

Knighton Heath Golf Club



Knighton Heath Golf Club **Health and Safety Policy**

17th October 2024

This policy is due for review on or before 16th October 2025

Knighton Heath Golf Club







HEALTH AND SAFETY POLICY SIGNATURE SHEET

Please sign below to confirm that you have read and understood the contents of this Health and Safety manual. Please speak to **Kevin Eden**, General Manager if you require any further information.

	Print Name	Signature	Date
1	M. Diment		
2	J. Elsbury		
3	E. Ceo		
4	A. Heckford		
5	T. Kalushyan		
6	D. Bennett		
7	B. Tomlinson		
8	M. Convery		
9	G. Hastie		
10	D. Parker		
11	L. Hobson		
12	D. Stasia		
13	P. Miles		
14	J. Miles		
15	A. Makowski		




Knighton Heath Golf Club – Health & Safety Policy

POLICY REVISION SHEET

Revision	Date	Filename	Knighton Heath Golf Club Health & Safety Policy	
1	22.11.2016	Description	First Issue of H&S Policy	
			Prepared by	Approved by
		Name	Malcolm Pitcher	Reunert Bauser
		Signature		
2	15.05.2017	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	2 nd issue of H&S Policy – staff changes/additions	
			Prepared by	Approved by
		Name	Malcolm Pitcher	Reunert Bauser
		Signature		
3	15.05.2018	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	Third Issue of H&S Policy – annual review	
			Prepared by	Approved by
		Name	Malcolm Pitcher	Reunert Bauser
		Signature		
4	15.05.2019	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	4 th Issue of H&S Policy – annual review changes / additions	
			Prepared by	Approved by
		Name		Reunert Bauser
		Signature		


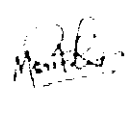

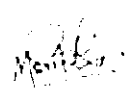

Knighton Heath Golf Club – Health & Safety Policy

POLICY REVISION SHEET

Revision	Date	Filename	Knighton Heath Golf Club Health & Safety Policy	
5	15.05.2020	Description	5 th Issue of H&S Policy changes/additions	
			Prepared by	Approved by
		Name		Reunert Bauser
		Signature		
6	15.05.2021	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	6 th Issue of H&S Policy changes/additions	
			Prepared by	Approved by
		Name		Reunert Bauser
		Signature		
7	16.05.2022	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	7 th Issue of H&S Policy changes/additions	
			Prepared by	Approved by
		Name		Reunert Bauser
		Signature		

Knighton Heath Golf Club – Health & Safety Policy

POLICY REVISION SHEET

Revision	Date	Filename	Knighton Heath Golf Club Health & Safety Policy	
8	01.08.2022	Description	8 th Issue of H&S Policy changes/additions	
			Prepared by	Approved by
		Name		Reunert Bauser
		Signature		
9	09-10-2023	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	Annual update of Health & Safety Policy with additions/amendments re: 2.1 Organisation Chart and associated responsibilities throughout the Policy; 3.13 Personal Protective Equipment; 3.14.1 Sub-Contractor Risk Assessments; 3.16 Emergency Procedures – Fire and Evacuation; 3.16.1 Fire Extinguishers; 3.19 Environment and Waste Management; 3.33.1 Gas Installation; 3.36 Infectious Diseases; 3.36.1 COVID-19; 3.36.2 HIV and Hepatitis; and 3.37 Exposure to UV Rays	
			Prepared by	Approved by
		Name	Malcolm Pitcher	Kevin Eden
		Signature		
10	17-10-2024	Filename	Knighton Heath Golf Club Health & Safety Policy	
		Description	Annual update of Health & Safety Policy with additions/amendments re: 3.9.1 Notice Board; 3.9.2 Formal Communications; and 3.15 Prevention of Access by Unauthorised Persons	
			Prepared by	Approved by
		Name	Malcolm Pitcher	Kevin Eden
		Signature		

**Please DO NOT remove any
pages from this manual.**

Please request that your requirements
are printed for you.

Thank You

Kevin Eden
General Manager

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SECTION 1 GENERAL STATEMENT OF INTENT

Knighton Heath Golf Club (the Company) believes that Health & Safety is a vital component of the business. A good health and safety record goes hand in hand with high productivity and quality standards.

Employees are the most important asset to this Company, and therefore their health, safety and welfare is a priority at all times.

Knighton Heath Golf Club believes that prevention is not only better, but cheaper than cure. Profits and safety are not in competition - on the contrary, good Health & Safety is good business.

From a legal perspective, Knighton Heath Golf Club is committed to ensuring that it complies with all / relevant health and safety legislation. Where it is reasonably practicable to do so, Knighton Heath Golf Club will strive to go beyond the requirements of legislation.

Knighton Heath Golf Club is committed to ongoing monitoring and review processes, so that continual improvement in the management of health and safety can be achieved.

Our general intentions are:

- To provide adequate control of the Health and Safety risks to employees and others rising from our work activities.
- To consult with our employees on matters affecting their health & safety.
- To ensure safe handling and use of substances.
- To provide adequate information, instruction and training supervision for employees.
- To prevent accidents and cases of work related ill health;
- To maintain safe and healthy working conditions.
- To review and revise this policy at regular intervals.

Signed:



Name: Kevin Eden

Job Title: General Manager

Date: 17/10/2024

Review Date: 16th October 2025

SECTION 2 ORGANISATIONAL RESPONSIBILITIES

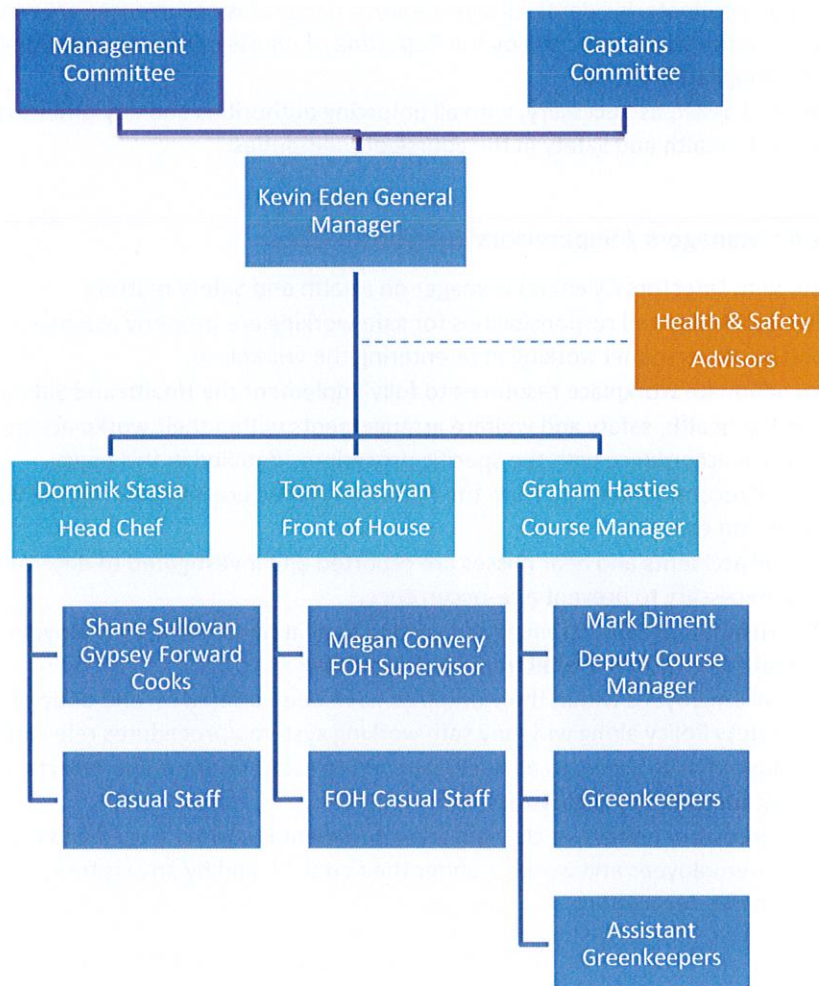
Overall and final responsibility for Health and Safety is that of:

Kevin Eden – General Manager

Day-to-day responsibility for ensuring this policy is put into practice is delegated to:

Kevin Eden – General Manager

2.1. Organisation Chart



Knighton Heath Golf Club – Health & Safety Policy

2.2. General Manager's Responsibilities

- Ensure Knighton Heath Golf Club has access to competent Health and Safety advice as required by the Management of Health and Safety at Work Regulations 1999.
- Ensure that there exists an effective policy for Health and Safety management, supplemented by additional documents and safe systems of work relating to the required performance in each area and type of activity and that this document is implemented throughout the business.
- Ensure this policy is routinely reviewed on an annual basis to ensure the arrangements for Health and Safety remain current and valid.
- Ensure that necessary resources and information is made available for the policy to be effectively put into practice.
- Ensure that Line Managers are inducted and trained to enable them to carry out their role effectively.
- Ensure that Line Managers carry out their respective duties regarding Health and Safety within their areas of control.
- Ensure that all accidents, incidents, diseases and/or dangerous occurrences are reported to the Enforcing Authority where required by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013.
- Co-operate and assist, as necessary, with all enforcing authorities and any other external body concerned with Health and Safety in the course of their duties.

2.3. Line Managers' / Supervisors' Responsibilities

- Co-operate with Directors / General Manager on Health and Safety matters
- Ensure that the duties and responsibilities for safe working are properly assigned, accepted and understood by all personnel working in or entering the workplace.
- Budget for adequate workplace resources to fully implement the Health and Safety policy.
- Ensure that the health, safety and welfare arrangements within their workplace are effectively implemented in accordance with the specific procedures detailed in this policy.
- Ensure that all recommendations from the risk assessments are implemented within the relevant timeframes.
- Ensure that all accidents and near misses are reported and investigated to determine if further controls are necessary to prevent a re-occurrence.
- Ensure that Health and Safety training is provided to all new workplace employees as part of Knighton Heath Golf Club 's overall training programme.
- Ensure that all employees within the workplace have been briefed on and understand the Health and Safety Policy along with any safe working systems/procedures relevant to their work.
- Ensure employees have access to all necessary and relevant information appertaining to their health, safety and well-being at work.
- Ensure that necessary protective clothing and equipment is correctly used and maintained in good order by employees and workers under their control, and by any visitors and external Contractors in the department.

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2.4. Employees' Duties

- Co-operate with Line Managers and Directors on Health and Safety matters.
- Not interfere with or misuse anything provided to safeguard their Health and Safety.
- Take reasonable care of their own Health and Safety, and that of others.
- Use equipment and substances correctly, in accordance with training and instructions received.
- Use personal protective equipment correctly, in accordance with training and instructions received.
- Report all Health and Safety concerns to their Line Manager or a Director.
- Stop work and seek advice if they believe there is an imminent risk of injury to themselves or others.
- Report any near miss or accident immediately.
- Assist at all times in maintaining good housekeeping standards.

Non-compliance with health and safety rules and procedures can result in disciplinary action, which may include immediate dismissal, if appropriate.

2.5. Contractors and Visitors

Contractors and visitors shall:

- Be made aware of, and conform to, Knighton Heath Golf Club 's Health and Safety Policy, as appropriate to the purpose of them being on the premises.
- Sign the Visitors Book on arrival and sign out on leaving the premises.
- Where provided, wear a Visitor Badge whilst on the premises

2.6. First Aider Responsibilities

- Ensuring that First Aid facilities are available and periodically checking the facilities and records.
- Ensuring that all employees know the location of First Aid facilities and the names of First Aiders and Emergency First Aiders at Work

2.7. Arrangements for Implementation

All company policies and procedures in relation to health and safety are regarded as supplementary to this policy.

SECTION 3 ARRANGEMENTS FOR IMPLEMENTATION

3.1. Risk Assessment

In accordance with the Management of Health and Safety at Work Regulations 1999, Knighton Heath Golf Club will carry out risk assessments of all activities that present a risk to employees or others. These risk assessments will be carried out in line with Health & Safety Executive guidance, and the procedure for doing so is as follows:

1. Identify the significant hazards involved in our activity.
2. Decide who might be harmed and how.
3. Evaluate the level of risk and decide if existing precautions are sufficient, or if more needs to be done.
4. Record the significant findings of the assessment.
5. Review the assessment when things change, or there is reason to believe that it is no longer valid.

Risk assessments will be undertaken by:

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

3.2. Health & Safety Advice

The general day to day management of health and safety will be undertaken by the **General Manager**.

Knighton Heath Golf Club will call on the services of external Health & Safety Advisors as and when required.

Health and safety advice is available from:

MSP business services 
Health & Safety and CDM Advisors

Drewitt House
865 Ringwood Road
Bournemouth
Dorset
BH11 8LW

Tel: 01202 800175 / 08456 808304

Email: info@mspbusinessservices.co.uk

Website: www.mspbusinessservices.co.uk

Qualifications in health and safety:

- NEBOSH - Certificate in Construction Health & Safety.
- NEBOSH - Management of Health & Safety.
- NEBOSH - Managing and Controlling Hazards in Construction Activities.
- NEBOSH - Construction Health & Safety Practical Application.
- C.I.T.B. - (Construction Industry Training Board) SMSTS - Site Management Safety Training Scheme.
- Member of IOSH (Institute of Occupational Safety and Health).
- Member of the CMI (Chartered Management Institute).

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3.3. Consultation with Employees

Knighton Heath Golf Club will consult with its employees in accordance with the Safety Representative and Safety Committees Regulations 1977 and the Health and Safety (Consultation with Employees) Regulations 1996.

Employee Representative(s) are:

Kevin Eden – General Manager

3.4. Work Equipment

Knighton Heath Golf Club will ensure that all equipment is suitable and without risks to Health and Safety, in accordance with legislation such as the Provision and Use of Work Equipment Regulations 1998, and the Electricity at Work Regulations 1989.

All employees are required to carry out a visual check of any equipment before it is used. In some cases, this check will need to be documented. Knighton Heath Golf Club will advise when this is the case.

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

3.5. Hazardous Substances

Knighton Heath Golf Club will assess and control health risks from exposure to hazardous substances in accordance with the Control of Substances Hazardous to Health Regulations (COSHH) 2002.

Material Safety Data Sheets (MSDS) are obtained by:

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

CoSHH Assessments will be carried out by:

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

3.6. Manual Handling

There is a duty under the Manual Handling Operations Regulations 1992 to assess the risks involved with manual handling operations and give adequate information and instruction in the hazards involved and safe lifting procedures to be adopted. In accordance with the Manual Handling Operations Regulations 1992, Knighton Heath Golf Club will eliminate the need for manual handling where possible. Where elimination is not possible, the risks from manual handling will be assessed and reduced, so far as is reasonably practicable. Manual Handling Risk Assessments will be carried out by:

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

3.7. Display Screen Equipment

Knighton Heath Golf Club will assess and control health risks from exposure to display screen equipment (DSE) in accordance with the Health and Safety (Display Screen Equipment) Regulations 1992.

Employees that are classed as habitual Display Screen Equipment users are entitled to free eye tests, and vision correction appliances where these are only needed for work with display screen equipment.

Risk assessments will be conducted regularly with employees who habitually use DSE as a significant part of their normal work.

Employees using display screen equipment must comply with the findings of the risk assessment, and work to approved methods.

This is particularly important in relation to working at the screen and making use of all rest periods etc. to suit the job being undertaken.

DSE Assessments will be carried out by:

Kevin Eden – General Manager

3.8. Mobile Technology (iPad, Tablet Computers)

There is scientific evidence that repeated and prolonged use of handheld mobile technology such as i-Pads, tablet computers and smart phones can cause medical conditions.

Recent studies have indicated that regular and prolonged use of tablet computers can cause significant health problems including trapped nerves and even prolapsed discs in the back.

Some research has identified that using such devices can cause nerve damage and other problems with the neck, shoulders, arms, and hands.

According to the research, most problems are caused by those using the devices dropping their head to peer at a screen, which in turn, puts strain on the back and the neck

For the reasons indicated above, it is recommended that users of these types of devices avoid using them for repeated or prolonged periods and that a good posture is adopted at all times in order to reduce the possibility of health effects.

3.9. Information, Instruction, Training and Supervision

Knighton Heath Golf Club will provide adequate information, instruction, training and supervision to employees in accordance with the general duties on employers under Section 2 of the Health and Safety at Work etc. Act 1974 and various regulations.

All employees will be provided with information on the significant findings of any risk assessments relevant to their particular activity/workplace. This will include information on the hazards and relevant control measures.

All information, instruction and training given to employees will be recorded on individual training records. In certain instances, employees will be asked to sign to confirm receipt and/or understanding.

The Training Matrix and personnel training records will be managed by:

Kevin Eden – General Manager

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Supervision of young workers/trainees will be arranged/undertaken/monitored by:

Kevin Eden - General Manager

Responsibility for ensuring that our employees, who work at locations under the control of other employers, are given relevant health and safety information is that of:

Kevin Eden – General Manager

3.9.1 Notice Board

A notice board for posting health and safety information will be sited in the staff facilities: kitchen. The Company will complete and display the HSE Health and Safety Law poster.

3.9.2 Formal Communications

To ensure the effective communication of important information the Company uses the following formal systems:

- Work Instructions
- Memorandums & General Notices
- Guidance Notes
- Safety Bulletins

Safety Bulletins are a system for communicating up-to-date health and safety information. Important issues, e.g. accident / incident learning which needs to be shared with all employees, will be compiled and issued, as necessary.

Copies of such written information will also be posted on the notice board.

Certain formal communications may require the recipient to sign, to acknowledge compliance with the Company's established performance standards.

3.10. Induction Training

All new staff will receive a health and safety induction briefing on the following topics:

- Health and Safety Policy
- Safe systems of work
- Incident reporting
- Fire and Emergency Arrangements
- Risk assessment
- Manual handling

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

are responsible for ensuring that all new staff are inducted and that training records are updated.

3.11. Accidents, First Aid and Work-Related Ill-Health

Knighton Heath Golf Club is committed to preventing accidents and cases of ill-health to employees and others who may be affected by its work activities.

However, Knighton Heath Golf Club recognises that failures can occur and will investigate all accidents and ill-health to identify the immediate and underlying causes so as to prevent recurrence.

All reportable incidents, as defined by the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 2013 will be reported to the enforcing authority within the relevant timeframes. The following types of work related incident/accident need to be reported:

- Death.
- Major Injuries e.g. broken bones, dislocations, amputations, loss of sight etc.
- Any accident resulting in more than 7 days lost from work.
- Any non-employee being taken directly to hospital.
- Certain types of disease e.g. dermatitis, asthma, upper limb disorders, TB etc.
- Certain types of dangerous occurrence, even when no-one is injured e.g. scaffold collapse, overturn of lifting equipment, electrical fires/explosion etc.

Knighton Heath Golf Club will provide adequate first aid personnel and equipment, in accordance with the Health and Safety (First Aid) Regulations 1981.

All accidents and work related ill-health should be immediately reported to:

Kevin Eden – General Manager

All accidents and work-related ill-health are recorded in the Accident Book. Near misses should also be recorded and discussed at health and safety meetings.

Responsibility for investigating accidents/ ill-health/ hazards/ near misses is that of:

Kevin Eden – General Manager

He also has responsibility for acting on investigation findings to prevent a recurrence. He also has responsibility for reporting accidents, diseases and dangerous occurrences to the enforcing authority.

First Aid Box(es) are available in the workplace and are located:

Kitchen area / staff rest facilities
Golf course

3.12. Monitoring Health & Safety Performance

In addition to the reactive monitoring of accidents/ill-health, Knighton Heath Golf Club will also carry out proactive monitoring of Health and Safety performance.

To check our working conditions, and ensure our safe working practices are being followed, we will:

Carry out monthly inspections of all work areas.

These will be carried out by:

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

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Health surveillance is not required at this time but will be reviewed as part of the annual Health and Safety Audit and Review.

A formal review meeting is proposed at least once every 12 months.

These meetings will be attended by the Managing Director / General Manager, Assistant Manager and at least one of the Appointed Persons. The external Health and Safety Advisor should be involved at this stage.

3.13. Personal Protective Equipment

Knighton Heath Golf Club is committed to complying with the Personal Protective Equipment at Work (Amendment) Regulations 2022 (amended April 2022 to extend this duty to workers).

It is Company policy to engineer out all hazards where possible and only use Personal Protective Clothing/Equipment (PPE) when further risk reduction is not feasible.

The Company will supply all relevant Personal Protective Equipment e.g. safety shoes, safety gloves etc., as necessary, to their employees and workers. All protective equipment purchased by the Company will be to approved standards. It is essential that all protective measures are correctly selected, and users are instructed in their correct use. In this respect, training will be provided as found necessary. Whenever possible, appropriate manufacturer's guidance will be heeded.

All Personal Protective Equipment and clothing shall be used in a safe manner and maintained in a clean and serviceable condition. All equipment and clothing must only be used for the purpose they were intended. All faulty or damaged protective equipment or clothing must not be used and shall be reported and replaced as soon as possible. Staff should not interfere with or alter any item of protective equipment or clothing.

Employees and workers will be asked to sign to confirm receipt of PPE.

3.14. Managing Contractors

Knighton Heath Golf Club recognises that it owes a duty to Contractors as well as employees, as stipulated by the Health and Safety at Work etc. Act 1974 Section 3 and the Management of Health & Safety at Work Regulations 1999.

In the first instance, Knighton Heath Golf Club will ensure that only competent Contractors are selected. From then on, the activities of appointed Contractors will be adequately managed.

Kevin Eden – General Manager

is responsible for the selection of competent Contractors and for managing them on an ongoing basis.

Any problems/hazards arising from the activities of Contractors should be reported to:

Kevin Eden – General Manager

Information on site hazards/controls/safety rules will be provided to Contractors by:

Kevin Eden – General Manager

Knighton Heath Golf Club – Health & Safety Policy

3.14.1 Sub-Contractor Risk Assessments

When receiving Risk Assessments and Method Statements (RAMS) from any Contractors engaged for works, Knighton Heath Golf Club will ensure that these documents are checked for suitability and held on file.

3.15. Prevention of Access to Unauthorised Persons

Knighton Heath Golf Club will take all necessary measures to prevent unauthorised access to any area of building work on site, to ensure the safety of the workers and the public.

3.16. Welfare Facilities

Knighton Heath Golf Club is committed to providing suitable and sufficient welfare facilities to employees, in accordance with the Workplace (Health, Safety and Welfare) Regulations 1992.

Adequate numbers of toilets and washing facilities are provided for the number of staff required to use them. Toilet paper, soap and means for drying hands will always be available.

Cleaning is carried out daily or more often if required.

Toilets – every day

Rest areas - every day

Other areas - every week

Problems with cleanliness/hygiene standards should be reported to:

Kevin Eden – General Manager

Drinking water is available at:

Kitchen area / staff welfare facilities

3.17. Emergency Procedures - Fire and Evacuation

The Regulatory Reform (Fire Safety) Order 2005 came into effect on the 1st October 2006 and replaces previous fire safety legislation. The Order states that a Fire Risk Assessment must be undertaken and reviewed regularly to ensure that all the fire precautions on the premises remain current and adequate. The review must take place following any significant material alteration to the premises including any change of use. The Order covers 'general fire precautions' and other fire safety duties, which are needed to protect 'relevant persons' in case of fire in the 'premises'. The Order requires fire precautions in place **'where necessary'** and to the extent that it is reasonable and practicable in the circumstances of the case.

Knighton Heath Golf Club will have in place procedures to follow in the event of emergency. These will be communicated to all employees and will be tested on a regular basis.

In the event of a fire, immediately sound the alarm.

Only attack the fire if trained to do so - do not put yourself at risk.

Dial 999 and ask for the fire brigade - give address and ensure it is heard.

Evacuate the building by the nearest exit.

Do not stop to collect personal belongings.

Do not re-enter the building until told it is safe to do so.

Responsibility for ensuring that the Fire Risk Assessment is undertaken and that all necessary action points are dealt with in timely manner is that of:

Clubhouse - Kevin Eden – General Manager

Bar Area & Dining Room –Tom Kalashyan – Front of House Manager

Kitchen - Dominik Stasia – Head Chef

Course – Graham Hastie – Course Manager

Fire extinguishers are maintained and checked every:

➔ **12 months / weekly**

Emergency evacuation will be tested every:

➔ **6 months (for staff only)**

The fire alarm call points will be checked:

➔ **Weekly (if applicable)**

Emergency lighting will be tested:

➔ **Monthly (in house) by a competent person**

Emergency lighting will be serviced and maintained every:

➔ **12 months by a competent person**



The fire alarm system (to include smoke detectors) will be serviced and maintained every:

➔ **6 months by a competent person**

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3.17.1 Fire Extinguishers

Fire extinguishers are only permitted to be used by trained personnel.

Extinguisher quick guide							
Fire Type	Water	Foam	Powder	CO2	Wet Chemical	Fire Blanket	Fire Hose Reel
Class A: Wood & paper etc.	✓	✓	✓	X	X	X	✓
Class B: Flammable liquids	X	✓	✓	✓	X	✓	X
Class C: Flammable gases	X	X	✓	X	X	X	X
Class D: Metal fires	X	X	✓	X	X	X	X
Class E: Hot cooking oil	X	X	X	X	✓	X	X
Electrical: All electrical items	X	X	✓	✓	X	X	X

3.18. Electrical Equipment

As employers, Knighton Heath Golf Club will adhere to HSE guidance contained within HSE indg236 – PAT testing. We will ensure that all electrical equipment that we provide in the business, is safe and properly maintained.

The policy is to fully comply with the Electricity at Work Regulations to ensure the safety of staff, clients, visitors and Contractors at all times. Only competent, EICR (or other suitable certification) trained persons will be permitted to undertake any electrical work.

All portable electrical appliances will undergo regular Portable Appliance Testing (PAT) by a competent person as is appropriate for each appliance. Portable electrical appliances can be classified as items that are connected to an electricity supply by means of a cable to a socket. These items must be visually checked for damage on a regular basis and subject to a Portable Appliance Test carried out by a suitable qualified competent person on an annual basis. All portable electric appliances should be marked as to when the last inspection was conducted and an inventory record kept.

Kevin Eden - General Manager is responsible for ensuring that Fixed Electrical Installations are tested every 5 years to IEEE Standards.

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Portable electrical appliances are tested by a competent person every:

12 months if used in an office. Every 3 months if used out on site.

Ongoing in-house visual checks of electrical appliances should be carried out by staff on a daily basis as they use electrical equipment and faults or hazards reported immediately to:

Kevin Eden – General Manager

3.19. Housekeeping

Under Section 2 of Health and Safety at Work etc. Act 1974, it places a duty upon the employer to ensure so far, as is reasonably practicable, a safe place of work and safe systems of work. This cannot be achieved without good standards of housekeeping. In particular, every workplace must be kept clean and tidy to avoid the creation of hazards. This applies to construction and drilling sites, warehouses, storage areas, yards and office areas etc.

All workplaces must comply with the relevant provisions of the Workplace Health, Safety and Welfare Regulations. Regulation 9 requires that waste materials must not be allowed to accumulate, except in suitable receptacles and storage areas. Workplaces must be kept sufficiently clean. Floor, wall and ceiling surfaces of internal workplaces must be capable of being cleaned. Regulation 12 requires workplace floors (this includes warehouses, storage areas, yards and office areas etc.) and traffic route surfaces, as far as is reasonably practicable, to be kept free from obstructions, articles or substances likely to cause slips, trips or falls.

Poor standards of housekeeping are a common cause of injury and damage at work and can create unnecessary fire hazards. Low standards often result from poor working practices or organisational deficiencies within the workplace. Knighton Heath Golf Club as a company recognises the need to ensure that adequate standards of housekeeping are achieved.

This policy is designed to ensure that Knighton Heath Golf Club attains the highest possible standards and is in accordance with its commitment to provide a safe place of work.

3.20. Environmental and Waste Management

Knighton Heath Golf Club is committed to complying with all applicable environmental laws and regulations, specifically, The Environmental Protection Act 1990, and will apply reasonable standards where these do not exist.

Environmental matters will be considered when planning work & job procedures. Processes with only the minimum impact on the environment will be undertaken. Employees will be informed on all environmental aspects and issues involved in any work that Knighton Heath Golf Club undertakes.

All waste materials will only be disposed of, or recycled, in accordance with current regulations, and in such a manner as to minimise the impact on the environment. Knighton Heath Golf Club will ensure that all waste is stored and disposed of legally and responsibly.

3.21. Working at Height

The Work at Height Regulations 2005 requires an assessment to be conducted and all work at height to be planned. The overall principle is, as far as is practicable, to prevent anyone falling. Duty holders are required to:

1. Avoid work at height where they can.
2. Use work equipment or other measures to prevent falls where they cannot avoid working at height.
3. Where they cannot eliminate the risk of a fall, use work equipment or other measures to minimise the distance and consequences of a fall should one occur.

Knighton Heath Golf Club undertakes limited work at height and only uses access equipment provided by the Contractor. Operatives check that the same has been inspected prior to use.

A risk assessment has been completed for the use of ladders and stepladders and should be reviewed prior to use of the same, to ensure that the control measures can be applied to the task being conducted. If they cannot then the task must be reassessed.

All equipment provided for work at height must be checked prior to use and any damaged equipment taken out of service immediately. Staff are trained in the risk assessment for ladders, use of ladders and inspecting the same. Any work at height outside of the scope of the survey work as described above is subject to a specific assessment that will need to look at providing a safe means of work at height in accordance with the hierarchy of risk control.

If at any time an operative is unsure of the procedure when working at height, then they should stop work immediately and seek advice from the Manager's previously listed, in their appropriate area of work.

Responsibility to plan, manage and supervise all work at height is that of:

Kevin Eden – General Manager



3.22. Young Persons

Young persons may be at more risk due to lack of experience, learned skills and in some cases physical ability. The Appointed Person is responsible for ensuring all subcontractors do not allow staff below the age of 18 to work for Knighton Heath Golf Club without prior notification.

If a young person below the age of 18 is proposed to work at Knighton Heath Golf Club, a specific risk assessment will be undertaken and formally recorded. A copy of the assessment will be sent to the parent or guardian. Written permission from the young person's legal guardian and employer will be required prior to their commencement of work.

Supervision will be carried out by Graham Hastie – Course Manager

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3.23. New and Expectant Mothers

Knighton Heath Golf Club's policy is to protect the Health and Safety of staff in this category by complying fully with the requirements of the Management of Health and Safety at Work Regulations and the Maternity Regulations. The requirements apply to any employee who is pregnant, breast-feeding or who has given birth within the last 6 months.

We are required to carry out a risk assessment which may include assessing the workplace risks to women who are pregnant, have recently given birth or are breast feeding where the work is of a kind which could involve a risk of harm or danger to their health and safety or the health and safety of their baby and the risk arises from either process, working conditions or physical, chemical or biological agents in the workplace.

If applicable, Knighton Heath Golf Club will provide employees with information as to any risks identified in any risk assessment. If the risk assessment reveals that the employee would be exposed to health hazards in carrying out the normal job duties, Knighton Heath Golf Club will take such steps as are reasonably necessary to avoid those risks, such as altering the working conditions.

In some cases, this may mean offering the employee suitable alternative work (if available) on terms and conditions which are not substantially less favourable.

Initial risk assessments will have been conducted. During induction training, female workers will be informed of any additional risks they may face at work if they become pregnant or are breastfeeding.

Expectant mothers must inform their Line Manager in writing as soon as they become pregnant and a Personal Risk Assessment will then be undertaken to identify any hazards in that person's workplace and appropriate action taken to remove or reduce the risk to an acceptable level.

3.24. Disabled Persons

Knighton Heath Golf Club will not cause any obstacles to the employment of disabled persons and will undertake to make reasonable adaptations to accommodate them in the workplace. Managers are responsible for identifying any special arrangements required to enable disabled persons to be treated equally with other employees.

3.25. Employees whose first language is not English

Employees whose first language is not English will not be permitted to work in isolation and will be escorted by at least one person, until the employee has reasonable working English and suitable levels of supervision will be maintained. Knighton Heath Golf Club are to be sure that the operative understands what is required before allowing them to work on their own.

3.26. Smoking Policy

Smoking is strictly forbidden now by law, within all indoor public places, including workplaces. Signs will be displayed indicating this. For the purposes of Knighton Heath Golf Club this will include, but not be limited to:

- Offices
- Toilets

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If a person is found smoking in a prohibited place he/she will be informed that he/she is committing an offence. The person will be requested to extinguish the smoking material immediately. The employee may be subject to disciplinary action after the appropriate investigations etc.

Smokers who wish to gain assistance in giving up smoking are referred to the following resources;

- Local NHS Stop Smoking Services - to find your local service, call the NHS Smoking Helpline free on 0800 169 0 169, visit gosmokefree.co.uk, text 'GIVEUP' and your full postcode to 88088 or ask at your local GP practice, pharmacy or hospital.
- NHS Smoking Helpline - individuals can speak to a specialist adviser by calling 0800 169 0 169 (lines are open daily from 7am to 11pm).
- gosmokefree.co.uk - an online resource for all the advice, information and support needed to stop and stay stopped.

3.27. Drugs & Alcohol Misuse

Drugs shall not be stored, consumed or exchanged on Knighton Heath Golf Club's premises (including Controlled Drugs consumed by Registered Addicts) unless prescribed by a medical practitioner or purchased from a pharmacist for personal use.

Staff shall not enter the premises while actually under or appearing to be under the influence of alcohol or any pharmaceutical preparation, however administered, which may affect their ability to operate equipment or behave safely to themselves or others.

3.28. Working Alone

Following risk assessment, Knighton Heath Golf Club has decided that, whenever possible, staff should not work alone in any of its premises, apart from very short periods, for example when other employees are about to arrive for work.

On these occasions staff must adhere to the Lone Working Procedures.

3.29. Stress Management, Health and Wellbeing

Knighton Heath Golf Club's policy is to manage stress at work by working towards the Good Working Practice Code issued by the Health and Safety Executive. This will include the 6 key areas: -

- Ensuring staff are able to cope with the demands of their job.
- Control of input by staff over their work practices.
- The provision of management support and information.
- Adequately defining employees' roles and responsibilities.
- Ensuring good interpersonal relationships between staff.
- Adequately involving and informing staff of proposed changes.

Knighton Heath Golf Club will take all reasonable steps to look after the mental health and wellbeing of staff by not knowingly putting them under stress due to excessive workload.

Issues such as bullying, harassment and violence at work, which lead to stress, will not be tolerated.

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If employees feel that they are not coping with the normal day-to-day pressures of their job they should report this to their Line Manager or the General Manager if they feel unable to discuss this with Line Management.

3.30. Bullying and Harassment in the Workplace

Workplace bullying is repeated inappropriate behaviour, direct or indirect, 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 is not considered to be bullying.

Management will not tolerate bullying behaviour and will take any steps necessary to resolve bullying problems within their workforce.

Any employee who believes that he or she is being bullied should make it known to the perpetrator that such behaviour is unacceptable. Where it is difficult for the complainant to approach the perpetrator, he or she will be directed to seek help from the Appointed Person or General Manager.

The General Manager or Appointed Person will listen patiently, be supportive and discuss the various options open to the employee and where requested will assist the complainant in raising the issue with the alleged perpetrator. Any approaches will be non-confrontational and kept confidential.

The complainant may also make a formal complaint in writing to the General Manager. In this case, the alleged perpetrator will be notified in writing that an allegation has been made against him.

All bullying complaints will be subject to an initial examination by the General Manager with a view to determining the appropriate course of action. This may involve resolving the issue informally or formally investigating the complaint with a view to determining the facts and credibility of the allegation.

Formal investigations will be carried out by a senior member of management or, if deemed necessary, an agreed third party. Investigations will be conducted objectively, with sensitivity, confidentiality and due respect for the rights of all parties. All witnesses will be interviewed individually in order to determine the facts.

On completion of the investigation, a written report will be produced containing the findings of the investigation and both parties will be given the opportunity to comment on the findings before any action is decided upon. Such action may include disciplinary procedures.

Both parties will be informed in writing of the outcome of the findings and if either party is unhappy with the outcome of the investigation, the issue may be processed through normal grievance procedures.

3.31. Aggression and Violence

Aggression and violence towards staff will not be tolerated.

Any acts of aggression and violence towards staff, clients or visitors must be reported to Kevin Eden, General Manager, immediately and that person will follow Knighton Heath Golf Club's procedure to deal with the situation.

3.32. Noise

Knighton Heath Golf Club will assess any risks to staff, clients and volunteers through excessive noise and take appropriate action to reduce any noise exposure which may harm people.

3.33. Asbestos Management

Knighton Heath Golf Club will comply with the 'CAR' The Control of Asbestos Regulations 2012

If required, we will compile an Asbestos Management Plan, and this must be complied with at all times when contract work is planned.

Contractors will not be allowed to commence works within the premises that could disturb asbestos containing materials unless the correct procedures have been implemented. If there is any concern that asbestos may be present, it must be presumed that materials contain asbestos unless there is strong evidence to the contrary.

3.34. Gas Safety

The policy is to ensure a safe environment for all persons on Knighton Heath Golf Club's premises in accordance with Gas Safety Regulations. A gas safety check will be carried out annually on every gas appliance and or flue by a Gas Safe Registered Engineer.

3.34.1 Gas Installation

The Company will ensure that any work involving gas will be carried out safely as follows:

- Installation, dismantling or repair of any gas appliance will be carried out by Registered Gas Safe operatives only who also hold the relevant qualifications for the type of work being undertaken.
- All work will be in accordance with recognised codes of practice and will comply with current legislation.

3.35. Legionella Management

It is Knighton Heath Golf Club's policy to ensure that the risk of Legionella within its premises is effectively managed in order to protect people who may potentially be exposed to legionella bacteria.

It is the General Manager's responsibility to ensure that appropriate Legionella Risk Assessments are carried out by a competent person and that advice and guidance supplied by them as to how best to manage any risks is identified and implemented.

An external Contractor will maintain the storage tanks on an annual basis. Weekly testing of hot and cold water temperatures will be carried out and recorded.

3.36. Kitchens and Food Preparation

There is a separate system and procedure in place for the management of the kitchen, food preparation areas, food storage and cooking etc. These policies and procedures are in addition to this health and safety management system.

An annual deep clean of the kitchen will be carried out by external Contractors.

3.37. Infectious Diseases

The Company is aware that infectious diseases can be contracted and passed on to other persons.

Should employees feel they exhibit symptoms of any infectious disease, Line Managers/the General Manager, should be informed as soon as possible.

The Company can seek advice from the following:

- HSE
- Public Health England
- Gov.uk
- Local authority

3.37.1 COVID-19

The Company will ensure that the latest advice from the Government will be strictly adhered to.

The Company will also ensure that adequate ventilation is provided and additional cleaning of the workplace, where required, will be undertaken. Regular, thorough handwashing with soap and water, will minimise the risk of the spread and contagion of the virus. Should soap and water not be available, the regular use of anti-bacterial hand sanitisers is recommended. Employees are encouraged to seek clarification should they have any queries.

3.37.2 HIV and Hepatitis

Acquired Immune Deficiency Syndrome (AIDS) is a condition caused by the Human Immunodeficiency Virus (HIV), which attacks the immune system causing a decreased ability to fight infections. Persons at risk include First Aiders or anyone who may be in contact with blood or excreta.

The following precautions should be taken to reduce the risk of Hepatitis and HIV:

- All First Aiders are to wear disposable gloves.
- Protect any existing wounds, abrasions or lesions when in the presence of blood and body fluids.
- Control of surface contamination by containment and disinfection.
- Safe disposal of contaminated waste, especially sharps.

In the unlikely event of a needle stick injury:

If you suffer an injury from a sharp which may be contaminated:

- Encourage the wound to gently bleed, ideally holding it under running water.
- Wash the wound using running water and plenty of soap.
- Don't scrub the wound whilst you are washing it.
- Don't suck the wound.
- Dry the wound and cover it with a waterproof plaster or dressing.
- Seek urgent medical advice as effective prophylaxis (medicines to help fight infection) are available.
- Report the injury to your employer.

You should also seek urgent medical advice as you may need treatment to reduce the risk of getting an infection. Contact your Line Manager if you injure yourself at work, otherwise call your GP, NHS 111 or go to the nearest accident and emergency (A&E) department.

3.38. Exposure to UV Rays

Exposure to the sun can cause blistering of the skin, peeling, and premature ageing of the skin with a long-term risk of developing skin cancer.

There is a high incidence of skin cancer amongst outdoor workers. Evidence suggests that certain types of skin cancer can spread to other parts of the body.

Employees/Contractors should wear hats, sunglasses, full length sleeves and UV protective cream when working for long periods outdoors as necessary.