see documentary clarification of contractor's insurance arrangements.

#### The Greens Committee

Mr Don McNulty

The Greens Committee deals with all matters to do with the course and its surrounds and receives regular reports from the Greens Convenor who oversees and directs the work of the Head Greenkeeper and his assistants. The Greens Committee reports to meetings of the Council.

The House Committee deals with matters within the Clubhouse and reports to meetings of Council.

The President, Captain and Council shall ensure that:

The operation of the golf club and all associated work activities is, in so far as is reasonably practical, safe and without risk to employees health and carried out in accordance with current statutory legislation, approved codes of practice and the golf club policy.

All employees are familiar with the safety policy and the arrangements to implement it.

All employees are competent and trained and aware of the hazards in carrying out their duties.

Safety equipment and devices are properly used and maintained.

Machinery and equipment is properly maintained and safe to use.

Working practices are regularly reviewed to improve health and safety.

Adequate resources are provided to facilitate the ongoing successful management of safety and health of the Club.

# ROLE OF CLUB EMPLOYEES

Each employee of the Club has a legal responsibility under Section 13 and 14 of the Safety, Health and Welfare at Work Act 2005 to ensure that he/she safeguards his/her own safety and the safety of his/her fellow employees.

- (a) To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work.
- (b) To co-operate with his/her employer to comply with any relevant statutory provisions.
- (c) Not to engage in improper conduct or behaviour that is likely to endanger their own or other persons safety health or welfare at work.
- (d) To attend training that may be required by employer.
- (e) To use protective clothing or equipment provided.
- (f) To report any defects in plant, equipment, place of work or systems of work that might endanger employees.

All employees are expected to report immediately any accidents, dangerous occurrences, unsafe acts, and unsafe conditions to the Safety Committee.

# ROLE OF MEMBERS AND VISITORS

Members and visitors must:

- (a) Take reasonable care of their own safety, health and welfare when using the golf club and that of any other person who might be affected by their acts or omissions while in pursuit of their activities.
- (b) Co-operate with the Club Rules on Health and Safety and follow Club Guidelines so as to enable the Club Officers to comply with relevant statutory legislation.
- (c) Use all equipment properly and in such a way as not to endanger themselves or others.
- (d) Co-operate with the Club in the application of the Safety, Health and Welfare at Work Act 2005.
- (e) Not intentionally interfere with or misuse any means or appliance convenience or equipment provided in the compliance with the Act for ensuring safety, health and welfare of other persons occupying the same area. This is essential for personal safety.
- (f) Report any defects they notice within the bounds of the Club.
- (g) Report any incident of harassment , verbal, physical or otherwise to the Honorary Secretary in writing.

# **SAFETY COMMITTEE**

The Safety Committee shall advise the Captain and Council on matters in relation to Health and Safety.

The membership of this Committee shall consist of Honorary Secretary, Honorary Treasurer, Greens Convenor and House Convenor.

The main duties of the Safety Committee are as follows:

- (a) To guide and ensure that the Club fulfils all statutory requirements of the Health and Safety Authority (HSA).
- (b) To guide and ensure the establishment and maintenance of procedures and plans for dealing with emergencies e.g. adequate fire protection, prevention and fire drill practice.
- (c) To guide and ensure that the Staff receive appropriate safety education and training.
- (d) To guide and ensure the establishment of procedures for the reporting and investigation of accidents/incidences, near misses, and potentially dangerous occurrences.
- (e) To ensure adequate arrangements for first aid.
- (f) To ensure appropriate arrangements with regard to the safety of the activities of maintenance staff and contractors working within the bounds of the Club.
- (g) To ensure adequate provision for regular and detailed revision and auditing of Club safety procedures and method of operation and to ensure they are kept up to date.

# TRAINING

Ballybofey & Stranorlar Golf Club is committed to providing information, training, instruction and supervision as is necessary to ensure safety at work as far as is reasonably practicable as required by the Safety, Health and Welfare at Work Act 2005

Training is one way of achieving health and safety competence and helps to convert information into safe work practices.

The Golf Club shall ensure that training takes place.

- Overview the health and safety legislation – duties of the employer and duties of the employee

- Safety Statement

- Fire and Emergencies

- First Aid

- Accident/Incident reporting and investigation

- Machinery

- Personal Protective Equipment

- Smoking Policy

- Manual Handling

# **PERSONAL PROTECTIVE EQUIPMENT**

In circumstances in which it is not reasonably practicable to eliminate or control hazards in the workplace, the Golf Club will provide and maintain such suitable clothing or equipment as appropriate to ensure the safety, health and welfare of workers.

The type of personal protection depends the hazards to which the worker is exposed

The Golf Club is committed to training and re-training workers in the use of Personal Protective Equipment and is equally committed to ensuring that the equipment is worn at all times as appropriate.

## **CONSULTATION**

All employees have a right under the Safety, Health and Welfare at Work Act 2005 to consult their employer on matters of safety, health and welfare at work. Where there are more than two employees, they may elect a safety representative to perform this function on their behalf. All employees are encouraged to make suggestions to improve health and safety, to report hazards, accidents/incidences and dangerous occurrences.

## **ACCIDENTS**

The following accidents need to be reported to the Health and Safety Authority (HSA) on form IR1: (accessed if required on the Health and Safety Authority website)

- (a) When an accident causes loss of life.
- (b) When an accident causes an employee to be absent from work for three consecutive days (excluding the day of the accident).
- (c) When an accident occurs in connection with work activities but not on the premises and requires medical attention or loss of life.
- (d) When a non-employee requires medical attention.

## **SMOKING**

Smoking is prohibited throughout the entire building.

This policy applies to all employees, members, visitors and contractors.

# **RESPECT AND DIGNITY AT WORK**

Ballybofey & Stranorlar Golf Club is committed to working to maintain a workplace environment that encourages and supports the right to dignity at work. All who work in the Club are expected to respect the right of each individual to dignity in their working life. All are treated equally and respected for individually and diversity. Any form of intimidating behaviour, including harassment, sexual harassment and bullying is not accepted by the Club and will not be tolerated.

## **WORK EQUIPMENT**

**All Machinery can be dangerous.**

Important aspects in ensuring that machinery is used safely and without risk of serious or fatal accidents include: training, competence, maintenance, use of correct equipment and safe systems of work.

On an ongoing basis, sufficient maintenance will be provided for all machinery, Safety devices, brakes and controls will receive regular maintenance.

All guarding will be kept in place at all times.

## **WORK ENVIRONMENT**

It is the policy of Ballybofey & Stranorlar Golf Club to ensure that in both the clubhouse and green keeping area that:

- (a) Work areas are maintained clean and tidy at all times.
- (b) Any spillage will be cleaned up immediately.
- (c) Waste materials and rubbish are dealt with routinely and quickly.
- (d) All combustible and dangerous waste material are sorted and removed from the premises.
- (e) All work areas have adequate light and good floor surfaces.
- (f) All welfare facilities including shower and toilet areas are maintained in a clean and tidy condition.

# **WALKWAYS**

Walkways and passageways will be kept clear from obstructions at all times.

- (a) If a walkway or passageway becomes wet, it will be clearly marked with warning signs and/or covered with non-slip material.
- (b) Any change in floor elevation of any walkway or passageway will be clearly marked.
- (c) Where objects are stored on or around a passageway, care will be taken to ensure that no long or sharp edges cut out into the passageway in such a way as to constitute a safety hazard.

# **FIRE PRECAUTIONS**

Each employee must ensure that he/she knows:

Where the nearest fire alarm switches are situated

Where the fire extinguishers are situated

Where the emergency exits are situated

Where the Assembly point is situated at his/her place of work

If an employee discovers a fire, he/she should ensure that the alarm is sounded immediately.

As soon as the alarm is sounded all employees must leave their place of work and report to their fire assembly point. Whenever possible machines should be switched off, but life and safety should not be endangered by doing so.

The Golf Club will arrange for regular fire drills to take place for training purposes.

# **FIRE PROTECTION AND PREVENTION**

In pursuance of the above general statement of safety policy the Club endeavours to provide for the maintenance of a safe entrance and exit.

Fire drill will take place at least twice per annum and will be logged accordingly.



# EQUIPMENT AND PROCEDURES

- (a) Fire extinguishers to be provided and correctly sited, to meet statutory and insurance requirements.
- (b) Fire blanket to be provided in kitchen area.
- (c) Smoke detectors to be fitted in appropriate areas.
- (d) All firefighting equipment to be tested regularly serviced and logged by specialist contractors.
- (e) All fire exits and emergency paths of egress to be marked using standard symbols.
- (f) Staff must ensure that such exits are kept clear at all times.

## IN THE EVENT OF A FIRE

If the alarm activates or a fire is detected, if possible, switch off equipment as applicable and advise any person in the area to prepare to evacuate the building. If it is deemed safe to do so attempt to extinguish the fire. If that is not possible and it remains to do so close all windows and doors, and assist fellow staff or members to leave by the nearest exit and proceed to your designated assembly point. Walk briskly but do not run. Do not attempt to remove personal belongings and once out of the building do not attempt to return. Do not leave your assembly point until given the all clear by the Fire Marshal who will liaise with the emergency services.

## ASSEMBLY POINTS A AND B

### **Point A – Car Park at the Clubhouse.**

If you are in the shop or main bar of the Clubhouse, you should assemble in car park next the practise net.

### **Point B – 5<sup>th</sup> Green.**

In the event of a major fire or the possibility of explosion, you should assemble on the 5<sup>th</sup> Green, taking care when crossing the public road.

# CONTRACTORS PROCEDURES

A contractor is any person who is not a Ballybofey & Stranorlar Golf Club employee and who is contracted for the purpose of providing a service.

In order to meet our obligations for the safety and health of our staff and of contractors working in/visiting our premises, the following arrangements are in place:

- (a) The Captain and Council should ensure that they receive a copy of the Contracting companies Safety Statement, a risk assessment which outlines in writing how the work is to be completed ensuring that all hazards are identified and appropriate acceptable controls will be in place during the contracted work.
- (b) Contractors' equipment, tools and systems of work must meet the standards required by the Safety, Health and Welfare at Work Act 2005 and safety standards generally.
- (c) Contractors must provide their own Personal Protective Equipment (PPE) appropriate to the type of work carried out. PPE must meet the standards required by the Safety, Health & Welfare at Work (General Applications) Regulations 1993 and appropriate safety and health standards generally.
- (d) Contractors must provide evidence of appropriate insurance cover throughout the terms of the contract.
- (e) Contractors must take all due care of their own safety and the safety of others affected by their work.
- (f) Contractors must not leave machines or equipment unattended in a hazardous condition particularly where Club members, staff or visitors may be present.
- (g) Contractors must report any accidents or near miss incidents and must co-operate in any subsequent investigation of the accident or investigation.

# HEALTH HAZARDS AND RISK ASSESSMENTS

## Terms used in the Safety Statement

- (a) A **Hazard** is something with potential to cause harm. This must be workplace generated (e.g. electricity, dangerous chemical, working at heights from ladders, poor housekeeping).
- (b) A **Hazardous Situation** occurs when a person comes in contact with/is exposed to the hazard.
- (c) A **Risk** is the likelihood great or small that someone will be harmed by the hazard and its possible severity. Risk also depends on the number of people exposed to the hazard.
- (d) **Harm** is the adverse effect on the individual that may result from the exposure to the hazard.
- (e) **Loss** is the damage to the equipment, property, productivity or the environment that may result from the exposure to the hazard.
- (f) **Risk Assessment** is the careful examination of what, in the workplace that could cause harm to people. It involves identifying the actual hazards and their associated risks and quantifying the risks as high, medium or low risk.
- (g) **Risk Management** involves risk assessment: looking at existing controls and discovering what further action might be taken to take more control of the risk. Risks need to be reassessed when there are accidents or near accidents, a change in staff members, changes in procedures or equipment or where chemicals are in use.
- (h) **Controls** are methods of eliminating hazards and reduced risks.

## BUGGIES

With the introduction of buggies to the Club the following procedures have been put in place to ensure the safety of members and visitors.

**Weather conditions:** Buggies may only be used when weather conditions are suitable for their safe usage.

**Eligibility:** Members and visitors must be over 18 years of age to use buggies.

**Booking:** Buggies should be booked in advance in the shop or bar. Priority will be given to those with Medical Certificates.

**Procedure:** On arrival the buggy register should be signed, the hire fee paid. The charging cable should be disconnected and reconnected after use.

**Instruction to perform these tasks is available from the shop.**

# BIOLOGICAL HAZARDS

## Weil's disease:

**Hazard:** Contaminated Sewers

Drains

Ground

Refuse Skips

**Risk:** **Medium**

**Controls Measures** Before starting work all proper protective clothing must be worn.

After contact with sewage, water contaminated by sewage or contaminated ground, hands and forearms must be washed thoroughly with soap and water.

All skin cuts, scratches or abrasions be washed immediately and antiseptic applied.

Course manager be informed immediately.

Contact Doctor the same day and give precise details of the injury and the circumstances in which it occurred.

Avoid rubbing nose or mouth during work.

If you develop any "Flu" type symptoms, report immediately to your Doctor and state type of work you were doing.

## Personal Protective Equipment:

Full PVC Gloves, Rain Suits, Wellington Safety Boots.

# BULLYING

## Bullying and Harassment:

**Hazard:** Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more employees against another or others.

**Risk:** **Low to Medium**

**Control Measures:** Regular staff meetings to encourage open communication.

# CHEMICALS

The general running of the Golf Club necessitates the use of small amounts of Chemicals.

All Chemicals listed in the Chemical Safety Folder – Fungicides, Herbicides, Insecticides.

Material Safety Data Sheets are supplied with all Chemicals from suppliers.

General Chemicals used for cleaning purposes in the Clubhouse to be included.

**Hazards:** Damage to hands, skin, eyes, lungs.

Skin Irritation.

Fire.

Poisoning

**Risk:** **Medium**

**Control Measures:** All Chemicals use in green keeping department documented and filed in the Chemical Safety Folder.

Safety Data Sheets on file for all chemicals

Training provided as appropriate in the safe use of Chemicals.

Dedicated Chemical storage areas

Correct Personal Protective Clothing provided and used.

Gloves, protective clothing and safety glasses.

Spill procedure outlined for all Chemicals.

Only regular household cleaning chemicals used in the clubhouse.

**Personal Protective Equipment:**

Gloves, clothing, face visors, eye goggles, eye glasses and safety footwear as appropriate.

# ELECTRICITY

**Hazards:** Electric Shock

Electrocution

Burns

Fire

Explosion

Death

**Risk:** Low to Medium

**Control Measures:**

All electrical equipment is properly specified and purchased to comply with recognised Safety Standards.

All installation to standard laid down in Electricity Regulations and E.T.C.I. Codes of practice (Wiring Regulations)

All electrics maintained in a safe manner.

Only qualified electrical personnel maintain and repair apparatus.

Broken plug tops, sockets, switches etc. are visually inspected on regular bases.

All faulty equipment is taken out of service and remains out of service until repaired by a qualified person.

**Personal Protective Equipment:**

Protective Gloves as appropriate.

# MANUAL HANDLING

Manual Handling includes lifting up, putting down, carrying, pushing and pulling of loads.

**Hazard:**

Muscular Strains and Sprains.

Slips, Trips and Falls,

Back Strain.

Hand Strain.

Leg Strain.

**Risk:**

**Medium.**

**Control Measures:** All employees involved or likely to be involved in Manual Handling be professionally trained.

Items to be lifted where practicable to be marked with weight.

Awkward shaped and heavy loads to be lifted by more than one person.

Gloves to be used when lifting objects.

Good housekeeping and cleaning schedules.

**Personal Protective Equipment:**

Gloves and footwear as appropriate.

# FIRE

## General Fire Safety:

### Hazard Identified:

Risk of death.

Risk of serious injury.

Risk of smoke inhalation.

### Risk:

**Medium**

### Control Measures:

Fire management plan developed for the Clubhouse which details the layout of the premises.

Fire Alarm and prevention equipment details.

Fire Instruction, Fire drills, Training details, Smoking policy. Assembly point information.

Housekeeping and Fire Safety.

Inspections as required by Fire safety legislation.

Fire Alarm installed with smoke detection in place

Above system maintained and tested as per statutory requirements. Employees and Management trained in the contents of the Fire Plan to include roles, responsibilities and procedures.

Firefighting equipment in place – fire extinguishers and fire blankets and service ass per statutory requirement.

Fire wardens appointed and trained.

Emergency Escape routes in place and kept unobstructed at all times.

Fire Safety signage in place

Fire Drills to be carried out at least twice a year.



# GENERAL SECURITY

## Clubhouse and Green Keeping Shed.

<b>Hazard:</b>	Break ins – Buildings and Machinery/Cars  Vandalism  Robbery  Unauthorised Access
<b>Risk:</b>	<b>Medium</b>
<b>Control Measures:</b>	Intruder Alarm installed covering the entire club house and green keeping sheds.  Named Key Holders with designated responsibilities  CCTV footage 24 hour monitored  Green keeping shed locked up and gate to sheds locked.

# SLIPS, TRIPS AND FALLS

## All areas of the Club House.

<b>Hazards:</b>	Injury to general body due to falling  Poor housekeeping  Untidy work stations
<b>Risk:</b>	<b>Low to Medium</b>
<b>Control measures:</b>	All areas maintained in a clean and tidy manner at all times.  Floor areas free of storage and electrical cables.  Wet floor signs are used to warn of spillages and cordon off areas when cleaning floors.  Bar area to be kept neat and tidy at all times with storage area used for storing all supplies.  Car park area has good even surface and adequate lighting provided.

# STRESS

## Occupational Stress:

**Hazard:** Stress in the workplace can be caused by various factors including:

Lack of job knowledge.

Poor communication.

Poor working planning and implementation.

Routine work with no variation.

**Risk:** **Low to Medium**

**Control Measures:** Training provided as appropriate to ensure all employees are content in their role.

Work is planned in advance and adequately supervised/managed as appropriate.

Regular meetings held to ensure all employees are involved in the golf club activities

Open communication encouraged at all times

# PHYSICAL

## **Machinery:**

Fairway mowers, Rough mowers, Apron mowers, Tractor, Green mowers, Aerator, Hand Mowers, Rotary mowers, Chainsaw, Sod cutter, Top dresser, Sprayer.

## **Tractors:      Hazards:**

The major causes of tractor accidents are:

Overturning.

Trips and falls from tractor.

Driving errors.

Falling loads.

Hitching trailers.

Power take off (PTO) un-guarding.

## **Risk Assessment:                      High**

Controls should all be in working order and clearly marked.

Always ensure that the tractor can be started off the key, and that the fuel stop is in place. Care should be exercised when getting on/off the tractor.

Brakes should be in sound working order, balanced and interlocked, except when being used for field work. Hand brakes should be tested regularly.

Ensure that the PTO can be turned on and off correctly and that the hydraulics are functioning correctly. The trailer hitch points on both the tractor and trailer must be free from wear.

All power shafts must be completely covered by the guard provided, when in use.

If the tractor is used on the road, ensure that mirrors, indicators, lights and wipers (if applicable) are in working order as required by Road Traffic Act 1961 as amended.

Excessive loads should not be carried on the trailer. Overloading can affect the stability, steering and braking of the tractor trailer combination.

## **Rotary Power Mowers**

### **Hazards:**

Entrapment in rotating blades causing foot and/or hand injuries.

Injuries from ejection of hard materials.

Back injuries from Manual Handling of machine parts and cuttings.

Hearing deficiencies from continuous machinery noise exposures.

Working in inclement weather.

**Risk Assessment:      Medium exposure to serious injury.**

### **Control Measures:**

A visual inspection should be carried out prior to using the mowers to ensure that:

All guards which provide protection for moving parts are in place and adequately secured.

All attachments are correctly installed and aligned in accordance with manufactures instructions.

The mower is serviced on a regular basis.

Ignition keys are removed when the mower is idle.

Appropriate shower proof protective clothing is worn during inclement weather conditions.

Personal Protective Clothing (PPE) i.e. safety shoes, ear defenders, gloves, goggles etc. should be worn when operating the mower.

All Green Keeping operatives will be provided with manual Handling Instruction.

## **Cylinder Mowers**

### **Hazards:**

Back injuries when carrying back lapping operations

Entrapment in rotating blades causing foot and/or hand injuries

Injuries from ejection of hard materials

Back injuries from manual handling of machine parts or cuttings

Hearing deficiencies from continuous machinery noise exposure

Entrapment in belt/chain drives

**Risk Assessment:**                      **High exposure to serious injury**

### **Control Measures:**

An extended application brush (min 24") should be used when back lapping operations are being undertaken to sharpen blades.

An inspection should be carried out prior to using the mowers to ensure that:

- i. All guards which provide protection for moving parts are in place and adequately secured.
- ii. All attachments are correctly installed and aligned in accordance with the manufactures instructions.

The mower is serviced on a regular basis.

Ignition keys are removed when the mower is idle.

Appropriate shower-proof clothing is worn during inclement weather conditions.

Personal Protective clothing (PPE) i.e. safety shoes, ear defenders, gloves etc. should be worn when operating the mower.

All Green Keeping operatives will be provided with Manual Handling Instruction.

**Personal Protective Equipment:**                      **Safety footwear and Eye/Ear Protection must be worn.**

# STORAGE AREA

## Storage facilities:

Diesel – 1400 litre Bunded tank on drained platform (Retaining wall).

Petrol – 5X 20 litre Jerry cans stored in purpose built container.

Chemicals – Stored in purpose built container.

Oil/Grease – Stored in Petrol Container.

Fertiliser – Bags stored in raised platform, (pallets on sleepers).

<b>Hazards:</b>	Spillage
	Fire
	Explosions
	Tank Deterioration or Damage
	Skin Irritation
	Dizziness and Headache

**Risk Assessment:**                      **Medium**

## Control Measures:

Always use sturdy storage tanks designed for fuel storage.

Located in bunded area (retaining wall).

Located on firm level surface.

Area kept clear of inflammables and combustibles.

Safe refuelling procedures to be used at all times.

Control over ignition sources

**Personal Protective Equipment:**      **Safety Gloves.**

# HAZARDOUS CHEMICALS

## Hazard

Chemicals are used throughout the golf course primarily for the upkeep and maintenance of fairways and greens. Such chemicals include Fungicides, Herbicides, Fertilisers, Lubricating oils, Sharpening compounds etc.

**Risk Assessment:** **High**

## Control Measures:

It is the policy of the Head Greenkeeper to:

- (a) Obtain Material Safety Data for all substances in use.
- (b) Identify all potentially hazardous substances.
- (c) Review the method of use.
- (d) Assess the degree of risk and decide on whether or not protective measures are needed and the nature of measures.

All green keeping staff shall be trained in the proper use of chemicals and in the following rules:

1. Chemical products shall not be allowed to come into eye contact. Contact with the skin must likewise be avoided. Wear protective clothing and equipment.
2. Use of hazardous materials in areas where food is likely to be consumed is prohibited. Smoking is also prohibited during application.
3. Inhalation of chemical vapours or dust shall be avoided. When dispensing chemicals adequate ventilation must be provided. Suitable respiratory protection shall be provided as appropriate.
4. Facilities for the washing and cleansing of the skin are available with the necessary and barrier creams.
5. All products shall be stored in ventilated areas away from extremes of temperatures and environment.
6. All spillages shall be cleaned up instantly and waste and use containers disposed of properly.
7. The correct equipment for handling the products shall be made available.
8. Mixing and dilution of chemicals to be carried out in the open yard where suitable baths have been provided.
9. If any person handling such materials shows the symptoms which may possible be caused by exposure to chemical products, they shall be removed from the area and medical advice sought without delay.

# PORTABLE TOOLS/EQUIPMENT

## Objective:

To ensure that all tools are manufactured and maintained in accordance with safe standards and that all employees are trained in safe use.

## Hazards:

Cuts to hands, legs etc.

**Risk Assessment:                      Medium**

## Control Measures:

Management will ensure that all power tools provided for use are in accordance with the relevant safety standards.

No power tools or electrical equipment of greater voltage than 110 volts shall be used in external locations, unless special arrangements have been made. Lower voltage tools and lighting may be required in damp or confined locations.

All contractors must be informed of the Club Policy on the use and electricity and will be expected to comply with these requirements.

Only authorised persons are permitted to repair or alter electrical equipment. All defects noted in electrical equipment must be reported to Honorary Secretary so that immediate steps can be taken to have defects remedied by a competent person or company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or join in extension.

Power tools must be maintained in good condition, with casing intact and label fitted, showing voltage and other information.

Regular inspections of all electrical equipment will be carried out by a **competent electrician**.

The correct tool should always be used for the job being done.

Sharp tools should not be carried in pockets, but kept in a safe place.



## **Kitchen Equipment.**

### **Dishwasher**

#### **Hazards:**

- Blockage of machines, due to irregular cleaning of filters.
- Spill-overs, due to incorrect amount of detergents used. (Some machines add detergent automatically during the wash cycle).
- Chemicals/leaks.

**Risk Assessment:**                      **Low.**

#### **Control Measures:**

- Scrape waste food into disposal container.
- Empty liquids from cups, soups bowls etc.
- Pre-soak and scrub any utensils that are heavily soiled, before putting into dishwasher.
- Stack items carefully in racks, and place racks into machines.
- Add correct amount of detergent.
- Check temperature gauges during the wash and rinse cycles. Refer to manufacturer's instructions for correct temperature settings on each cycle.
- When cycle is completed, remove racks. Allow dishes to air before stacking. If necessary use clean clothes to complete drying.

#### **Maintenance:**

Faults in the machine should be reported to the supervisor and action taken immediately.

#### **Cleaning:**

- Clean machine every day.
- Empty and rinse shelves and strainers.
- Clean spray jets.
- Wipe down machine and table.
- Switch off.

### **Water Boilers**

#### **Hazards:**

The main hazards associated with the use of water boilers are:

- Faulty wiring.
- Faulty temperature controls.
- Drain off tap left open.

- Standing directly over hot boiler when lid is lifted.
- Boiling water and escaping steam.

**Risk Assessment:                      Medium**

**Control measures:**

- Ensure boiler is clean.
- Ensure the boiler is sufficiently filled with water.
- Ensure correct temperature is set.
- Ensure drain off tap is closed.

**Maintenance:**

- Always ensure boiler is clean.
- Ensure drain tap is not leaking.
- Cover lids are secure.
- Control knobs and handles are in place.
- Ensure there is compliance with regulations regarding boiling pan jackets.

**Cleaning:**

- Isolate power supply.
- Boilers should be kept scrupulously clean.
- Always use hot clean water.
- If boiler is not used for a while will with clean cold water.
- Cover boiler with lid to prevent anything falling in.

**Training and Supervision:**

- It is essential that operators are trained in the correct use of this equipment and appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

**Ranges/Cookers**

**Hazards:**

The main hazards associated with the use of ranges/cookers are:

- Leakage of gas (pilot light not functioning properly).
- Control knobs missing on cookers.

- Thermostat not working correctly.
- Naked flames – fire.

**Risk Assessment:**

**High**

**Control Measures:**

- Ensure unit is clean.
- Ensure pilot lights are switched on and working.
- Ensure correct temperature is achieved.
- Ensure rings are in working order.
- When ranges and cookers are not in use, check all gas is switched off at mains.

**Maintenance:**

- All surfaces should be checked for baked on soils and these should be scraped off.
- Check gas burner for proper combustion as indicated by the blue flame and for contact with the surfaces to be heated.
- Check burners for clogged burner holes.
- Check for broken grates.
- Check for loose and faulty connections, leaking gas pipes, frayed wires, loose door handles or control knobs and indicator lights that have failed.
- Ranges/cookers should be checked at least once a year by qualified maintenance person.
- Oven doors should not be slammed as it is liable to cause damage.

**Cleaning:**

- Switch off gas supply.
- Allow to cool.
- Remove all bars and racks – grids.
- Immerse in hot water with a detergent.
- Using plastic gloves, scrub clean.
- Allow to dry and replace.
- All jets should be lit to check none are blocked.
- All enamel parts of stoves-ranges should be cleaned while warm, with hot detergent water, rinsed and dried.
- Inside of ovens and oven racks should be cleaned while slightly warm. Detergent, water and a mild abrasive to be used if necessary.

- In cases of extreme dirt or grease being basked onto the range/cooker, a caustic jelly may be use. Plastic/rubber gloves must be used and thorough rinsing must take place afterwards.

### **Training and Supervision:**

- It is essential that operators are trained in the correct use of the equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

### **Knives**

#### **Hazards:**

The main hazards associated with the use of knives include:

- Knives being left on work surfaces with cutting edge exposed.
- Knives' being left in sinks of water where they cannot be seen.
- Carrying knife with point held upwards.
- Hygiene.

#### **Risk Assessment:**

**High**

#### **Control Measures:**

- Use the right knife for the job.
- Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip.
- Do not leave knives in sinks or in any place where they cannot be seen easily, or where someone might pick up accidentally by the blade.

#### **Maintenance:**

- All knives should be kept sharp/clean.
- Store knives in guards.

#### **Cleaning:**

- Clean knives in hot clean water.
- Dry knives after cleaning.

- Ensure jointing and rivets are kept clean.

#### **Training and Supervision:**

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that the defects are reported and remedied immediately.

### **Microwave Ovens**

#### **Hazards:**

- Food not being de-frosted correctly.
- Food not being re-heated or cooked thoroughly.
- Microwaves not being cleaned.
- Electrocution from interfering with power pack.

#### **Risk Assessment:**

**Medium**

#### **Control Measures:**

- The operator must be familiar with the temperature controls of the equipment.
- Not all containers are suitable for use in Microwave Ovens.
- Microwave ovens can only penetrate 1.5 inches of food from all sides.
- Limited oven space restricts use to small quantities.
- Do not open rear of microwave or attempt any repairs, rewiring etc.

#### **Operation:**

- Ensure correct temperature controls are in place prior to de-frosting, re-heating or cooking.
- Ensure the microwave is clean.
- Ensure no metal or tin foil is used in Microwave Oven when in operation.
- If food is covered, be careful when removing covering, as steam burns can occur.
- Ensure the Microwave Oven is not switched on when empty.

#### **Maintenance:**

- All Microwave Ovens should be maintained in safe working order to manufacturer's instructions.

**Cleaning:**

- Before cleaning disconnect electricity supply.
- Use clean damp cloth to clean both inside and outside the oven, particularly the seals.
- Use a solution of washing up liquid if oven is greasy.
- Dry off with clean cloth.

**Training and Supervision:**

- It is essential that operators are trained in the correct use of the equipment and given appropriate supervision when operating or cleaning of equipment.

**Floor Safety – Catering****Hazards:**

- Wet floors and obstructions are the main hazards associated with floor safety.
- Loose/cracked tiles.
- Worn floor surfaces.

**Risk Assessment:****Medium****Control Measures:****General**

- Everyone is responsible for his/her work area and should maintain it in a clean and tidy manner.
- Damage to floors/floor covering should be reported immediately.
- Gangways should be kept free of obstructions.
- Leads from portable tools or equipment should not be left trailing across aisles or walkways.
- Electrical cables should never extend across floors that are busy with traffic.
- Running is prohibited within the kitchen.
- Any openings in floors should be securely fenced and warning signs posted.
- Dirt and refuse should not be allowed to accumulate. It should be removed on a regular basis and carefully disposed of.
- Suitable and sufficient lighting will be provided and any defects or faults should be reported immediately.
- Firefighting equipment and fire exits should be kept clear at all times.
- Areas around machinery should be kept clear of obstructions.
- Goods and materials should be stacked carefully and tidily in their designated areas without causing protrusions or obstructions.

- Changes in floor levels should be clearly marked, if necessary with hazard warning tape.

### **Floor Conditions**

- Particular attention should be paid to floors at entrance ways, especially in wet weather and, if necessary, floor mats should be used to prevent slips or water being tracked into work areas.
- Processes which render the floor liable to become wet shall have adequate drainage installed in the area in the area to prevent the build-up of water.
- Floors should be designed and constructed so that they can be washed effectively and surface water can be drained away efficiently.
- Any chemical cleaner used should be thoroughly rinsed off so that no residues remain which present a slip hazard or which could react with other chemicals in use to present an additional hazard.
- Cleaning should take place in a manner where by the minimum number of people are exposed to the hazard of a wet floor.
- Signs and barriers should be used to warn of hazardous conditions.
- Leaks of oil or other materials from machines should be stopped and, where appropriate, drip trays should be place under cookers or other machinery.
- All spillages, debris, and waste material should be cleaned up immediately.

### **Maintenance:**

- All floors must be maintained in good condition.

### **Training/Supervision:**

- Kitchen staff and operators should receive instruction in the safe and correct manner of cleaning floors, use of chemicals and practises of good housekeeping.
- It is essential that operators are trained in the correct use of cleaning materials and good housekeeping practises.
- Supervisors should ensure that defects are reported and remedied immediately.

### **Resources:**

- Information – Material Safety Data Sheets for Chemical use.

## **Saucepans and Cooking Utensils**

### **Hazards:**

The main hazards associated with saucepans and cooking utensils are:

- Scalds and burns.
- Falls due to pans and cooking utensils left on floor.
- Hygiene.

### **Risk Assessment:**

**Low**

### **Control Measures:**

- Saucepans used for cooking should always have suitable handles attached.
- When carrying heavy trays etc. of hot liquid use one hand underneath container and the other on the side to secure tray.
- Turn handles of saucepans away from edge of stove, so that the saucepan is no overturned accidentally.
- Do not leave handles of saucepans over gas flame, or metal spoons or ladles in boiling liquids Metal containers heat, and you will burn yourself or others on the hot handle or spoon.
- Do not reach over a naked gas flame when reaching for saucepan.
- Stand well back when straining hot liquids from one pot to another.

### **Maintenance:**

- Ensure that all pots are equipped are equipped with handles as appropriate.
- All faults discovered in saucepans and cooking utensils should be reported immediately to your Supervisor.

### **Cleaning:**

- All saucepans and cooking utensils should be cleaned thoroughly after each use and on commencement of production.

### **Training and Supervision:**

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning this equipment.
- Supervisors should ensure that defects are reported and remedied immediately.



## **Audit Safety Record Book**

Audit Safety Record Book will be used to record the following:

- Training courses attended by staff.
- Any accidents or 'near miss' events.
- Inspections made of premises and its Safety Systems.
- Fire Drills carried out.

### **First Aid**

#### **First Aid Kit:**

This is stored and maintained in the bar area. It contains the following items:

- Sterile dressings in assorted sizes.
- Triangular bandages (2)
- Crepe bandages (2)
- Adhesive tape.
- Sticky plasters and strip of sticky plaster.
- Cotton wool.
- Antiseptic wipes.
- Scissors, safety pins, disposable gloves.
- Pen light/torch.
- Sterile eye pads (2).
- Disposable containers of sterile normal saline for eye irrigation.

#### **Defibrillator:**

This has been installed in the hallway inside the front door. Eight members and staff have been trained to use it and their names have been displayed on the cabinet.

This list needs up be updated annually. Current trained members are as follows:

John Bradley	-	087 7724194	Cathal McHugh	087 6411783
Mary McHugh	-	087 1234595	Richard Thompson, Greens	
Liam O'Neill	-	086 8524001	Enda McMenamin	086 6777635

## Directory of Personnel and Useful Contact Telephone Numbers

**2017.**

<b>Name</b>	<b>Position</b>	<b>Telephone</b>
Ballybofey Garda Station	Garda	(074)9189328
Fire Brigade	Fire	999 or 112
Ambulance	Ambulance	999 or 112
P.J. McGowan	Hon Secretary	0862222750
Don McNulty	Green Convenor	
Mary McHugh	Stewart of Club	0871234595
Alastair Henderson	Shop	0749131093
Richard Thomson	Head Greenkeeper	
Apex Fire Ltd.	Fire Equipment	
	Electrician	

### Personnel at Ballybofey & Stranorlar Golf Club

Permanent Staff:	Club House	:	1
	Course	:	1
	Shop	:	1
Part Time Staff:	Club House	:	5
	Course	:	3

# Ballybofey & Stranorlar Golf Club

## General Guidelines in relation to working with Children

### Travelling

There is extra responsibility taken on by leaders when they travel with children to events. When travelling with young people you should:

- Ensure that there is adequate insurance cover
- Not carry more than the permitted number of passengers
- Ensure use of safety belts
- **Avoid** being alone with one participant. Put the passenger in the back seat, drop off at central locations or seek parental permission to transport an individual participant on a regular basis and clearly state times of pick- up and drop off

### Supervision

- Make sure there is an adequate adult: child ratio. This will depend on the nature of the activity, the age of the participants, any special needs of the group and away trips. As a guide a ratio of 1:8 for under 12 years of age and 1:10 for participants over 12 years of age.
- Where there are mixed groups on a regular basis there should be from time to time leaders of both genders willing to provide supervision

- **Avoid** being alone with one participant, if you need to talk separately do so in an open environment, in view of others
- Clearly state time for start and end of training sessions or competitions. Leaders should remain in pairs until all participants have been collected from coaching sessions and inform parents of likely end time of competitions and arrangements / access to clubhouse for juniors as 'recreational' time
- Keep attendance records and record of any incidents / injuries that arise
- Facilitate parents who wish to stay and supervise sessions, (for safety and supervision, not necessarily for their 'technical' expertise) – do up parents rota
- Where supervision of changing rooms is necessary, (where children are very young or need special assistance), should be in pairs of appropriate gender

## **Safety**

All clubs / organisations should have a health & safety statement, including specific and potential risks attached to golf. They should also have procedures in place for safeguarding against such risks. In addition clubs / organisations when dealing with young peoples should:

- Ensure activities are suitable for age and stage of development of participants
- Keep a record of any specific medical conditions of the participants
- Keep a record of emergency contact numbers for parents / guardians
- Ensure any necessary protective equipment / gear is used
- Ensure First Aid kit is close at hand, appropriately stocked and with access to qualified first-aider and/or medical personnel if needed and have a emergency plan, including the contact numbers of emergency services
- If an incident occurs, make a brief record of injury and action taken. Make a brief record of the problem/action/outcome. Contact the participants parents and keep them informed of all details
- Officials (junior committee and referees, etc.) should ensure the conduct of the game

- Participants should know and keep the etiquette guidelines of golf, keeping in mind that many rules are there for safety
- Leaders should hold appropriate qualifications required by the governing body
- Ensure there is adequate insurance cover for all activities
- Ensure parents / guardians are present at finishing time of sessions or events

- **Physical Contact**

Golf on occasion requires a 'hands on approach', especially in a teaching or coaching situation, e.g., it may be necessary to assist a young person when learning how to grip the club for the first time. When contact is necessary the following should be taken into consideration

- Avoid unnecessary physical contact
- Any necessary contact should be in response to the needs of the child and not the adult
- It should be in an open environment with the permission and understanding of the participant
- It should be determined by the age and developmental stage of the participant - Don't do something that a child can do for themselves
- Never engage in inappropriate touching

## **Late Collection**

It is important to have some clear and easy guidelines if a parent is late to collect a child, e.g., contact the parent using the emergency contact number. If there is no answer, ask the child if there is another family member to contact. Wait with the young person at the club or venue, preferably with other staff or volunteers. Remind parents of the policy in relation to good practice and supervision. Inform them to make alternative arrangements with other parents if they persistently arrive late to collect their child.

## **Photographic and Filming Equipment**

Golf clubs should adopt a policy in relation to the use of images of junior golfers on their websites and in other publications as part of its commitment to providing a safe environment to young people. Clubs should take all necessary steps to ensure that young people are protected from the inappropriate use of their images in resource and media publications, on the internet and elsewhere. This is not to avoid parents/guardians taking photographs of their children but to ensure that best practice is put in place wherever and whenever photographs and recorded images are taken and stored.

When using golfer's photographs you should:

- Inform athletes and parents that a photographer may be in attendance at an event and ensure they consent to both the taking and publication of films or photographs – can be done on annual membership form

- Ask for parental permission to use the golfer's image and consult with the golfer about its usage – can be done on annual membership form
- Ensure the content of the photograph focuses on the golf not on a particular child
- Not approve/allow photo sessions outside the events or at an athlete's home

Videoring as a coaching aid: Video equipment can be used as a legitimate coaching aid.

However, permission should be first be obtained from the player and the player's parent. It should be deleted when the coach is no longer working with that player.

Anyone concerned about photography taking place at events or training sessions should contact the safeguarding officer and ask them to deal with the matter.

## **Mobile Phones**

Young people value their mobile phones as it gives them a sense of independence and they can often be given to young people for security to enable parents to keep in touch. However, technology has given direct personal contact between adults and young people and in some cases adults have used this to cross personal boundaries and cause harm. The following guidelines should be followed:

### As a leader:

- Use group texts for communication among players and teams and inform parents of this at the start of the season, tournament or event
- It is not appropriate or acceptable to have constant contact with an individual athlete
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera

### As a young golfer:

- If you receive an offensive message, email or photo don't reply to it, save it, make a note of times and dates and tell a parent, lead officer or responsible adult that you trust
- Be careful about whom you give your number or email address to and don't respond to unfamiliar numbers
- Don't use your phone in inappropriate locations, such as changing rooms, especially if your phone has a camera
- Treat your phone as you would any valuable item so that you can guard against theft

## **Bullying**

Bullying can occur between an adult and young person, and young person to young person. In either case it is not acceptable within Golf. The competitive nature of golf can create an

environment that provides opportunities for bullying. The bully may be a parent who pushes too hard, a coach who adopts a win-at-all costs philosophy, a young player who intimidates another or an official who places unfair pressure on a person.

Bullying can only survive in an environment where the victim does not feel empowered to tell someone who can help or in which it is not safe to do so. The damage inflicted by bullying can frequently be underestimated. It can cause considerable distress to young people, to the extent it effects their health and development, or at the extreme, causes them significant harm.

## How can it be prevented?

- Ensure that all members follow the **Code of Conduct**, which promotes the rights and dignity of each member
- Deal with any incidents as they arise
- Use a whole group policy or 'no-blame approach', i.e. not 'bullying the bully' but working with bullies and the group of young people, helping them to understand the hurt they are causing, and so make the problem a 'shared concern' of the group
- Reinforce that there is 'a permission to tell' culture rather than a 'might is right'
- Encourage young people to negotiate, co-operate and help others, particularly new or children with specific needs
- Offer the victim immediate support and put the 'no blame approach' into operation
- Never tell a young person to ignore bullying, they can't ignore it, it hurts too much
- Never encourage a young person to take the law into their own hands and beat the bully at his/her own game
- Tell the victim there is nothing wrong with them and it is not their fault

## **Away trips / Overnight stays**

While most juniors attend coaching, competitions and other golf events within their club there may be occasion to travel to other venues. If this has been explained as part of the parents' information then it is covered by the membership form received by the junior committee each season, however if it is significantly different to other events then the following guidelines should be considered:

- Separate permission forms should be signed by parents and participants, containing emergency contact number(s)
- Young participants should sign a behaviour agreement
- Appoint a group leader who will make a report on returning home
- A meeting with parents and participants should be used to communicate travel times, competition details, other activities, gear requirements, medical requirements, special dietary needs and any other necessary details
- Rooming arrangements – adults should not share rooms with children. Children should share rooms with those of same age and gender and adults should knock before entering rooms
- All group socialisation should take place in communal areas (i.e. no boys in girls' rooms and vice versa)
- Alcoholic drink, smoking or any illegal substances are forbidden to players U18 years of age and should follow national legislation



- There should be at least one adult of each gender with a mixed party, there should be a good adult – child ratio, 1:5/6, and proper access to medical personnel
- Lights out times should be enforced
- Young players should be under reasonable supervision at all times and should never leave the venue or go unsupervised without prior permission

*Sample incident forms are available on the CGI website*

<b>Record of Machinery - Ballybofey &amp; Stranorlar Golf Club</b>							
	Name	Description	Year	Hours	Safety Switches	Roll Bars	Condition on 17th July 2017
1	Kubota L5040 - IT	Tractor	2017	200	yes	yes	Good
2	Ransomes 305	Fairway Mower	1999	3000	yes	yes	Fair
3	Kubota 325 30	Tractor	2005	2100	yes	yes	Good
4	Toro 3100	Tee Mower	2013	1550	yes	no	Good
5	Toro 3250	Green Mower	2008	2200	yes	no	Good
6	Wieldman	Terra Spike	2004	na	no	no	Good
7	Kubota 4630	Tractor	2004	5300	yes	no	Good
8	Toro ProQuo 660	Spike Hollow Core	2012	na	yes	no	Good
9	Gruden	Scarifier	2005	na	yes	no	Good
10	Major	Rough Mower	2017	na	yes	no	Good
11	Harde	Sprayer 86 gallon	na	na	no	no	Good
12	Sitren SM150	Rough Mower	na	na	no	no	Good
13	Kubota LA 714	Front Loader	2017	na	no	no	Good
14	Transpread 830	Sand Spreader	na	na	no	no	Good
15	Dakota 410	Top Dresser	na	na	no	no	Good
16	Tuffare	Tractor Trailer	na	na	no	no	Good
17	Laste	Fairway Mower	2001	na	no	yes	Good