

# Northop Golf Club Ltd Health and Safety Policy

*Date: 01/01/2025*

## 1. Statement of General Policy

Northop Golf Club Ltd is committed to ensuring the health, safety, and welfare of all its employees, members, visitors, and contractors. We will comply with all relevant UK health and safety legislation, including the Health and Safety at Work etc. Act 1974, and will take all reasonably practicable steps to prevent accidents and work-related ill health.

We aim to:

- Provide and maintain a safe and healthy environment for staff, members, and visitors.
- Provide adequate training and information.
- Regularly assess risks and implement control measures.
- Ensure safe use and maintenance of equipment.
- Maintain emergency procedures.

Signed:

**Matthew Pritchard**

**Date: 01/01/2025**

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## 2. Responsibilities

### 2.1 Club Committee / Management

- Ensure compliance with health and safety legislation.
- Appoint a Health and Safety Officer.
- Ensure risk assessments are conducted and reviewed regularly.
- Provide resources for training and safety equipment.

### 2.2 Health and Safety Officer

- Monitor health and safety performance.
- Ensure incidents and near misses are recorded and investigated.
- Organise health and safety training and briefings.
- Liaise with authorities as required.

### 2.3 Employees

- Take care of their own health and safety and that of others.
- Report hazards, near misses, and accidents promptly.

- Use equipment and protective gear properly.

## 2.4 Members and Visitors

- Comply with club safety signage and rules.
  - Report hazards to staff immediately.
  - Respect course closures and maintenance operations.
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## 3. Risk Assessment

The club conducts routine risk assessments covering:

- **Course hazards** (e.g., flying golf balls, weather, uneven terrain)
- **Machinery** (e.g., mowers, buggies, maintenance equipment)
- **Chemicals** (e.g., fertilizers, pesticides – COSHH assessments required)
- **Clubhouse facilities** (e.g., kitchens, bars, stairs)
- **Manual handling**
- **Slips, trips and falls**

Risk assessments are reviewed annually or after incidents.

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## 4. Safe Working Procedures

We have documented and implemented safe systems of work for:

- Operating groundskeeping machinery
  - Storing and handling chemicals (COSHH)
  - Fire safety procedures
  - First aid provision
  - Electrical safety checks
  - Food hygiene (if food and drink are served)
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## 5. Emergency Procedures

- First aid kits are located at The Clubhouse, Green Keeper Compound
  - Trained first aiders: Matthew Pritchard, Anthony Woosey
  - Emergency contact numbers displayed throughout the club.
  - Fire alarms and extinguishers are installed and regularly checked.
  - Fire evacuation routes clearly marked and drilled annually.
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## 6. Training and Communication

- Induction training for all new staff.
  - Annual safety refresher training.
  - Toolbox talks for grounds staff.
  - Safety information made available to members and visitors.
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## 7. Accident Reporting

- All accidents and near-misses must be reported and recorded in the accident book (held at The Clubhouse).
  - Serious incidents are reported under RIDDOR regulations.
  - Investigations will be conducted to prevent recurrence.
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## 8. Review and Monitoring

This policy will be reviewed annually or after a significant change in operations, accident, or legislation.

Signed:

**Matthew Pritchard**

**Date: 01/01/2025**