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# SAFETY STATEMENT

ABC Company

Address Line 1

Address Line 2

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## 1.1 APPLICATION

This Safety Statement has been developed to assist ABC Company comply with relevant H&S standards and to ensure that members and others are fully aware of ABC Company's commitment to high standards in H&S.

Every effort has been made to identify the hazards in the club and set out relevant control measures. It is accepted that from time to time new hazards may arise. These hazards should be identified via our inspection and feedback controls. When new hazards are identified a new risk assessment shall be completed and the relevant control measures shall be added to this Statement.

## 1.2 OBJECTIVES OF THE SAFETY STATEMENT

To provide a reference for the policies and procedures used in house. It is also used to assess and audit the levels of health and safety being achieved.

To provide evidence that the policies and procedures to ensure health and safety objectives are met and have been thought out and documented in order to help those who must execute them.

To provide a control document to record the pertinent changes to the Club Safety Statement, which become necessary due to the changing business environment.

To help identify training requirements that needs to be fulfilled in order to generate suitably qualified personnel to carry out the policies and procedures contained within the document.

To provide assurance that compliance with legal requirements for health and safety are being met or exceeded.

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## 1.2 CLUB SAFETY STATEMENT

The general Statement on this page sets out the Safety Policy of ABC Company.

It is this Club's intention that its work will be carried out in accordance with the relevant statutory provisions of the Safety, Health & Welfare at Work Act 2005, the Safety, Health & Welfare at Work (General Application) Regulations, the Construction Regulations and any other applicable regulations from those implemented in 2007. All reasonable practicable measures will be taken to minimise risk to employees or others who may be affected by Club activities.

Manager 1 has ultimate responsibility for Health and Safety in the Club. The members have appointed Manager 2 Hon Secretary and as such he has responsibility for managing Health, Safety & Welfare issues on a day to day basis. Reference should be made to Manager 1, in the event of any difficulty arising in the implementation of this policy.

The Success of the policy will depend on the co-operation of all employees and members. It is therefore important that you acquaint yourself with all areas of the Safety Statement. You should ensure that you understand your role and the overall arrangements for Health & Safety within the Club and within your individual area. You should also be aware that you have an obligation to take care of your own safety and that of others that might be affected by your actions.

Signed: \_\_\_\_\_  
Manager 2

Date: \_\_\_\_\_

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### 1.3 Policy Statement:

ABC Company is committed to, protecting the Safety, Health and Welfare of all employees at work, avoiding product loss, preventing property damage and ensuring its processes will not damage the environment. All reasonable and practicable steps to protect members of the public who may be affected either directly or indirectly by its activities will be followed.

All reasonable and practicable steps shall be taken through occupational risk assessment to ensure that workplace conditions, practices and procedures are safe and in compliance with relevant safety, health and welfare legislation.

It is our policy when purchasing raw materials, making process alterations, altering (by approval) existing equipment or changing a system of work; to study each proposed change to ensure that it is safe in so far as reasonably practicable.

All employees shall be adequately trained, supervised and equipped to carry out their duties and responsibilities in a safe manner, with all operating procedures clearly outlined. All employees will have access to the Club's safety statement and should ensure that they are familiar with its content.

Where necessary employees shall be provided with suitable protective clothing, equipment and training where hazards cannot be eliminated using all reasonable practicable steps.

Accidents/incidents reported shall be investigated by Manager 1 to determine the corrective action necessary to prevent recurrence.

This statement shall be revised as often as is necessitated by changes in legislation or the addition of new processes and equipment and all resources shall be provided to ensure its full implementation.

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The table below is a record of all revisions made to the safety Statement

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STRUCTURE FOR HEALTH AND SAFETY

PART 2

PREVIEW

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## 2.1 MANAGEMENT CONTROL SYSTEM

The objective of the Safety Management System is to satisfy our legal responsibilities and to exercise greater control of health and safety within our organisation, to protect people and control the risk.

Management points that may be measured:

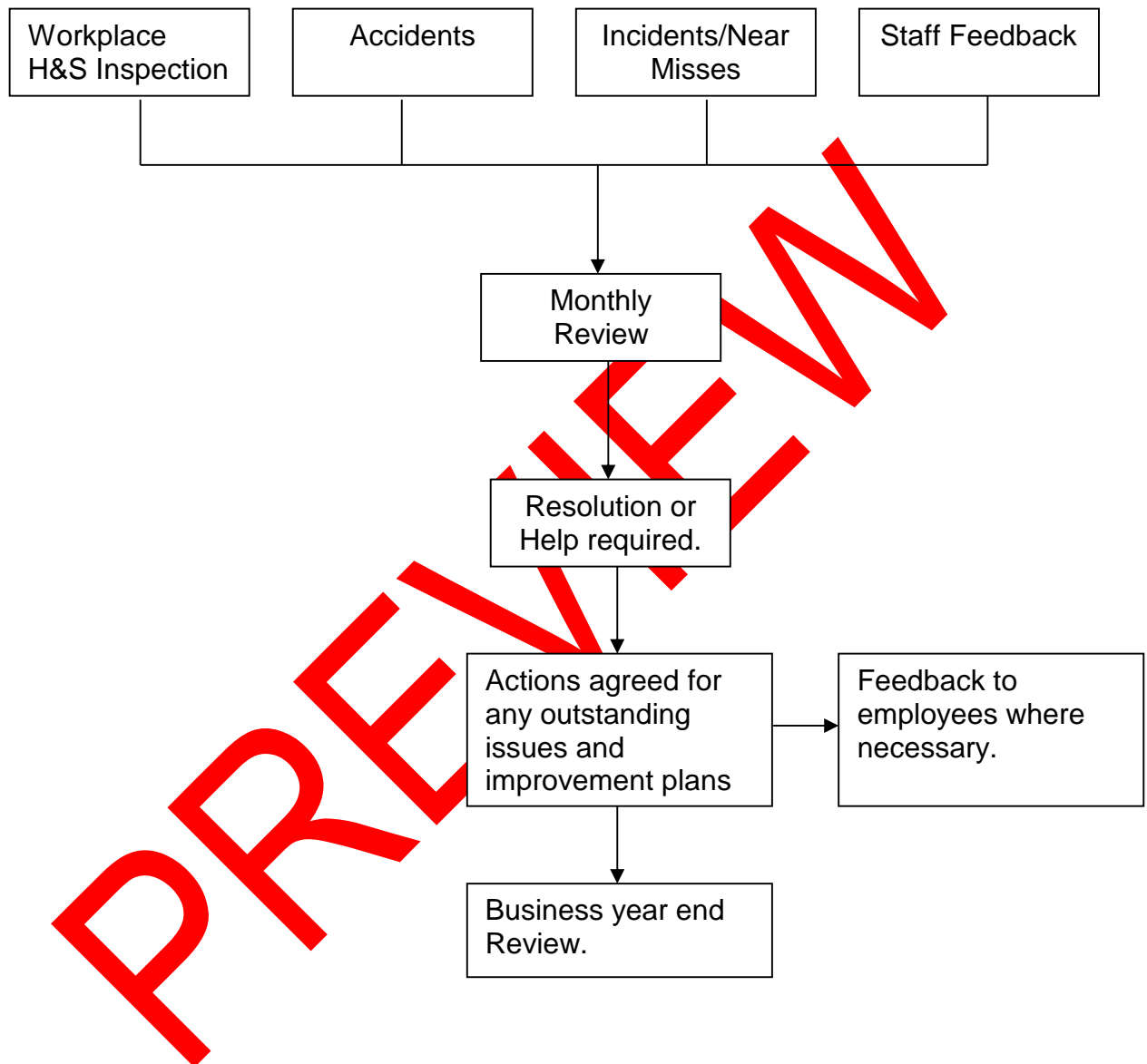
1. Workplace safety and housekeeping inspections
2. Staff suggestions and query forms
3. Induction and ongoing training
  - 3.1. First aid – as necessary
  - 3.2. Manual Handling – as necessary
  - 3.3. Green keepers training
  - 3.4. Other Skills cards for Excavators, etc. as per need.
4. Safety critical equipment maintenance records
  - 4.1. Grounds maintenance machinery records
  - 4.2. Fire extinguishers
5. Fire drill records
6. Risk assessments
  - 6.1. Initial assessments from xx/xx/xx
  - 6.2. Annual reviews after xx/xx/xx
7. Monthly Safety review
  - 7.1. Minutes
  - 7.2. Action points
  - 7.3. Outstanding issues resolved
8. Safety Statement
  - 8.1. Implementation after xx/xx/xx
  - 8.2. Annual reviews after xx/xx/xx
9. Annual report

Records of all of the above points will be held within a Safety Management Folder. This folder is maintained by Manager 1.

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## Health and Safety Management process for ABC Company

Process flow below indicates how Health and Safety issues and procedures are handled.



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## 2.2 Manager 2

- ❑ Manager 2 will be responsible for implementation of the procedures within the Safety Statement for the term of 1 year.
- ❑ Manager 2 bears the ultimate responsibility for ensuring that staff are given correct information and training for them to do their job effectively.
- ❑ Manager 2 is also responsible for ensuring that staff are supported in enabling them to reach the correct decisions in respect of health and safety matters.
- ❑ Supervise the Club Health and Safety programme.
- ❑ Review all safety rules bi-annually and, when necessary, recommend suitable changes.
- ❑ Investigate all major accidents and damage to Club property and recommend action.
- ❑ Ensure that accident records are maintained.
- ❑ Ensure that records of hazards/near miss reports are maintained.
- ❑ Ensure that the systems for ensuring that fire precautions are adequate.
- ❑ The Health, Safety, and Welfare of all employees are not compromised when all other performance standards are set.
- ❑ That adequate funding is reserved to meet regulatory needs of safety and health.
- ❑ That management will lead by example in adhering to stated policies to achieve the Club's aim to reduce accidents and health exposures.

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## 2.3 Manager 1

- ❑ Regularly inspect the workplace to ensure that the programme is being complied with and make recommendations directly to all employees in matters concerning Health and Safety.
- ❑ Ensure the review of Health and safety on a monthly basis.
- ❑ Review the Staff suggestion and query forms weekly.
- ❑ Control Sub-contractor work on the premises. (when necessary)
- ❑ Supervise the Club Health and Safety programme.
- ❑ Get the assistance of all management in monitoring the effectiveness of the Club Safety Statement.
- ❑ Review all safety rules on a regular basis and, where necessary, recommend suitable changes.
- ❑ Assist in the induction and safety training of new employees.
- ❑ Inspect and maintain records of hazards/near miss reports.
- ❑ Monitor the systems for ensuring that fire precautions are adequate.

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## 2.4 SUPERVISORS (Head Green Keeper and any other person in control, of a working area)

All supervisors will be responsible for planned implementation of effective health and safety standards within their area of operation.

Supervisors bear the responsibility for ensuring that staff are given correct information and training for them to do their job effectively and that their work targets are realistic and do not compromise health and safety requirements.

They are also responsible for ensuring that staff reporting to them are supported in enabling them to reach the correct decisions in respect of health and safety matters.

### SPECIFIC RESPONSIBILITIES OF ALL SUPERVISORS

- ❑ Ensure that all procedures are complied with for all new employees.
- ❑ Implement an efficient communication procedure so that all Personnel are aware of workplace standards as measured against the Club's Safety Policy and are provided with information on accidents and other safety, health and welfare information.
- ❑ Plan and co-ordinate safety training as necessary.
- ❑ Plan and supervise all work processes in a safe manner and in accordance with the standards set out in the Safety Statement.
- ❑ Ensure that all employees directly under your control are aware of their specific responsibilities.
- ❑ Provide assistance to staff in carrying out their responsibilities, particularly in determining the most appropriate order and methods of working.
- ❑ Where work is of a nature not normally carried out by the Club, then identify hazards and, if necessary, arrange for written instructions to be issued, regarding safety sequence, method of work and precaution to be taken, to the person in charge of the work.
- ❑ Allocate work in such a way that health and safety standards are not compromised.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to senior management.
- ❑ Commend Employees who by action or initiative eliminate hazards.

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## 2.5 All Employees

- ❑ All Employees are to co-operate with management in the wearing of the correct safety equipment, using the appropriate safety devices and following proper safe systems of work.
- ❑ All Employees are to co-operate in the investigation of accidents and the reporting of them and also the reporting to their supervisors of any local hazards of which they become aware.
- ❑ All Employees will be encouraged to promote ideas on the improvements of health and safety standards and also provide suitable suggestions for reduction in risks.
- ❑ All Employees are forbidden to interfere with or misuse any specified items of safety equipment or any safety device.
- ❑ All Employees are required to take care of their own health and safety and they should not indulge in horseplay, wilful unsafe acts or carry out or play practical jokes on other employees.
- ❑ Employees found guilty of wilful unsafe acts may be liable to summary dismissal.
- ❑ Employees are advised that strict requirements under the Health and Safety at Work Act can be used by the enforcing authorities against such persons if found guilty of reckless behaviour.
- ❑ All employees must clean up their working area or assist in tidying up thereof and also to help maintain clear passageways and maintain high standards of local housekeeping and hygiene.
- ❑ Do not smoke in designated "No Smoking" areas and dispose of spent matches, cigarette ends etc. properly.
- ❑ Know the location of the First Aid Box.
- ❑ Ensure that you know the procedure in the event of a fire.
- ❑ Report any accident or damage, however minor, to management.

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## 2.6 CONTRACTORS (Generally only used if/when ABC Company engage sub-contractors on their behalf such as Electricians, etc).

The following responsibilities are allocated to contractors to whom ABC Company assigns work on their behalf:

- All contractors must submit their Safety Policies and Insurances to ABC Company for approval prior to being awarded any works.
- All Contractors will be expected to prepare a Method Statement appropriate to the works they will be engaged in.
- All contractors will be expected to comply with the ABC Company Policy for Health, Safety and Welfare and must ensure that their own Company's policy is made available to the ABC Company and the Client whilst work is being carried out.
- All work must be carried out in accordance with relevant statutory provisions, the Club's Contractor's Rules and taking into account the safety of others on the Client site.
- Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with Regulations and Codes of Practice.
- All plant and equipment brought onto site by contractors must be safe and in good working order, fitted with any necessary guards and safety devices and with any necessary certificates available for checking.
- No power tools or electrical equipment of greater voltage than 110 volts should be brought onto site. 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 30 mA and operating 30-m secs must be used.
- Any injury sustained by a contractor's employee must be reported immediately to management at ABC Company.
- Contractors must comply with any safety instructions given by ABC Company management.
- ABC Company must be notified of any material or substance brought onto site which has health, fire, or explosive risks. Such materials must be stored and used in accordance with current recommendations.
- Contractors must take all reasonable steps to avoid interference by mobile plant.

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ARRANGEMENTS FOR SAFE WORKING

PART 3

PREVIEW

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### 3.1 RESOURCES

ABC Company recognises that for the effective implementation of the safety procedures and policies laid down in this Safety Statement, adequate resources and funding must be made available.

ABC Company undertakes:

- To ensure that adequate numbers of suitably trained staff are available to undertake all work activities carried out by the club.
- To include health and safety considerations into all annual estimates for the running of the club.
- Undertake that in so far as is reasonably practicable resources shall be made available for any upgrading, maintenance, replacement and repair of facilities
- Undertake to provide resources for the ongoing monitoring of health and safety and for the provision of information and training of all staff in health and safety.

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### 3.2 SAFETY INDUCTION

This procedure will be carried out by ABC Company at the work place where the new employee will be required to work.

Apart from explaining to the new employee what he/she will be required to do and to whom he/she will be directly responsible the following points require highlighting:

1. Show new employee where the Safety Statement is kept, explain its purpose and ensure that the employee is aware of his/her responsibility.
2. Advise new employee of any potentially dangerous areas in the work place.
3. Warn new employee of any prohibited actions in the work place, e.g. operating machinery unless authorised to do so.
4. The training and instruction required for each individual must be considered. The Foreman will arrange for specific training to be given to an employee.
5. Show new employee the location of the First Aid Box and explain the procedure in the event of an accident, in particular the necessity to record accidents, however trivial they may appear at the time.
6. Demonstrate to the new employee the fire and evacuation procedure and assembly points.
7. Instruct the staff member in relation to any job specific risk assessments.

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### 3.3 TRAINING

#### HAZARDS

Inadequately trained staff are a hazard to themselves and their co-employees. ABC Company shall identify the training needs of their staff and ensure they are fulfilled.

It is the Policy of ABC Company that every employee will receive safety training on an ongoing basis. All new personnel will receive safety training as part of their induction. Staff training is not only concerned with imparting facts but also with notifying staff to face up to their responsibilities and to be equipped to deal with emergencies.

Training will include safety induction and safety awareness, manual handling training and First Aid training.

ABC Company will keep training records to include:

1. Name of the employee being trained.
2. Date of training.
3. Training details.
4. Signature of the trainer and employee to ensure that the training has been carried out, documented and understood.

Staff will be trained to spot and act on hazards and encouraged to consult with management on health and safety issues.

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### 3.4 SAFETY CONSULTATION

Section 13 of the 2005 Act places a general obligation on ABC Company as employer to consult with and to take account of any representations made by the employees for the purpose of giving effect to its statutory duties.

To facilitate consultation on issues relating to the individuals safety at work, the Club operates a Suggestion or Query form.

A folder of blank forms is held in the admin office. Staff members complete a form as needed. The forms are reviewed on a weekly basis by Manager 1.

Manager 1 will seek more information as necessary from the relevant staff member and will then agree any actions arising from the Suggestions or Concerns if necessary.

#### 3.4.1 SAFETY COMMITTEE

ABC Company have a Safety Committee on site. The members of the Safety Committee are Manager 1, Manager 2 and an Employee Representative. The committee meet on the first Monday of every month. The following is the agenda for each meeting:

- Review previous month's inspections.
- Review any reported accidents or incidents from the previous month.
- Review any suggestions or queries from staff.
- Plan a safety topic briefing for the coming month.
- Review any new safety guidelines/legislation that ABC Company have been made aware of.
- Post the minutes on the Staff Notice Board.

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### 3.5 SAFETY REPRESENTATION

In agreement with the 2005 Act the employees may select and appoint a person, to be called a Safety Representative, from their numbers at their place of work to represent them in consultations with ABC Company.

However, at the moment, it has not been necessary to elect a Safety Representative. It is accepted that this position may change.

The rights of the Safety Representative include:

1. Information from the employer as necessary and particularly from the Safety Statement, to ensure the Safety Health and Welfare of employees.
2. To be informed by the employer of a visit by the H.S.A. Inspector.
3. Investigate accidents and dangerous occurrences provided it does not interfere with the performance of any statutory obligation required to be performed by any person.
4. Make representations to and receive advice from the H.S.A.
5. Carry out inspections and investigate hazards and complaints subject to agreement.
6. Accompany a H.S.A. Inspector on any visit except when this is for accident investigation.
7. Time off as may be reasonable to act as Safety Representative or to acquire the knowledge to carry out that function.

ABC Company will facilitate the Safety Representative in carrying out their functions as defined in the Act and as outlined above.

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### 3.6 FIRST AID

#### CONTROL MEASURES

The first aid box should be suitably marked and easily accessible.

The exact location of the First Aid box must be known by all employees and a specific notice, identifying its whereabouts, must be posted to include names of qualified First Aiders.

It is the Club's policy that First Aiders shall be appointed who have certificates of qualifications in Occupational First Aid to ensure adequate cover for all activities.

The first aid boxes are suitably marked and easily accessible. The location is follows;

- ❑ Office
  - ❑ Greenkeepers hut
- ❑ The First Aid Boxes is inspected on a weekly basis by the first aiders. This check and replenishment is recorded and kept on file.
- ❑ It should be noted that First Aiders are not empowered to dispense analgesics, pills, or medications. Supplies of such items will not be in first aid boxes. Individual employees who believe they might have a need of these items must be responsible for their own supplies.

First aiders


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The following contents are required in a first aid box:

- ❑ Card giving general first aid guidance.
- ❑ Individually wrapped sterile adhesive dressings.
- ❑ Sterile eye pads, with attachment, e.g. Standard Dressing No. 16 BPC.
- ❑ Triangular bandages (sterile).
- ❑ Safety pins.
- ❑ Blue Plasters
- ❑ A selection of Unmedicated wound dressings which should include:
  - ❑ Medium size sterile unmedicated dressings (approx. 10cm x 8cm, e.g. Standard Dressings Nos. 8 and 13 BPC).
  - ❑ Large size sterile unmedicated dressings (approx. 13cm x 9cm, e.g. Standard Dressings Nos. 9 and 14 BPC and the Ambulance Dressing No. 1).
  - ❑ Extra large sterile unmedicated dressing (approx. 28cm x 17.5cm, e.g. Ambulance Dressing No. 3).
- ❑ It is also recommended that a pair of latex gloves be included in each first aid kit for use by the first aider.

#### PROCEDURE & RECORD KEEPING

- ❑ In the event of an accident, a qualified first-aid person will be responsible for dispensing any first aid material.
- ❑ All issues of first aid consumables and the relevant treatment must be entered on the accident report form.
- ❑ The relevant trained first-aid person with Manager/Supervisor on duty will be responsible for completing the form.

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### 3.7 REPORTING OF ACCIDENTS, DISEASES AND DANGEROUS OCCURRENCES

All accidents and dangerous occurrences must be reported.

- ❑ Accident report Form
  - ❑ The accident report form must be completed for all accidents.  
Copies of this form are available from Manager 1.
  - ❑ All injuries must be reported on the worksheet also.
- ❑ Health & Safety Authority
  - ❑ If an accident occurs either at the place of work or related to a place of work or work activity and causes loss of life to a person who is employed by the Company or disables any person for more than three days from performing his/her normal duties of employment, then written notice must be given to the Health and Safety Authority at this web link <https://webapps.hsa.ie/CIRW/index.php>.
  - ❑ If the accident is fatal, then the scene of the accident must be left undisturbed for three days after notice has been given, other than for rescue purposes.

#### CONTROL MEASURES

- ❑ All Accidents, near misses and Dangerous Occurrences
  - ❑ Management, in consultation with the First Aid person, will decide upon the immediate action required in the event of an accident. A medical opinion should be sought in all but the most trivial of injuries.

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### 3.8 WELFARE FACILITIES

Full welfare facilities are available in the club.

- Adequate toilet facilities shall be provided and maintained in a good clean hygienic condition.
- Adequate washing facilities and washing and drying materials/equipment shall be provided and maintained.
- Arrangements for eating foodstuffs shall be provided in the form of a canteen/tea room facility on the premises.
- An adequate supply of drinking water shall be provided on the premises.
- Adequate cloakroom facilities shall be provided for the storage of wet coats, etc. at the installation location.

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### 3.9 PERSONAL PROTECTIVE EQUIPMENT

ABC Company shall ensure that all employees use Personal Protective Equipment where required.

#### HAZARDS

- Physical Exposures
- Chemical Exposures
- Machine exposures

#### CONTROL MEASURES

All safety equipment purchased by the Club will be to approved standards.

ABC Company will ensure that adequate supplies of all the necessary protective clothing and equipment is available for issue as required and that when issued to employees, a signature is obtained for the equipment.

Management will inform any person in the workplace observed carrying out any procedures which require the use of protective clothing or equipment of both statutory and Club Policy requirements and such persons will be instructed not to continue working until protective clothing or equipment is obtained and used. This applies not only to all employees (including management) but also to contractors.

All PPE is signed for upon issue and replacement PPE may not be issued unless the damaged item has been returned for inspection.

### 3.10 PERMIT TO WORK SYSTEM

ABC Company requires all contractors to complete a permit to work. This is especially important for Hot Works.

The permit will be based upon the information supplied in the Method Statement.

Blank permits are included in the appendix to the Safety Statement and are completed as needed.

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### 3.11 SMOKING POLICY

The Public Health (Tobacco) (Amendment) Act 2004 became law on Monday 29th March 2004. This means that smoking will not be permitted in any enclosed workplace.

In order to comply with the above legislation and for other Safety and Health reasons, it is the policy of ABC Company that all of our work areas are smoke free. The Club recognises that all employees have a right to work in a smoke free environment. All staff have a legal obligation to comply with the legislation. Smoking is prohibited throughout the workplace with no exceptions. This policy applies to all employees, trainees, consultants, contractors, customers and visitors who enter the premises of ABC Company.

#### IMPLEMENTATION

The overall responsibility for the implementation of this policy rests with the occupier, manager or other person designated, for the time being, in charge of the workplace. All staff have an obligation to adhere to, and facilitate the implementation of this policy.

All new and prospective employees, consultants and contractors shall be given a copy of the policy on hiring, recruitment/induction by the person in charge.

The person who will implement the policy for the Club is the Bar Manager.

#### INFRINGEMENTS

Infringements of the No Smoking policy will be dealt with, in the first instance, under employee disciplinary procedures. Employees, trainees, consultants, contractors, customers and visitors who contravene the law prohibiting smoking in the workplace are also liable to prosecution.

#### SMOKING CESSATION

Information on how to obtain help quitting smoking is available from the National Smokers Quitline on callsave 1850 xx/xx/xx03 or the Health Promotion Department of local Health Boards.

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### 3.12 DRUGS AND ALCOHOL POLICY STATEMENT

ABC Company recognises that alcohol, drugs, or other substance abuse by individuals can have an adverse effect on their ability to perform work and consequently put themselves, the Club and others at significant risk.

All Employees, Contractors, Sub - Contractors and Visitors must be able to perform their duties whilst on Club business, or when they are in Club premises/ work areas in such a manner that will not affect their safety or the safety of others by acts or omissions.

If the Club has reasonable grounds to suspect that an Employee or Contractor or Sub Contractor is under the influence of alcohol or drugs (illegal or misused legal substances), disciplinary action will be taken which may lead to dismissal of the individual concerned. The possession, distribution or sale of drugs or any associated materials whilst you are on Club property, Club owned vehicles or other off site locations, will lead to disciplinary action being taken.

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### 3.13 Bullying at Work Policy

ABC Company recognises and accepts his responsibilities as an employer to provide a safe and healthy working environment for employees. As part of the policy of maintaining good employer practice, ABC Company wishes to clearly state that bullying of any kind will not be tolerated.

Bullying at work is defined as: 'Persistent criticism and personal abuse, both in public and in private which humiliates and demeans the individual, gradually eroding their sense of self.

Bullying can be best described as repeated inappropriate behaviour, whether verbal, physical, or otherwise, conducted by one or more persons against another or others, at the place of work and/or in the course of employment, which could reasonably be regarded as undermining the individual's right to dignity at work. An isolated incident of the behaviour described in this definition may be an affront to dignity at work, but as a once off incident is not considered to be bullying.

ABC Company will strive to ensure that all employees are free to perform, their work in an environment, which is free from threat, harassment and intimidation. All complaints of objectionable or offensive behaviour should be made to Manager 1 or the Safety Representative.

Manager 1 gives the undertaking that he will investigate all complaints sensitively and will resolve locally, if possible, the source and cause of the bullying behaviour. If the circumstances warrant it, the Club will not be deterred in invoking the formal disciplinary/grievance procedures.

All employees are invited to strive in ensuring that our working environment remains a pleasant and friendly atmosphere.

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### 3.14 Young persons and inexperienced workers policy

ABC Company does not employ Apprentices. ABC Company does not employ inexperienced workers. ABC Company do not offer work experience places to local schools, colleges, etc. All technical employees have trade qualifications and are experienced in their profession.

New employees who are experienced in their profession/trade receive in-house induction training and spend an agreed period of time working with experienced staff before being allowed to operate alone.

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### 3.15 Franchisees

Currently the Pro Shop, the Bar and the Restaurant are all Franchised out. The following duties are set out by the Club for the Franchisees:

- All Franchisees and their staff must cooperate with the Club with regard to Health and Safety matters.
- Appropriate insurances must be in place to cover all known activities.
- Relevant Safety Statement must be in place with clearly set out management responsibilities.
- Written Risk Assessments must be in place to cover the activities of staff and any known hazards.
- Relevant training must be given to staff to allow them carry out their tasks safely not endanger the well being of any person in the club.
- Regular maintenance must be carried out on all equipment owned by the Franchisee.
- Franchisee must notify the Executive of the Club if there are any defects in any equipment or facilities owned by the Club and Operated or Controlled by the Franchisee.
- Franchisee must not operate any defective equipment that could result in injury or loss.

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### 3.16 Clubs, Societies, General Public Leasing, etc.

#### Welfare

Toilet and cloakroom facilities are provided for all users.

#### First Aid

First aid boxes are available.

#### Fire Protection

Fire extinguishers are provided and sited to meet statutory and insurance requirements throughout the premises.

All fire exits and emergency paths of escape are clearly marked.

#### Fire Evacuation

Evacuation procedures are provided for each user.

Evacuation drills take place as part of annual program.

User Groups are reminded to familiarise themselves with procedures and facilities so a fast evacuation can be achieved if necessary.

#### Smoking

Smoking is not allowed in any place covered by the Tobacco Control Regulations.

#### Accident/Incident Reporting

All incidents no matter how small whether to employees, facility users or onlookers must be reported to the Executive.

Slip and fall when using changing rooms and toilets.

Non slip footwear should be worn.

Signs indicating the possible hazard of a slippery floor to be deployed as appropriate.

Cleaning procedures in place and monitored.

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### 3.17 General Course Safety Rules and issues

#### Car Park and access Road

- Speed limit is 15mph
- Car Park spaces must be adhered to
- One way traffic flow in car park must be followed
- Salt/grit will be provided in icy weather

#### Medical Emergency on Course

- Procedure in place for use of the AED
- Assembly point provided for Emergency Vehicles

#### Trespassers and unauthorised entry

- Perimeter fencing in place
- CCTV system in place for the Clubhouse and surrounds
- Front doors locked
- Access system in place for Members

#### Errant Golf Balls

- It is recommended that all people playing golf or striking balls for practice or any other reason carry Golfers Insurance.
- All members and others playing the course are expected to take reasonable care when striking a ball in order to prevent injury to another.
  - This will include calling a warning when necessary as well as assessing the likely trajectory of your shot and waiting until any person in that area is clear or aware that you are about to take a shot.
- The Club erects barriers where relevant and appropriate to retain balls within the course so as not to cause a hazard, interference or nuisance to the general public or our neighbours.

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HAZARD IDENTIFICATION AND CONTROL MEASURES

PART 4

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## 4.1 HAZARD INSPECTIONS

The management of the Club recognises that its activities and premises may present Health and Safety risks and shall identify the areas where control measures are required. Identification of hazards shall be undertaken at regular intervals and management shall take all practicable control measures to reduce the risks to its staff and visitors.

Hazards will be identified, risk assessments made and categorised as per our risk assessment formula.

### HAZARD IDENTIFICATION AND RISK ASSESSMENT

- ❑ The policy of the Club is to identify hazards in the place of work and to assess the risk to Safety and Health and to control risks as far as is practicable so that they are reduced to an acceptable level.
- ❑ "Hazard" is taken to mean "any substance, article, material or practice, which has the potential to cause harm to the Safety, Health or Welfare of employees at work."
- ❑ "Risk" is taken to mean "the potential for the hazard to cause harm in the actual circumstances of use."
- ❑ Risk Assessment is based on the linking of the probability of occurrence with the severity of loss and/or injury. In this exercise, risks are graded "High," "Medium" or "Low" and numerically rated using the formula below. This is to help with the giving of priority to the employment of controls and the allocation of resources.

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The formula to be used for conducting risk assessments, assessing the risk from observed infringements/hazards or after an Audit, is shown here. Very minor injuries should score 1 while very serious ones will score higher, personal judgement is needed here. Likewise with the likelihood, 1 is very unlikely that anybody would be exposed to the hazard, while 7 means definite exposure to the hazard. Again personal judgement is needed.

Once the two scores are agreed they should be multiplied, thus giving a risk rating between 1 and 42.

Scores:

1-6 = Very Low risk

7-12 = Low Risk

13-18 = Low to Medium Risk

19-24 = Medium risk

25-30 = Medium to High Risk

31-36 = High Risk, stop the activity and implement immediate controls.

Over 36 = Very high Risk, stop the activity and implement immediate controls.

#### Risk Calculation Matrix

	How likely is an injury						
How serious will the injury be	1	2	3	4	5	6	7
1							
2							
3							
4							
5							
6							

Notes:

Hazards = Things that can cause an injury.

Risk = The likelihood of an injury happening.

Risk Control.

Control measures are intended to reduce the risk to an acceptable level.

Where practicable the Club commits itself to the elimination of hazards, whether that is by the provision of access arrangements, machine guarding or the provision of special tools etc.

This approach will take into account normal good practice within this sector of industry and the standards and guidelines where these are available.

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## 4.2 FIRE

### FIRE HAZARDS

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

A Fire Safety Programme shall be developed when appropriate by management to:

- (a) Guard against an outbreak of fire
- (b) Ensure as far as is reasonably practicable the safety of persons (including members of the public) on the premises in the event of an outbreak of fire.

The Fire Safety Programme shall incorporate arrangements for:

- (a) The prevention of an outbreak of fire through the establishment of day to day fire prevention practices.
- (b) The instruction and training of staff to familiarise them with fire and emergency evacuation procedures, fire call points and use of fire fighting equipment.
- (c) Taking part in client fire and evacuation drills.
- (d) The provision and maintenance of escape routes, free from obstruction and all exits unlocked and operational.
- (e) The provision of adequate fire protection equipment and systems.
- (f) The inspection and maintenance of the fire protection equipment systems.
- (g) The provision of assistance to the fire authorities.
- (h) The maintenance of good housekeeping practice to ensure the removal of all combustible rubbish.

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- (i) The testing and maintenance of portable heating appliances, and ensuring that all electrical equipment is switched off and unplugged when not in use.

#### 4.2.1 FIRE FIGHTING EQUIPMENT

The purpose of portable fire fighting equipment is as follows:

1. Extinguish incipient fires
2. Protect means of escape in case of fire
3. Protect employees and visitors
4. Protect property.

#### Portable Fire Extinguishers

Portable fire extinguishers will be provided in sufficient numbers to give adequate cover as per the advice of our Fire Protection Company.

#### Action in the event of fire

1. Clear everyone from the immediate vicinity of the fire except those actually authorised to engage in fire fighting.
2. Alert other staff in the immediate area of the fire. Contact the Fire Brigade, giving them the address clearly and any other directions necessary. Advise the Client Manager or Deputy pending arrival of the Fire Brigade.
3. If there is no danger by doing so, try to put out the fire with the apparatus provided, but remember our equipment will only be effective on a small fire - you must catch it before it gets hold.
4. Use the break glass fire alarm.
5. The manager of the area will order evacuation of the building as soon as it becomes apparent that the fire or smoke is spreading.
6. Employees should not delay their departure to collect personal belongings from another part of the building and should assemble at the designated assembly point so that they can be quickly accounted for.

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7. Make sure that the building is cleared of employees and visitors. Close doors. See that no unauthorised person enters the building.

#### 4.2.2 MEANS OF ESCAPE IN CASE OF FIRE

It is essential that escape routes be established, clearly identified and maintained available for use and that the protection afforded them is not impaired in the operation of the premises.

No person shall obstruct a means of escape. Fire exit routes and doors must never be obstructed.

#### 4.2.3 FIRE DRILL

Fire drills are carried out twice per year.

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### 4.3 ACCESS AND EGRESS

#### HAZARDS

ABC Company staff will adhere to all rules regarding access and egress on the Client site. However, set out below are the general arrangements for the Club.

Inadequate access and egress facilities can result in:

- Restriction of an orderly evacuation of the premises
- Trips and falls
- Obstruction of emergency exits

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

All doors and access points shall be kept clear and maintained.

All passageways shall be kept clear of obstruction.

All floor covering and surfaces shall be kept clean and in good condition.

Adequate lighting shall be provided at all entry, exit points and along corridor and passageways.

Waste shall be removed regularly and systematically stored in a secure place until collected for disposal.

It is vital that all fire escape routes are not obstructed at any time.

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#### 4.4 HOUSEKEEPING

##### HAZARDS

Poor housekeeping can pose a wide variety of risks to health and safety.

- Trips: - Materials left lying in the open
- Slips: - On a greasy floors, slippery material strewn around
- Falls: - Use of materials for accessing higher work areas.
- Collisions: - Blockage of access aisles with materials
- Objects falling on people: - Improper stacking of materials
- Fire: - Inadequately and infrequent disposal of combustible rubbish.

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

Staff will ensure that access routes are planned, and storage is programmed to ensure that excess materials are not stored on site, storage areas are defined, staff/sub-contractors are made aware of the Club requirements with regard to storage, clearing up and tidiness.

Employees must maintain the workplace in a tidy condition at all times.

Supervisors will ensure that stacking areas are prepared and that materials are stored so as not to create difficulties.

Employees will ensure that all waste materials in and around the premises are cleared and disposed of safely.

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## 4.5 MANUAL HANDLING

Due to the nature of the course maintenance, manual handling is a very large part of the job. For that reason staff should be trained and should use best practice at all times.

### HAZARDS

- Incorrect method of lifting
- Attempting to lift something which is too heavy
- Lifting sharp/awkward shapes

The main injuries associated with manual handling and lifting are:

- Back strain, slipped disc.
- Hernias.
- Lacerations, crushing of hands or fingers.
- R.S.I.
- Bruised or broken toes or feet.
- Various sprains, strains, etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

Loads which must be manually handled shall be assessed on the basis of their risk to health and safety and due caution exercised where there is a risk of back injury etc. The method of handling shall take account of the size, weight, shape, condition and position of the load to be handled.

Where possible measures shall be taken to reduce the amount of manual handling to a minimum and mechanical handling devices supplied and used in so far as is reasonably practicable.

All appropriate staff shall be trained in safe manual handling techniques.

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Where loads have to be manually handled, safe access shall be assured.

### Precautions

#### 1. Manual Lifting Procedure

##### 1. The Lift

The key factors in safe lifting are:

- a) balance
- b) position of back
- c) positioning of the arms and body
- d) the hold

##### a) Balance

Since balance depends essentially upon the position of the feet, they should be apart about hip breadth with one foot advanced, giving full balance sideways and forward without tension.

In taking up this position, lifting is done by bending at the knees instead of the hips and the muscles that are brought into use are those of the thigh and not the back.

##### b) Position of the Back

Straight - not necessarily vertical

The spine must be kept rigid and straight, but not necessarily vertical. The spine can be kept straight if it is within 15 to 20 degrees from the vertical. This, coupled with a bent knee position, allows the centre line of gravity of the body to be over the weight, so reducing strain.

##### c) Position of the Arms and Body

The further the arms are away from the side, the greater the strain on the shoulders, chest and back.

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The elbow must at all times be close to the body, arms should be straight when carrying a load. One hand should be in advance of the other, whichever foot is placed forward, the same hand is extended, the other hand is kept close to the body. This position ensures that the elbows are into the sides. This coupled with the correct foot position ensures a safe and easy fit.

d) Arms close to the Body

The further the weight is away from the centre line of gravity of the lifter, the greater the strain. At all times get close to the weight and try to make it part of you.

e) The Hold

When grasping a weight, one often hears the phrase "get a good hold". A good hold means a grasp with the roots of the fingers, not just the tips, plus contact of the weight with the palm of the hand.

Never forget that size and build has no bearing upon the amount any one individual can lift. Everyone should know their own capabilities and should never attempt to exceed them. If in doubt get help, it is far better to be safe than sorry.

Besides these key factors, there are other important points to remember.

2. Centre Line of Gravity

It is essential that the weight of object and the centre line of gravity of the lifter should be as close as possible to one another. This reduces strain, discomfort and the likelihood of loss of balance during the course of the lift.

3. Testing the Weight

When in the initial position for the lift, the lifter should test the weight of the object to make sure it is within his capability and not too heavy for one man to lift. Many accidents happen when a person raises an object a few inches off the floor, realises it is too heavy and lets go.

4. The shape of the weight

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Note the shape of the object. It should be turned, if possible, so that the shortest measurement of rectangle is nearer to the centre line of gravity.

5. Movement.

The movement should be controlled and smooth. The weight should be kept close to the body.

Rhythm plays an important part in reducing tension and creating relation.

Before moving any loads, the job should be sized up and possible hazards moved or rectified.

An inspection of the load itself must be made to ensure that it can be moved without danger to the lifter or others.

The following check list can be usefully applied to all lifting jobs:

- if the load is heavy or too large for one person to handle, help should be obtained from a work-mate of similar physique
- jerking a load will add a little extra force, but it will also cause severe strain to the arm, back and shoulder
- even if a load is light in weight, it is dangerous to carry if it is large enough to obscure vision
- loads should not be pushed onto stacks above chest level. If a stack is this high, stand on a sturdy platform
- if the load to be lifted exceeds half the weight of the person lifting it, it is more than likely that the individual will lose his/her balance.

Note: if in doubt when lifting GET HELP.

#### TRAINING

Any employee whose job involves any manual handling shall be trained to allow him/her to carry this out safely. The extent of the training will depend on the type of lifting in which they are involved.

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## 4.6 ELECTRICITY

ABC Company' employees do not engage in general electrical work.

### HAZARDS

- Electric Shock
- Fire
- Trips or falls from loose cables

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

To ensure that all electrical equipment used by the Club is in safe condition.

### CONTROL MEASURES

Dangerous or defective cabling should be replaced or remedied in accordance with the E.T.C.I.'s rules. It is important that all extensions, alterations and repairs to electrical circuits are carried out in a proper manner in accordance with E.T.C.I.'s rules.

### WIRING STANDARDS

All new fixed and temporary wiring will be to the latest Irish standards and, where practicable, in compliance with the national rules for electrical installations.

Precautions to be included either are or will be as follows:

- Flexible cables will also be adequately protected against external mechanical damage.
- Flexible cables for portable equipment will be properly mechanically restrained within plugs and couplers.
- Enclosures, plugs etc. should be maintained as part of the portable appliance of which they form part, but damaged leads, plugs, etc. should not be allowed to remain in service should the equipment not be due for maintenance.
- A record should be kept of each item of equipment so that maintenance can be scheduled and recorded.

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- Where appropriate all equipment not in use to be switched off, especially at the end of a working, unless of a specialist type, e.g. servers, etc.
- Sufficient sockets shall be provided to prevent overloading by use of adapters. Proper plugs shall always be fitted to electrical appliances and flex firmly clamped.
- Frayed and damaged cables shall be replaced immediately.
- Flexible cables should not be run across floors. Where damage at floor level to other cables is possible, protection by ramps, conduit or armouring will be considered and applied.

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## 4.7 OFFICES

### HAZARDS

- While office work may not be considered as a high-risk activity unsafe work systems and layout may result in injury or illness.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Adequate office space is allocated for the working personnel.
- All furniture, fittings and equipment shall be arranged so that staff can move about without collision with sharp corners of desks etc.
- Only one drawer of a filing cabinet shall be opened at any one time. All drawers should be closed after use.
- Sufficient lighting and ventilation shall be provided.
- Electric or telephone cables shall not trail unprotected across the floor. Cable covers shall be supplied and used.
- Chairs desks or drawer should never be used to access higher areas. Step ladders shall be used.
- All items stored above head level shall be stored properly to prevent falling.
- The mains power supply shall be disconnected before attempting to move electrical equipment.
- All damaged floor covering, furniture equipment or machinery shall be reported, replaced, or repaired.
- Before using chemicals (e.g. photocopier toners) read the instructions on the container and avoid contact with skin or clothing.
- Floor areas shall be kept clear of materials and litter.

Dangerous waste e.g. broken glass, shall be carefully disposed of

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## 4.8 VISUAL DISPLAY UNITS (VDU'S)

### HAZARDS

The main problems that may be associated with VDU's are as follows:

#### (a) Visual Discomfort

This recognises a contribution from a number of ocular problems:

- (1) long/short sight problems
- (2) glare
- (3) lighting
- (4) screen brightness
- (5) clarity of characters.

#### (b) Posture

Good adjustable seating is required and it is essential to consider ergonomic factors.

#### (c) Radiation

Radiation levels across virtually the whole of the electro-magnetic spectrum are below internationally accepted exposure limits when tested under extreme conditions, i.e. close to the screen.

#### (d) Stress

The work at a VDU can be repetitive and monotonous. This is not exclusive to VDU users as mental stress is associated with all types of work.

On the basis of available evidence, the 'health hazards' associated with VDU's are largely exaggerated in the sense that they are unlikely to cause irreversible long term damage as opposed to varying degrees of discomfort.

#### Risk Assessment:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- ❑ Each workstation shall be assessed to ensure the individual's health is not likely to be put at risk.
- ❑ The Display Screen Assessment sheet in the appendix shall be used for this purpose.

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- ❑ Be sure that VDU screens meet the appropriate criteria for performance, brilliance, character design, etc.
  - ❑ The intensity of the beam, the brightness of the dots against the background and their time persistence are the most important determinants of operator 'safety'.
  - ❑ This underlines the importance of keeping VDU's in good condition.
  - ❑ It is important that chairs are correctly selected and used and that their siting is at an optimum distance from the machine.
  - ❑ Lighting, ventilation and temperature must be carefully controlled to provide satisfactory environmental conditions.
  - ❑ There should be a restriction on continuous use:
  - ❑ Over two hours with pauses of between 5-10 minutes before further use.
  - ❑ In this respect, short, frequent intervals are more beneficial than infrequent long breaks.
  - ❑ The total time of continuous work at a VDU should be restricted to 6 hours per day.
  - ❑ Vision should be tested before operating a VDU and at yearly intervals, or earlier if symptoms are experienced. Spectacle wearers should consult their optician.
  - ❑ Epileptics should see a medical adviser before starting work.
- If there is any untoward incidence of VDU related problems medical advice must be sought.

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## 4.9 HAZARDOUS SUBSTANCES

### HAZARDS

Health hazards from substances can be divided into the following categories:

- ❑ External contact - corrosive, skin absorption, dermatitis.
- ❑ Inhalation - gases, fumes, vapours.
- ❑ Ingestion - swallowing.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- ❑ Only pesticides and weed killers that are on open sale will be used by ABC Company.
- ❑ At all times the directions on the labels shall be followed and staff will be provided with the necessary protective equipment.
- ❑ The Workplace Supervisor will ensure that:
- ❑ All other substances are listed in a safety file.
- ❑ All substances have an up to date Material Safety Data Sheet (MSDS) on file.
- ❑ The control measures listed in the MSDS are followed.
- ❑ A written assessment, control measures and other information are on site.
- ❑ All substances are stored in an appropriate unit that is fire retardant and can contain spillages.
- ❑ Procedures planned to handle or use any hazardous substance or process are carried out fully.
- ❑ Any, equipment, hygiene measures or protective clothing are provided and maintained as required.

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- ❑ Any necessary air sampling, medical examinations, testing, etc. will be carried out as required and records will be kept on the premises.
- ❑ All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

#### 4.9.1 Weedkillers and Pesticides

ABC Company recognises the fact that Pesticides and Weed Killers are Hazardous substances. Manager 1 will ensure that the written assessment, control measures and other information is on site and that all procedures planned to handle or use any pesticide or hazardous substance or process are carried out fully and that, any equipment, hygiene measures or protective clothing are provided and maintained as required.

All measures necessary to protect other workers and the general public from any substance hazardous to health will be provided and maintained.

Exposure to Pesticides and Weed Killers can be reduced to acceptable levels if precautions are taken in the following areas:

- ❑ Handling
- ❑ Storage
- ❑ Transportation
- ❑ Use of correct protective clothing
- ❑ Correct disposal of empty pesticide containers.

If any person handling the materials shows the symptoms, which may possibly have been caused by exposure to chemical products, they should be removed from the area and medical advice sought without delay.

Correct handling of pesticides and weed killers.

Authorised personnel may only handle Pesticides and Weed Killers.

The material Safety Data Sheets, container labels and detailed health and safety information must be consulted before use.

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To decrease the risks involved with the handling of Pesticides and Weed Killers the following precautions must be taken.

- Eating and drinking in the vicinity of Pesticides and Weed Killers is prohibited.
- Where possible Pesticides and Weed Killers should be purchased so as minimal measuring out is required this will reduce the possibility of spillage.
- Open one container at a time.
- When adding concentrate, pour slowly and allow air to enter the container to avoid glugging and splashing.
- Exclusion notices must be displayed when applying Pesticides and Weed Killers to an area. The area should subsequently be marked off to designate that spray has been applied.

### Pesticide and Weed Killer Storage

Pesticides and Weed Killers must be stored on their own in a safe place access to which is limited to only the necessary people.

The store must conform to the following criteria:

- It should be easily locked secure.
- It has a sloped floor with a sump.
- The storage facility should be ventilated and frost proof
- The store should be adequate for the maximum quantity of pesticide required at any one time without the need for stacking of containers.
- A supply of absorbent material must be available to mop up spillages. Spillages must never be flushed as this can expose the eyes to splashes and spread the contamination to other areas.
- The store should be located as to provide access and in the event of a fire. Floors must be impermeable to liquids and be anti-slip.
- The store must be marked with an appropriate warning sign to highlight the dangers involved in the area.
- A water supply must be available in the area outside the store.
- An area that allows separate storage of protective clothing and personal clothing must be provided.
- Wash facilities should be convenient to this area.
- A pesticide stock sheet that describes the contents and Quantities of chemicals should be available. This should be updated as chemicals are applied and as additional chemicals are purchased. The list must not be kept in the chemical

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store. This can exist as a tractability record and as a record of application. It can also provide the emergency services with valuable information in the event of fire or poisoning.

### Protective Clothing

Protective clothing must always be worn when handling Pesticides and Weed Killers. Contamination risks are highest when handling concentrates. The tasks of mixing, measuring and filling are high-risk activities and therefore extreme caution should be exercised and protective clothing is of paramount importance.

When applying spray always wear protective clothing. This should constitute

- Waterproof boots and trouser /leggings
- Suitable mask
- Sprayers should be regularly serviced to prevent exposure due to leaking sprayheads etc.
- After use wash all protective clothing.
- Store all protective clothing in clean, ventilated press away from the chemical store

### Disposal of empty Chemical Containers

- All empty containers must be triple washed – Part fill 10 – 20 % with water, secure cap and shake.
- Add the rinsings to the sprayer
- Puncture or crush empty containers and store in a suitable plastic sealed bag
- Part used containers must be returned to the store until further use.
- All options must be explored in the disposal of chemical containers and the safest available option at that time must be utilised.

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## 4.10 General Grounds work

Note: All site work is subject to individual assessment and the production of a method statement to cover the tasks and activities of the specific job.

### HAZARDS

- Multi hazard

RISK ASSESSMENT: As per individual assessments

To ensure that the activities of the staff does not create a hazard.

### CONTROL MEASURES

- All employees will be fully qualified in their areas of expertise.
- Copies of the qualifications will be kept on file.
- All employees will hold skills cards as appropriate.
- Areas of exclusion will be set up to ensure no accidents may happen to third parties.
- All portable tools shall be battery operated or 110V only.
- Housekeeping practices will ensure that all areas are kept clean during the working day and the area will be left clear at the end of the working day.
- Where it is necessary to leave work unfinished at the end of a working day, relevant signage and/or barriers will be put in place.
- ABC Company employees do not engage in general electrical work.
- Work areas and machinery will be kept clean and tidy at all times.
- Work areas will be subject to the H&S inspections.
- Personal Protective Equipment comprised of Gloves, Knee Pads, Masks, Safety Boots and Hi Viz will be worn as relevant for the particular type of hazard.

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#### 4.11 Abrasive Wheels (Angle grinders, etc.)

##### Hazards

- Disc bursting due to:
  - Incorrect disc fitted
  - Disc fitted incorrectly
  - Faulty / damaged disc fitted
- Wrong disc fitted / used for purpose
- Hand or leg injuries from unsafe use by inexperienced or incompetent persons
- Eye injuries to operator or those nearby from projectiles emitted
- Severe injuries due to wheel bursting

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Users of abrasive wheels equipment must be trained and certified
- Wearing of appropriate PPE i.e. goggles or visor (safety spectacles not adequate), appropriate dust mask, gloves and hearing protection
- Machines to be well maintained - if damaged / faulty they are to be reported to foreman immediately and repaired without delay
- Guards to be in good order and NOT REMOVED
- Funnel to be used for fuelling to avoid accidental spillages onto machine causing potential fire hazard
- Appropriate machine to be used for job i.e. in limited spaces use 4" angle grinder in lieu of regular size
- Check if atmosphere it is being used in is suitable for type of machine used i.e. if explosive atmosphere or confined space do not use petrol driven Consaw or electrically operated angle grinders. Compressed air machines to be used

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## 4.12 Power tools

Hazards Identified:

Accidental electrocution from exposed wires

Personal injury from incorrect use

Personal injury from inadequate maintenance

Person at risk:

Employees / Sub-Contractors / Visitors / Others

RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

Checks before use on all Power and Portable tools:

- Is the outside of the plug undamaged?
- Is the outside of the plug free from signs of overheating?
- Is the cable free from kinking and other mechanical damage?
- Is the same true of any extension cable and accessories?
- Is the cable securely clamped into the plug at one end and securely attached at the other?
- Is the casing of the tool free of obvious damage?
- Is there a label to say that the tool has been electrically tested within the past six months?

GENERAL CONTROL MEASURES

- Damaged cables with exposed wires must be removed from site immediately and replaced with new cables.
- Training must be given to users of power tools by a competent person (Tool box talk).
- Repairs must not be carried out on power tools unless that person is trained and competent to do so.
- Damaged power tools must be reported Site Foreman
- Don't use damaged, worn or dangerous tools;
- Always use the correct tool for the work being carried out.
- Inspect portable leads & extension leads before use, replace if damaged;
- Only use portable electrical equipment if powered through a 110 volt transformer;
- If power leads need to be extended ensure that the extension is on the transformed (110 volt) side of the power supply;
- Sharpen or get cutting tools sharpened regularly;
- Keep hands behind the cutting edge of cutting tools;
- Wear protective equipment where necessary -gloves, safety glasses, visor and safety boots;
- DO NOT wear gloves when using portable drills;

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- Keep cables tidy; don't leave cables lying on the ground;
- Quickly inspect tool before use -its cable, casing, power supply;
- Keep knives, chisels, screwdrivers and other sharp tools in safe places -- not pockets;
- Don't allow cables to trail across route ways of personnel or machinery;
- Don't remove safety devices from tools or equipment;
- Unplug tools when not in use.

### TOOL SPECIFIC CONTROLS

When using drills.

- Always check the drill before plugging in.
- If the drill or lead is damaged it must be reported.
- Only competent persons can repair the drill.
- Always tie up or remove loose clothing, long hair, rings, and jewellery;
- Only use electric drills via a 110 volt transformer;
- Ensure that drill bits are regularly sharpened / replaced;
- Wear eye protection when drilling;
- Don't use electric drills with one hand use both hands;
- Use cloth or brush provided to clean off machine;
- Deburr drilled profile with a file or sandpaper, not by the bare hand;
- Brush down swarf off drill tables regularly;
- Keep work area clean;
- Never use bare hands for removing swarf or cut ends, wear gloves;
- Never operate the drill without the guarding in place;
- Remove the chuck key before starting;
- Clean work & vice to work table before starting.

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#### 4.13 Scaffold (occasional use for wall construction, tree trimming, etc.)

##### Hazards

- Collapse of scaffold leading to personal injury
- Falls from heights
- Personal injury from falling materials

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Scaffold must be erected / altered / dismantled by a competent trained person.
- This person must hold a valid up to date CSCS ticket.
- Adequate signage or a Scaffold tag system must be in place, informing people of the condition of the scaffold e.g. 'Safe to use' OR 'Scaffold incomplete do not use'.
- Scaffold must be inspected every 7 days and the statutory form must be filled out after each inspection and kept in the Safety File.
- Scaffold must also be inspected after any adverse weather conditions and the statutory form must be filled out and kept in the Safety File.
- It is a criminal offence for anyone who does not hold a CSCS scaffold ticket to alter / dismantle / erect scaffold.
- If scaffold is sub contracted out then the company erecting the scaffold must supply the statutory form once completed to the required standards and inspected on a weekly basis.

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#### 4.14 Golf Buggy Safety

Hazards Identified: Medium

- Personal Injury from inadequate maintenance
- Damage to property from inadequate maintenance
- Poor driving

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Do not move off until occupants are seated
- Always remain seated and hold on while vehicle is in motion
- Hands and feet must be kept inside the Golf Buggy at all times
- Golf Buggies must only be driven in designated areas
- Golf Buggies must not be used on the rough
  - This is a danger to wildlife
- The vehicle must not be used on tees or greens or slopes leading up to them
- The vehicle must not be used within 2 meters of any bunkers or slopes leading to them
- Check the area behind the vehicle before backing up
- Set the brake before leaving the Golf Buggy
- Always consider the terrain, existing vehicular and pedestrian traffic conditions, as well as environmental factors that may affect your ability to operate the vehicle safely
  - Drive the vehicle only as fast as terrain and safety considerations allow
  - To avoid tipping over, drive Golf Buggies straight up and straight down slopes
  - Slow down before corners. All turns must be executed at reduced speeds
  - Avoid sudden stops or change of direction that may result in a loss of control
  - Be extra careful when the course is wet and muddy

##### AFTER USE

- When the vehicle is to be left unattended, turn the key to the "off" position. Remove the key and engage the hill brake.

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#### 4.15 Lifting operations (Unloading deliveries, flat bed trucks, etc.)

##### Hazards

- Falling materials
- Collapsing crane

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Assessment of all lifting operations detailing the specific risks and relevant control measures will be agreed for each lift.
- General points to be observed in addition to the Method statements are
  - ABC Company staff do not operate cranes.
  - ABC Company staff that hold appropriate skills cards may use Teleporters under the direction of a banksman where necessary.
  - Safe working area to be enforced.
  - Only certified plant and equipment to be used.
  - Use of experienced and certified operators.
  - Tool box talks and site induction on works undertaken.
  - PPE to be worn at all times.

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#### 4.16 Groundwork and Buried Services (only for very occasional digging of drains etc.)

##### Hazards

- Trench collapse
- Falling into trenches
- Gas explosion
- Electrocution
- Undermining structures

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Site will be surveyed as per drawings (if available) to ascertain exact location of any buried services.
- All services shall be clearly marked.
- Hand digging shall be used in the vicinity of any services
- Trenches shall be battered back where ground conditions require.
- All vehicles, plant and equipment will be kept back a safe distance from any trench.
- Good secure ladders shall be provided where appropriate.
- All excavations shall be fenced off to prevent unauthorized access.
- The services of a surveyor shall be sought where necessary.

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#### 4.17 On course fuelling

##### Hazards

- Fire
- Fuel spill

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Only approved containers to be used for fuel.
- Spill kits for fuel to be on hand.
- Fire extinguisher suitable to the risk and any nearby combustibles to be on hand.
- Fuel only to be pumped from approved containers.
- All road going bowzers shall be internally banded.
- All road going bowzers shall be subject to periodic maintenance.
- Fuel Bowzers are never to be lifted on uneven ground.
- No smoking or naked flame in the vicinity of refuelling.

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4.18 Club work vehicles/machines (Machines are generally rented as necessary, controls below shall be implemented as appropriate).

#### Hazards

- Personal Injury from inadequate maintenance / Checks on Club Vehicles
- Damage to property from inadequate maintenance / Checks on vehicles

Person at risk:

Employees / Sub-Contractors / Visitors / Others

Tractors and Ride-On Mowers

#### HAZARDS

1. Overturning causing entrapment beneath the tractor
2. Persons being run over/struck by tractor
3. Loose clothing catching in drive shaft
4. Jumping from a tractor while still in motion.
5. Excess speeding in confined areas.
6. unauthorised/Inexperienced personnel having access to tractors and associated machinery

#### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Briefing document in part 1 of appendix to be given to all staff working on grounds.
- Full list of equipment set out in Appendix along with names of those trained.
- All tractors and ride on mowers should be fully roadworthy
- Tractor and ride on mower drivers being responsible for the up-keep of all aspects of the tractor, e.g. damaged seats should not be allowed to deteriorate to the point where possible injury could result.
- Tractor and ride on mower drivers must on no account carry passengers on their vehicles unless that such vehicles are suitably modified with appropriate secondary seating etc.

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- All parts and working gear of vehicles fitted with forks or any other attachments for stacking, loading or unloading goods must be thoroughly examined every six months
- Keys must be removed from the Tractor and ride on mower when not in use.
- Guards should be over drive shafts at all times

### Training of drivers

Drivers will be trained on each type of vehicle they are required to drive

### Other Vehicles List:

- Mowers
- Mini diggers
- Etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Safety cut-outs on all equipment.
- Only trained staff may use lawnmowers.
- All blades shall be kept sharp to ensure smooth cutting.
- Staff will not carry out any general maintenance on vehicles.
- Monthly Vehicle Inspection Sheets must be used and stored in Club vehicle and returned to office for inspection at the end of every month
- All equipment subject to a planned schedule of maintenance.
- All equipment shall be subject to the statutory maintenance checks as per the construction regulations.
- Employees have a legal duty to report any known defects.
- Only those with relevant skills cards may operate machinery
- Any lifting equipment is inspected at statutory intervals as per our insurance company recommended inspector and the 2006 regulations.
- Wind is always assessed before carrying out lifting.
- Operator to make sure there are no obstructions.
- Keys are never left in vehicles.
- All vehicles will be secured at night to prevent unauthorized access.

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## 4.19 Chainsaws and Heavy cutting

Hazards  
Amputation

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### Control Measures

NB – All staff who use Chainsaws must be certified by Teagasc. General guidelines from the HSA will also be followed. This section of the Safety Statement summarises the controls.

The following general controls shall apply once training has been given.

The following PPE will be worn:

- Safety helmet (complying with EN 397).
- Eye protection (mesh visor complying with EN 1731 or safety glasses to EN 166). Hearing protection (complying with EN 352).
- Gloves with protective guarding on the back of the left hand (complying with EN 381-7).
- Leg protection incorporating chain-clogging material (complying with EN 381-5).
- Protective boots with good grip and protective guarding at front vamp and instep (complying with EN 345-2).
- Non-slag outer clothing. The use of high-visibility clothing may also be appropriate.

Only use a chainsaw if:

- the stop switch works and is clearly marked;
- the front hand guard/chain brake, chain catcher and antivibration mounts are undamaged and functional;
- the throttle opens only when the throttle lock is depressed; it is fitted with a chain type recommended by the manufacturer and is designed to reduce kickback, which is the uncontrolled upward and/or backward motion of the guide bar. It happens when the nose of the guide bar contacts an object such as a log or branch or when the wood pinches the saw chain in the cut (see Figure 1);
- the exhaust system and silencer are in good order;

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- there is a mandatory hearing protection symbol on the chainsaw.

Preparing for the Work:

- Operators should not normally work alone.
- Ensure that a risk assessment has been carried out and the significant findings recorded. Make sure all workers involved in any operation on the worksite are made aware of and comply with the controls identified.
- Agree a safe method of operation for the work to be done
- Ensure that a designated and responsible person knows the daily work programme and agree with them a suitable emergency procedure.

In case of emergency, be able to provide the emergency services with adequate information.

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#### 4.20 Maintenance Pit (Delete if not applicable)

##### Hazards

- Fire
- Fuel spill
- Slip and fall

Person at risk:

Employees / Sub-Contractors / Visitors / Others

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- Pit is clean at all times
- Ladder for pit is inspected and maintained
- Pit is always covered by a metal grid (and a machine parked over it if possible) when not in use.
- Pit is always drained of water using the sump pump.
- Only qualified staff are allowed to use the pit.
- Machines are never parked fully over the pit when in use, half of pit is always left clear.

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## 4.21 Welding

Hazards

Burns Arc eye Fire

Person at risk:

Employees / Sub-Contractors / Visitors / Others

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### GENERAL CONTROL MEASURES

- ❑ Where the use of oxy-acetylene or electric welding or cutting plant or any blow lamp torch is to be done, Safety precautions and fire precautions must be discussed with the Site Safety Manager.
- ❑ The immediate area must be segregated to the greatest practicable extent by the use of non-combustible materials.
- ❑ Combustible floors in this segregated area must be covered with sheets of incombustible material.
- ❑ Other hazards within or near to the segregated area such as tanks above or below ground level and containing flammable liquids or gases, must be protected by overlapping sheets of incombustible material.
- ❑ Where work is being carried out in any enclosed building or other structure, a fire warden must be present to see that there is no outbreak of fire.
- ❑ No hot work should be carried out unless specifically authorised
- ❑ Two or more of the following must be kept available for immediate use near the scene of operations:
  - ❑ buckets of water
  - ❑ or sand
  - ❑ fire extinguishers as specified.
- ❑ A thorough examination must be made in the vicinity of the work after the termination of each day's operations, also 30 minutes and one hour after completion of works. Burning / Welding Gear Must: only be retained at the work place for the duration of its actual use be secured to a trolley or wall mounted be fitted with BS hoses, permanent hose clamps, hose check valves, regulators and flash back arresters

### SAFETY CONTROL POINTS

The operator should ensure that these safety precautions and procedures are read and fully understood before the equipment is

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used. Operators should also be aware of the recommendations of the British Compressed Gases Associations Code of Practice CP7-The safe use of oxy-fuel gas equipment.

- ❑ The area used for welding and cutting operations must be well ventilated and clear of flammable material.
- ❑ The operator must use goggles, gloves and other protective clothing to safeguard himself against sparks and flames.
- ❑ Cylinders must be properly secured in an upright position,
- ❑ Regulators must be correct for the gas and the pressure range required. They should be examined for leaks and any form of damage, particularly to gauges before use.
- ❑ Cylinder outlets must be free from dirt (a little gas should be 'snifted' through the valves before attaching the regulators ) and regulator bullnosed nipples, seating and threads must be free from damage.
- ❑ Hoses should be in good condition and free from cuts or abrasions. New hoses must be blown through to remove any dirt or dust before fitting nut and hose nipple to '1 regulator end ' and HCV or 'Flashguard ' to '1 blowpipe end ' of hose.
- ❑ All hose connections must be free of dirt, in good condition and properly tightened.
- ❑ Oil and grease must never be used with oxygen regulators or other equipment connected with oxygen supplies.
- ❑ The regulator P. A. (pressure adjusting) screw must be in the unscrewed (zero pressure.) position before opening the cylinder valve.
- ❑ Blowpipe valves must be in the closed position before opening cylinder valves.
- ❑ The cylinder valves must be opened slowly to prevent a pressure surge and an
- ❑ Approved cylinder key must be used. The key should be left on the cylinder.
- ❑ The regulators must be correctly adjusted to give the manufacturer's recommended pressures for the cutting or welding nozzles being used and the work to be done, Setting should be carried out in the flow condition.
- ❑ The hoses must be purged individually, away from naked light, before lighting the blowpipe
- ❑ The blowpipe should be examined to ensure that it has no teaks before being lit.
- ❑ To light the blowpipe, ignite fuel gas first and then open oxygen valve until a neutral flame is obtained.
- ❑ To extinguish blowpipe, close fuel valve first and then the oxygen valve. (If a sustained backfire is experienced close oxygen valve first.)
- ❑ The oxygen and fuel gas cylinder valves should be closed firmly.

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- ❑ Pressure in the hoses should be released by opening and then closing each blowpipe valve in turn.
- ❑ The regulator P. A. screws should be unscrewed into the zero pressure position.

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## 4.22 Oils and Lubes

### Hazards

- Fire
- Spill
- Skin problems

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Only approved containers to be used for oils.
- Spill kits for fuel to be on hand.
- Wear gloves to avoid skin irritation
- Only use specialist gear oils or other lubes as per the instructions from the manufacturer.
- Close all container after use.
- Do not decant into unlabelled containers.
- Wash hands before eating
- Use barrier creams if needed.

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## 4.23 General Health Hazards on course

### Hazards

- Weils
- Lyme
- Tetanus.

Person at risk:  
Grounds staff

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

#### General Advice:

#### Weil's disease (Leptospirosis)

Water in ditches, slow moving rivers and ponds may contain rat urine capable of causing this life-threatening disease. Infection arises through cuts, abrasions and through the eyes and the lining of the nose and mouth. Always wash your hands before eating, drinking or smoking. Cover cuts and broken skin with waterproof plasters. If you are working with parts of your body immersed in water wear waterproof protective clothing. Never touch dead rodents with bare hands.

Weil's disease starts as a feverish illness with a high temperature and headache. At this stage it can easily be controlled with antibiotics, so contact your GP straight away. Carry a leptospirosis medical contact card to alert others to the possible nature of your illness.

#### Lyme disease

This disease is spread by bites from infected ticks. The earliest sign may be a faint ring-shaped rash. Often you may not notice this and only become aware of the illness when you start to experience intermittent flu-like symptoms. At this stage the infection responds well to antibiotics but if left untreated may result in serious illness. The best defence is to keep your skin covered – especially your legs. Check your skin and clothing frequently. Carefully remove any ticks and place a small dressing over the bite. The sooner the ticks are removed the less likely you will be infected.

If you are worried about possible infection contact your GP.

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### Tetanus

The organism causing tetanus is widespread and can enter your body through cuts, abrasions or puncture wounds made by splinters and thorns. It is potentially fatal and immunisation before infection is the only certain way of dealing with the disease. Check with your doctor how often you need a booster.

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## 4.24 Insects and Allergies

### Hazards

- Stings.
- Anaphylactic shock

Person at risk:  
Grounds staff

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score = 2	Score = 2	Result = 4

### CONTROL MEASURES

#### Tips for avoiding insect stings

Bees and wasps rarely sting unless they are aggravated.

Avoid perfume, cologne or scented soaps if you are going into an area where there are likely to be bees or wasps.

Bees and wasps are attracted to brightly coloured, patterned clothing. Insect repellent doesn't work on stinging insects. It might even attract them.

Stay calm if a bee lands on you. It will eventually leave of its own accord. If you don't want to wait for it to leave, slowly and gently brush it away.

#### If you are stung

If you are stung in the mouth or nose, get immediate medical help as swelling could block airways.

Remove the stinger without squeezing the bag of venom. Gently scrape it out using a blunt object such as a credit card or scraper. The sooner you can remove it, the better.

Prevent infection: wash the affected area carefully with soap and water and keep it clean until it is completely healed.

Applying a preparation Savlon may provide relief from pain and swelling. Reduce swelling by applying a cold pack or an ice pack wrapped in a cloth

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## 4.25 General outdoors safety

Members will be informed of any closure or adjustment to course facility due to adverse weather conditions.

### HAZARDS

- Sun, Rain, Ice, Wind

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES AND ADVICE

- Wear warm or waterproof clothing in poor weather.
- Be aware of possibility of ice.
- Protect yourself from too much sun.
- Wear a hat and light-coloured long-sleeved shirts and trousers.
- Put on sunscreen before going out and re-apply it often.
- Wear sunglasses to protect your eyes.
- Stay cool in the heat.
- Wear 'breathable' cotton fabrics.
- Drink LOTS of fluids; at least a cup every half hour when it's really hot.
- Alternate between water and sports drinks (isotonic fluids).
- Avoid alcohol and caffeine – they dry you out.

Pay attention to signs of heat exhaustion – Nausea, Dizziness, Headache, Blurred vision, Cold/wet (clammy) greyish skin or disorientation.

### Watch for signs of heat stroke

Chills, Irritability and restlessness, Convulsions or rapid shallow breathing, Disorientation or euphoria, Red face and skin, Dry skin, Fainting.

Get help if you think you have heat exhaustion or stroke.

- Get medical help.
- Get out of the heat.
- Lie on your back with your feet up.
- Cool down with the help of wet cloths, alcohol wipes or immersion into tepid water.
- Replenish fluids; drink water and sport drinks (isotonic fluids).
- Get rest. Recovery may take days.

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## 4.26 Spraying

### HAZARDS

- Chemicals

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- All controls as per earlier assessment on Hazardous Substances and chemical (COSHH) assessments to be followed.
- All controls as per earlier assessment on Club Machinery to be followed.
- Only trained staff may use the sprayers whether they are knapsacks or vehicle mounted.
- Where possible spray staff will attend spray training program.
- Before using, always inspect the backpack pesticide sprayer tank for damage or defects and make sure sprayer hoses, regulator, wand, and nozzle(s) are clean and functioning properly. Pay particular attention for leaks from the sprayer and attachments.
- Always wear appropriate personal protection equipment, including eye protection, chemical-resistant gloves, and coveralls and when necessary, chemical-resistant clothing and a respirator.
- Follow instructions on the substance label when mixing substances for use in a backpack sprayer.
- Pour the pesticide mixture through the filter basket when loading the backpack sprayer tank.
- Due to the weight of a loaded backpack spray, be careful when walking or bending. Look where you are stepping and always bend at the knees.
- Due to their inherent hazardous nature, never use flammable liquids, acids, or caustic chemicals such as bleach in a backpack sprayer.
- Relieve sprayer tank pressure through the shut-off valve and spray wand before adjusting the pressure regulation valve or control knob.
- Apply pesticides at the rates recommended by the manufacturer.
- Never point the spray wand in the direction of people or animals.

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- Spray tanks, hoses, regulator, wand, and nozzle(s) shall be rinsed thoroughly after each use. Rinsate (and pesticide containers) shall be disposed of properly.

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## 4.27 Hedge Cutters

### HAZARDS

- Entanglement
- Amputation
- Physical injury
- Fire and/or fuel spill

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

These are a summary of the more important control measures. Full safety controls are shown in the Manufacturers instruction manual. As each model of cutter is unique, the manual must always be consulted.

- Only staff familiar with the equipment may operate it.
- Manufacturer's instructions from manual to be followed.
- Report all defects and never modify or bypass controls.
- Refuelling to be carried out as per earlier assessment.
- Blade must be covered by scabbard when carried.
- Lone employees may not use the hedge cutters while on ladders.
- Solid working platform to be used at all times.
- Secure A-Frame ladders may be used for short durations where they are held firmly by a second person.
- Before use the following must be checked:
  - Spark plug secure
  - Cutting blades secure
  - No fuel leaks
  - Cutter guard (if fitted) secure
- Ensure cutting blades are clear of the ground
- Check that there are no bystanders in the general work area.
- Watch the cutting blades at all times – do not cut areas of the hedge that you cannot see.
- Be extremely careful when cutting tall hedges, check the other side of the hedge before starting work.
- Make sure the idle speed setting is correct. The cutting blades must not run when the engine is idling with the throttle trigger released.
- Take special care in slippery conditions – damp, snow, ice, on slopes or uneven ground.

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- Clear away fallen branches, scrub and cuttings.
- Watch out for obstacles: Roots, tree stumps or holes which could cause you to trip or stumble.
- Make sure you always have good balance and secure footing.
- Inspect the hedge and work area to avoid damaging the cutting blades:
- Remove stones, rocks, pieces of metal and other solid objects.
  - When working close to the ground, make sure that no sand, grit or stones get between the blades.
  - Take particular care when cutting hedges next to or against wire

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## 4.28 Leaf Blower/Vacuums

### HAZARDS

- Electricity
- Fuel
- Fire
- Entanglement

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Don't point the blower at people when it is in operation.
- Direct the debris away from people, animals, glass and solid objects so that material does not ricochet causing harm or damage.
- Store your blower out of the reach of unauthorised persons.
- Never work alone; always be able to contact someone quickly for help, if necessary.
- Use goggles, ear plugs or muffs and work gloves. If it is dry outside, wear a dust mask.
- Wear snug-fitting clothes allowing you to move freely. Be aware that loose sleeves, scarves, long hair, skirts, or jewellery can get caught in moving parts. Long pants and sleeves and work gloves will prevent injury from flying debris.
- Start, run and use the leaf blower only when standing upright and outdoors.
- Do not operate the blower on a ladder or roof and without the required blower tubing.
- Do not use the blower to spread or mist chemicals, fertilizers or other toxic substances.
- Never use a plug-in electric blower while standing on any wet surface.

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## 4.29 Brush Cutters and Flymos

### HAZARDS

- Entanglement
- Amputation
- Physical injury
- Fire and/or fuel spill

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

These are a summary of the more important control measures. Full safety controls are shown in the Manufacturer's instruction manual. As each model of cutter is unique, the manual must always be consulted.

- Only staff familiar with the equipment may operate it.
- Manufacturer's instructions from manual to be followed.
- Non standard attachments may not be fitted to this machine. Only attachment as supplied by the manufacturer may be used. This is especially the case with regard to the "Flail" type chain attachments.
- Report all defects and never modify or bypass controls.
- Refuelling to be carried out as per earlier assessment.
- All loose clothing to be removed, clothing should be snug and not easily caught in the machine.
- Safety boots, ear defenders and Goggles or face guard to be worn.
- Before use the following must be checked:
  - o Spark plug boot secure
  - o Cutting head or attachment secure
  - o No fuel leaks
  - o Cutter guard/deflector head secure
- Area to be fully segregated from by-passers.
- Exclusion area of 15 metres to be maintained as loose debris such as stones can be flung quite a distance by the rotating head.
- Always hold the machine with both hands and move in a smooth manner.

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- Be aware of the environment as the wearing of ear defenders can cut out calls or shouts in the vicinity.
- Take special care in slippery conditions – damp, snow, ice, on slopes or uneven ground.
- Watch out for obstacles: Roots, tree stumps or holes which could cause you to trip or stumble.
- Make sure you always have good balance and secure footing.
- To reduce the risk of serious or fatal injury from breathing toxic fumes, ensure proper ventilation when working in trenches, hollows or other confined locations.
- To reduce the risk of accidents, stop work immediately in the event of nausea, headache, visual disturbances (e.g. reduced field of vision), problems with hearing, dizziness, deterioration in ability to concentrate. Apart from other possibilities, these symptoms may be caused by an excessively high concentration of exhaust gases in the work area.
- Operate your power tool so that it produces a minimum of noise and emissions – do not run the engine unnecessarily, accelerate the engine only for cutting.
- When attaching and using Mowing Heads, Brush Knife, Shredder Saw, Circular Saw or Metal Cutters refer to the manual and ensure that all parts are secure.

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## 4.30 Minor tree surgery/fallen trees

### Hazards

- Equipment and tools
- Falling trees, branches, etc.

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

This assessment provides guidelines on how to approach the felling of smaller trees and breaking up of fallen trees. For all these operations a Method Statement specific to the job will be drawn up that takes account of the local conditions, prevailing weather, etc. The control measures set out below will be used where appropriate but are not exhaustive. The instructions have been provided courtesy of the HSE in the UK.

- Only suitably qualified and experienced staff may undertake this task.
- Check that all necessary aid tools are available and in a serviceable condition. Aid tools that may be needed include a breaking bar, hand tools, wedges, winch, etc.
- A safe method of operation must be agreed to ensure that a safe working distance can be maintained between workers (at least two tree lengths) and between workers and machinery (outside the risk zone of the machines being used).
- Ensure that all underground services such as gas, water, sewage, electricity and telephones have been identified before felling.
- Do not fell if wind conditions are such that control over the felling direction might be lost.
- Look out for dead wood, insecure branches and any signs of decay both in the trees to be felled, and in adjacent crowns. Be constantly aware of likely danger, especially when the tree begins to fall.
- Decide the direction of fall and select a suitable escape route.
- Ensure the escape route is clear of obstructions
- Remove debris from around the base of the tree and any vegetation which might obstruct the operation. Flatten any soft vegetation which could restrict the dispersal of chainsaw exhaust fumes.

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- When removing low branches from the tree (brashing), ensure the operator is protected from potential kickback by keeping the guide bar out of line with the body, and by using the stem for protection.
- Do not use the saw above shoulder height.
- Always make a sink as this allows the tree to topple on a hinge that controls the rate and direction of fall.
- The top and bottom sink cuts should meet exactly with no over-cutting which could weaken the hinge.
- Make the main felling cut at or slightly above the level of the bottom sink cut.
- Use appropriate aid tools or techniques where there is a possibility of the tree moving and trapping the saw.
- To achieve good directional control, leave a parallel-sided hinge not less than 25 mm thick at right angles to the direction of fall.
- Where rot is found, ensure that the felling cuts are adjusted to maintain control of the felling direction.
- If the chainsaw jams, switch it off. Pull the saw gently to see if it can be dislodged, otherwise use the correct aid tools to open the cut.
- If the tree has to be left, appropriate measures should be taken to ensure the exclusion zone is maintained. Reassess the situation before continuing the felling operation.
- Where necessary use the appropriate felling aids. When using a breaking bar to lever over the tree, keep the back straight using the legs to lift. Keep both hands on the lever.
- Once any felling cut has been started on a tree, the tree must not be left standing. Do not start a new operation until the tree has fallen.
- When the tree begins to fall, step back and to the side into the escape route. Watch for falling branches and tops. Beware of the butt rebounding.
- So far as is reasonably practicable complete any necessary de-limbing of a felled tree before felling another tree onto it.
- Make every effort to take down a hung-up tree immediately. If this cannot be done, establish adequate exclusion zones. Move to an alternative felling area until the hung-up tree can be safely dealt with.
- Ensure that no other person is within a distance equal to twice the height of the tree.
- Even proper lifting techniques and manual aid tools have their limitations when it comes to dealing with heavy loads. In such circumstances seek advice and use handling equipment where necessary.

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- When using a chainsaw to remove part or all of the hinge, work from a safe position at the side of the tree.
- When rolling lodged trees use a pushing movement. Maximum leverage and muscular effort is obtained by keeping the lever between waist and chest height. Stay outside the danger zone
- Carefully assess the tree to decide the safest and most effective method of takedown, and identify the danger areas around the tree.
- When moving the butt using a pole as a lever, keep behind the pole, and use the legs to push.
- When the tree begins to fall let go of the pole or lever.
- Do not:
  - fell the supporting tree in an attempt to free the hung-up tree;
  - climb a hung-up tree;
  - fell another tree across the hung-up tree in an attempt to dislodge it;
  - walk or work under a hung-up tree;
  - cut pieces off the butt end of a hung-up tree in an attempt to dislodge it.

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#### 4.31 Working near water

##### HAZARDS

- Drowning

##### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- All water hazards are marked as out of bounds.
- All previous assessments relating to the use of machinery or equipment must be followed in conjunction with this assessment.
- Assessment on Brush cutters and Flymos to be followed in conjunction with this assessment.
- Life rings are provided adjacent to all Ponds and Streams.
- Signs are placed at water edge.
- When using the Flymo (or other equipment) on the banks never allow your body to be between the mower and the water. Always face the water.
- When cutting grass near the stream remain it is permissible to bring the cutting guard close to the edge as the supporting wall has been refurbished and is unlikely to be undermined. However extreme caution must be maintained to ensure the wheels do not come close to the edge and there is no danger of toppling the machine into the stream.
- Finish the mowing using the Flymo or Brush Cutter as per the growth conditions.

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## 4.32 Compressed Air

### HAZARDS

- Eye injury
- Penetration of skin
- Line Whip injuries
- Bursting vessels

### RISK ASSESSMENT:

Likelihood	Severity	Risk Value
Score =	Score =	Result =

### CONTROL MEASURES

- Designed and installed to BS 6244.
- Compressor serviced by an external contractor and subject to Statutory inspections.
- All staff using air line are trained on equipment.
- Valves and hose assemblies are in accordance with Manufacturer's guidelines.
- Employee to wear gloves and safety glasses/goggles when using air.
- Horseplay with an airline as with all other equipment is strictly forbidden.
- Explosion of vessel or bursting of an airline will result in the General Manager making a report of a Dangerous Occurrence to the HSA.

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### 4.33 Ladders

#### HAZARDS

Note: Ladders must only be used for short periods and only where there is no suitable alternative.

- Items falling from ladders
- Working from ladders
- Throwing waste material from ladders
- Overreaching
- Overbalancing
- Ladders Falling
- Falls from Ladders
- Electrocution
- Defective Ladders

Person at risk:

Employees / Sub-Contractors / Visitors / Others

#### RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

#### CONTROL MEASURES

- Ladders must be in good condition, free from defects and to be inspected by a competent person before ladder is to be used.
- Ladder must be positioned on solid ground - if it is metal, check that caps on the feet are in place and in good condition.
- Ladders to be used the correct way up - strengtheners to be on the underside of rungs.
- Ladders should not be painted as this hides defects.
- The ladder must be sited on a level surface and securely tied on both sides near its upper resting place. If it cannot be tied at the top, it must be held by a person stationed at the foot of the ladder.
- Ladders must extend at least 1m over landing stage and set at a slope of 1 out to 4 up (75°)
- Workers to climb ladders with both hands free (i.e. not carrying materials)
- Move ladder along with work to prevent overreaching.
- If working near overhead cables, do not use metal ladders.
- Only one person at a time on a ladder
- Class 1 heavy duty ladders to be used in all Club work.
- If a ladder cannot be properly repaired, it must be scrapped
- Do not stand on top 2 rungs of step ladder
- Extension ladders > 6m long, overlap of 4 rungs required

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#### 4.34 Noise

##### HAZARDS

Note: All Machinery Manuals to be individually reviewed to ascertain the expected noise emissions.

- Excessive noise both high pitch and high frequency

Person at risk:

Employees

##### RISK ASSESSMENT

Likelihood	Severity	Risk Value
Score =	Score =	Result =

##### CONTROL MEASURES

- All Machinery Manuals to be individually reviewed to ascertain the expected noise emissions.
- All relevant employees will be provided with Personal Protective Equipment relevant to the stated noise hazard.
- All Machinery to have clear labelling showing expected noise levels.
- All machinery to be serviced as per the Manufacturer's instructions in order to prevent noise levels increasing with age and wear.

Where the Course Superintendent has been notified of a particular problem with any piece of machinery he will arrange for a specific Noise Assessment to be conducted by an external consultant.

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PART 5

ANNUAL REPORT

ABC COMPANY

SAFETY STATEMENT

The following is a report of progress with our Health and Safety Policy as required by Section 12(6) of the Safety Health and Welfare at Work Act 2005.

SAFETY TRAINING:

During the year, the following safety training courses were run:

- 1
- 2
- 3

External safety and health courses attended by our staff included:

- 1
- 2
- 3

NEW SAFETY ARRANGEMENTS

The following new safety arrangements were put in place during the year:

- 1
- 2
- 3

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# Safety Statement Document Review

## ABC COMPANY

To ensure the proper implementation of our Safety Systems we shall review the Safety Statement periodically and at least annually.

Date of Review	Signed for Club	Description of Changes	Date of update

### Part 6 Staff Sign Off

We the undersigned accept that:

- We have been shown the Safety Statement,
- We know where it is to be kept for review,
- We will adhere to all safety rules as set out by ABC Company
- We will not act in any way that could be harmful to ourselves or any other person.

Name in block	Signature	Date

Appendix

PREVIEW

### 1. Driving in the Safety Zone Staff Briefing

"Driving in the Safety Zone" means making choices that keep you out of high-risk situations and hazards, like steep slopes or sudden drop-offs near water. Stay off hills or surfaces with a slope greater than 15 degrees.



Maintain areas close to water with a hand trimmer or walk mower.

Avoid driving your a mower too close to water. There may be drop-offs, the surrounding grass can be wet or slippery, or the ground might be muddy and unstable.



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# ABC Company Safety Statement

Give yourself plenty of clearance.

It's tempting to get as close to water or edges as you can to eliminate a little hand work. But don't sacrifice safety in the interest of saving a little time or effort. Give yourself plenty of clearance.

Some people use 2 mower widths as a guide.



## Safety Basics

Safety basics when operating any mowing equipment:

- wear goggles and protective hearing devices
- read the manual and safety decals
- avoid drugs and alcohol





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# ABC Company Safety Statement

Keep movements deliberate and steady.

Mowers operate differently than traditional garden tractors. They're maneuvered with control levers rather than steering wheels. They're fast, and they can turn on a dime - that's why they're so popular. In the interest of safety, keep your speed under control and operate the control levers with smooth, even pressure.



## Maneuvering Hills

Depending on the surroundings, you may feel more comfortable mowing from side to side or up and down a hill. But in either case, hills can cause loss of traction. Never drive your ZRT mower on any slopes greater than 15 degrees. Keep movements deliberate and steady. Don't make sudden changes in speed or direction.



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# ABC Company Safety Statement

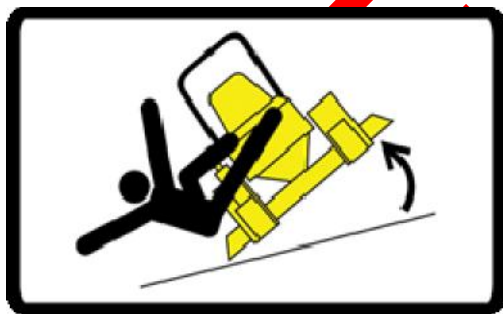
## Retaining Walls and Drop-offs

Retaining walls and drop-offs around steps or ramps are a common hazard. Give yourself plenty of clearance. Hand-trim the edges with a walk-behind mower or string trimmer.



## Avoiding Tipovers

For enhanced safety, Rollover Protection Systems (ROPS) are standard equipment on all mowers. If your mower is not equipped with a ROPS, we strongly encourage you to protect yourself and your workers by speaking with a dealer about installing a 2-post foldable ROPS that is certified to HSA standards.



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# ABC Company Safety Statement

## 2. Machinery list and record of staff trained

Machine type	Staff Trained
Ride on John Deere	1
	2
	3
	4
	5
Rough Mower	1
	2
	3
	4
	5
Fairway Mower	1
	2
	3
	4
	5
Greens and Tees Mower	1
	2
	3
	4
	5
Tractors	1
	2
	3
	4
	5
Walk behind Mowers	1
	2
	3
	4
	5

Logo here

# ABC Company Safety Statement

Machine type	Staff Trained
Strimmers	1
	2
	3
	4
	5
Flymos	1
	2
	3
	4
	5
Chainsaw	1
	2
	3
	4
	5
Sprayers	1
	2
	3
	4
	5
Mini Digger	1
	2
	3
	4
	5
Leaf blower Knapsack and tractor	1
	2
	3
	4
	5

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# ABC Company Safety Statement

Machine type	Staff Trained
Verti Drain	1
	2
	3
	4
	5
Sod Cutter	1
	2
	3
	4
	5
Welding	1
	2
	3
	4
	5
Other	1
	2
	3
	4
	5
Other	1
	2
	3
	4
	5
Other	1
	2
	3
	4
	5

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### 3. Accident Report Form

Location:	Department/Division:
Date of Accident/Incident:	Date of Review:
Management present:	
Injured Party	

Nature of loss	Nature and extent of actual or potential loss to people, property, process or the environment
Description	Description of the Accident/Incident (who, what, how, when)
Causes	Why did the Accident/Incident occur, (root, basic and immediate causes)?
Recommendations	Action to prevent recurrence, responsibility & action by dates:
Reporting	Distribution of investigation information organisation wide and statutory reporting / reply:

[illegible]

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# ABC Company Safety Statement

## 5. Staff Suggestion forms

SECTION A: To be completed by staff member with suggestion

Staff Member Name: \_\_\_\_\_ Position: \_\_\_\_\_  
Date: \_\_\_\_\_

Details of Suggestion:

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SECTION B: to be completed by Supervisor or Manager 1

Action Taken:

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Signature: \_\_\_\_\_

Date \_\_\_\_\_



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## PART 8 Related Policies

### 8.1 ABC Company Environmental Policy

ABC Company will seek to promote the conservation and sustainable use of natural resources and to minimise environmental pollution in all their activities and, where possible, by it's influence over others. The objective will be to minimise the environmental impact of all operations.

Consideration will be given to substitution of polluting substances with "greener" alternatives wherever possible. Steps will be taken to minimise smoke, dust, noise, and vibration nuisance - the potential for which will be identified during the assessment process.

All waste disposals shall be carried out by registered carriers and removed to registered disposal sites. Documentation shall be held to demonstrate compliance with this. Wherever possible waste shall be recycled, reclaimed or reused.

Liquid pollutants will not be allowed to enter watercourses. All liquid storage will be bunded wherever there is a risk.

This policy will be enforced by managerial vigilance and shall be subject to regular auditing and review.

**PRELIMINARY**

## 8.2 ABC Company Equality Policy

ABC Company are an equal opportunities Employer & thus, as laid out in this policy, seek to comply with all legal regulations & directives with regard to dealing with individuals or groups in a fair & legal way.

It is the policy of ABC Company to deal (employ, pay, consult, interview, speak to, and write to etc.) with any person/s equally & with dignity Regardless of disposition:

- Gender
- Race
- Colour
- Creed (Religious Persuasion)
- Nationality
- Disability or Physical Impairment
- Financial Status

ABC Company, its Management and Staff must uphold & comply with this policy. Failure to comply with this policy could result in immediate disciplinary action & possible dismissal.

Should any person cause harm, harass, sexually harass or disadvantage any of the above because of their disposition, that person/s will be reported to the Authorities & will be dealt with on a legal basis.

It is the overall policy of this company to practice equality & to be fair to all.