



Knighton Heath Golf Club

Policy document, including risk assessment, in accordance with The Equality Act 2010 whereby Knighton Heath Golf Club Limited provide the following instructions to members and visitors on the use of ride on buggies on the golf course and grounds.

Golf Course Traffic and Buggy / Trolley Policy

Authors: Reunert Bauser & Alan Magee

December 2020

Table of Contents:

1	Introductory Statement of Intent	Page 3
2	Club Duties, Health and Safety	Page 4
3	Policy Content	Page 5
	Section 3.1 : Use of Ride-on Buggies on the Golf Course	Page 5
	Section 3.2 : Golf Buggy Safety Policy	Page 7
	Section 3.3 : Safe Working Practice	Page 8
	Section 3.4 : Golf Buggy Safety Acknowledgment Form	Page 9
	Section 3.5 : Checklist for Users of Ride-on Buggies	Page 10
4	Appendix 1 Hole-by-Hole Risk Assessment	Page 11

1. Policy Introduction & Statement of Intent:

The following Policy has been prepared using guidelines and published advice from the England Golf (“EG”) and National Golf Club Advisory Association (“NGCAA”).

Furthermore, this Policy and Hole-by-Hole Risk Assessment applies to all persons intending to use ride-on buggies on the course or grounds; that is any member of KHGC, visitors to KHGC and all staff and volunteers at KHGC.

KHGC presently owns and operates its own buggies, this Policy refers therefore to recognised 3-4 wheeled, 2-seater and single seat golf buggies, which must be manufactured to the British Standards Institution accredited standards. All references to buggies throughout this Policy means only those buggies specified above, that is a 4 wheeled either 2-seater or single-seat ride-on buggies.

KHGC recognises that a public right of way crosses the golf course whereby all buggy users must give priority right of way to all users of this public footpath.

Throughout the policy, all risks identified are categorised as ‘high’ risk to the buggy user and any other player, visitor or public using the course.

There is a reasonable assumption that all persons using buggies on the course are potentially at risk in respect of each of the risks identified within this Policy.

KHGC does not bear any cost incurred by the user of any buggy.

Course damage is another key feature that is considered. During the winter months the course applies pedestrian traffic control on several holes to minimise wear and ensure safe passage.

The Sports Turf Research Institute (“STRI”) has provided guidance to the EG on course wear and damage under all conditions. Their recommendations have been included in the Hole-by-Hole Risk Assessment and cover traffic flow, spread, wear and what, if any, actions can be taken to minimise risk to individuals and course.

This Policy does not currently recommend the design or introduction of dedicated buggy paths.

This has been excluded on the basis that the cost of such a path throughout the course will be prohibitively expensive, that it would absorb too much playing surface and that it will not overcome topography that identified as high risk.

In summary the following conditions will apply:

- (1) The user understand that paths are not always provided, and certain areas of the course are inaccessible by buggies
- (2) Responsibility rests exclusively with the user and they will be required to sign a Golf Buggy Safety Acknowledgement Form to this effect
- (3) The user accepts that this Policy relates only to on-course traffic and use of ride-on buggies and does not extend to cover access to the professional shop, the changing rooms or the clubhouse

2. Club Duties, Health and Safety:

The legal duties imposed upon KHGC in the Equality Act 2010, Section 6 Disability, only applies to those members, visitors and guests of the club who are disabled within the meaning of the Act and who cannot play golf without the use of a ride-on buggy. The club is therefore free to formulate whatever policy it so wishes for able bodied golfers.

This Policy therefore requires any disabled golfer, as defined above, to adhere to the Policy in full and it is the club's preference that any able bodied golfer does not use ride-on buggies for their golfing experience at KHGC. Should an able-bodied golfer insist on using a ride-on buggy, they too will be bound by the conditions contained within this Policy.

Furthermore, in respect of health and safety, the club has a duty of care to users of ride-on buggies and has therefore:

- Conducted an on-course hole-by-hole risk assessment.
- Identified remedies to minimise or eradicate any risk and considered any reasonable adjustments that are needed to enable disabled people to access the course and facilities

KHGC has also applied restrictions to sensitive areas of the course, taking consideration of material published by the STRI, to minimise the damage to the course under dry, wet or frozen ground conditions and this Policy includes possible risks from those affected areas.

3. Policy Content:

Section 3.1:	Use of Ride-on Buggies on the Golf Course
Section 3.2:	Golf Buggy Safety Policy
Section 3.3:	Safe Working Practice
Section 3.4:	Golf Buggy Safety Acknowledgement Form
Section 3.5:	Checklist for Users of Ride-on Buggies

3.1 Use of Ride-on Buggies on the Golf Course

The aim of KHGC is to keep the course open as much as possible for as many as possible throughout the year. The following parameters have been agreed at management level to conform to the Equality Act 2010, decisions on the course will be made daily.

Wet Conditions

The policy of KHGC is to keep the course open as much as possible in poor weather conditions. However, when the use of trolleys or buggies would damage the course beyond reasonable expectations, the Course Manager, Deputy Course Manager and General Manager, will decide based on the following:

- *Carry only, Buggies & Trolleys*

If the course is deemed to be in such a condition, that play with a trolley or buggy is damaging, a “carry only” policy will be encouraged for those who are able bodied whilst allowing those who need the use of a trolley or buggy access to the course.

The qualification for the use of a trolley/buggy is “*demonstrably having a genuine incapacity to play golf unless aided by the use of a trolley/buggy*”.

- *Traffic Light System*

GREEN

No Restrictions

AMBER

Full course available to all, however those using a trolley or buggy must use the 90-degree rule (trolleys/ buggies must stay in the rough and use paths where provided)

RED

Full course available to those who can carry a bag.

Those who need the use of a trolley/ buggy holes 1st, 2nd, 3rd, 4th, 5th, 6th, 7th, 10th and 11th, are available for play using the 90-degree rule. you must follow the directional signage and pathways where provided.

Use of a ride-on buggy will not be permitted unless authorised by KHGC and will be restricted to members, visitors and guests demonstrably having a genuine incapacity to play golf unless aided by the use of a buggy.

Any person who operates a ride-on buggy on the golf course is deemed by so doing to have the knowledge, training and skill to safely operate their vehicle and be fully accountable for their actions and the consequences thereof. The safe operation of ride-on buggies on the course requires the conscientious application and adherence to the minimum standard of care prescribed by this Policy.

Ride-on buggies must be operated in accordance with the requirements of the following sections of this Policy:

- Golf Buggy Safety Policy
- Golf Buggy Safe Working Practice
- Golf Buggy Safety Policy Acknowledgement Form

In order that these conditions can in practice be met, the General Manager or their approved nominee (Professional) must be given prior notice of a requirement by a member, visitor, or guest to use a ride-on buggy.

KHGC reserves the right to refuse permission if some or all, of the conditions stipulated are not complied with and from time to time.

KHGC staff may determine that the state of the course or the weather is such that safety on, or the condition of, the course may be unacceptably compromised if a ride-on buggy is used.

During all play, a ride-on buggy shall only be used by those authorised to do so in accordance with this Policy.

3.2 Section b: Golf Buggy Safety Policy

KHGC has a duty of care to all users of the golf course. The topography of certain areas of the course is such that caution, and prudence must always be shown. It is also necessary for KHGC to provide adequate safe means of access for all golfers including those given permission to use buggies. Moreover, the club must ensure the safety of golfers who do not wish to use ride-on buggies but who might be at risk from a mechanically defective buggy or its careless use. This duty of care also applies to members of the public using the bridleway.

To assist with the safe employment of ride-on buggies all potential users shall comply with the following conditions:

- (a) Ride-on buggies at KHGC are only for the use of members and visitors.
- (b) Private ride-on buggy users must supply the club management with a copy of their third-party liability insurance prior to use.
- (c) Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must always be afforded the right of way
- (d) Any signs and instructions employed on the course to warn buggy riders of potential danger areas or areas forbidden to use ride-on buggies because of concern about danger or the potential to cause unacceptable wear and tear to the course must always be followed
- (e) Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements
- (f) Ride-on buggy operators will be responsible for the security of ignition keys for the period that the buggy is on the property owned by KHGC
- (g) KHGC has no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the course and the club car parks other than those operated by their staff or agents. KHGC will not accept responsibility for any loss or damage caused to any property other than that arising from the negligent use of a ride-on buggy by an employee
- (h) No ride-on buggy will be operated in excess of 10 mph and all speed limits must be observed
- (i) Ride-on buggies shall be used only between dawn and dusk
- (j) Ride-on buggies must be operated in compliance with the common 'rules of the road'
- (k) Operators must stop the buggy at blind intersections and proceed with caution
- (l) The consumption of alcohol and / or the improper use of drugs is not permitted when using the ride-on buggy
- (m) No buggy can be recovered from the course due to damage or power / fuel failure out of normal club operating hours and the user is not permitted to use other vehicles to recover their buggy. In such circumstances they must notify any club official on site or wait until the club professional opens again. Any cost incurred by the club in recovering a buggy will be the responsibility of the user
- (n) The General Manager, Course manager or Professional has the authority to immediately prohibit any individual from using or being carried on a buggy

3.3 Safe Working Practice

- (a) Ride-on buggy operators must not be under the influence of alcohol or drugs
- (b) Children under the age of 17 are not permitted to drive the ride-on buggy at any time
- (c) Before use all operators of ride-on buggies must sign the Safety Policy Acknowledgement Form before they can drive the buggy
- (d) A ride-on body shall only be used for the number of occupants it was designed to carry and only by people who are authorised to use one
- (e) During use do not move off until the occupant(s) are seated
- (f) Always remain seated and hold on while the vehicle is in motion
- (g) Hands, feet and head must always be kept inside the buggy, if relevant, while the vehicle is in motion
- (h) Ride-on buggies must not be driven in prohibited areas
- (i) The vehicle must be used to progress the game and must not be driven up and down excessively, for example when looking for golf balls
- (j) The vehicle must not be used on tees or greens or any slope leading up to them
- (k) The vehicle must not be used within two metres any bunkers, ditches, ponds or any slope leading to them except when using any designated bridge or path
- (l) Check the area behind the vehicle before reversing
- (m) Set the parking brake before leaving vehicle
- (n) Always consider the terrain and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate a vehicle safely
- (o) Drive the vehicle only as fast as the terrain and safety conditions allow to avoid tipping over
- (p) Drive the body straight up and down slopes
- (q) Slowdown before corners
- (r) All turns must be executed at reduced speeds
- (s) Avoid sudden stops or changes of direction that may result in loss of control
- (t) Be extra careful when the course is wet and muddy
- (u) After use when the vehicle is left unattended turn the operating key to the off position, remove the key and engage the parking brake

3.4 Golf Buggy Safety Acknowledgement Form

All golfers must complete the form below prior to operating a buggy

Any person who operates a ride on buggy at KHGC is deemed, by so doing, to have the knowledge, training and skill to safely operate the vehicle and shall be fully accountable for their actions and consequences thereof.

The safe operation of ride-on buggies requires conscientious application and adherence to the minimum standard of care prescribed by this Policy.

Users of golf buggies do so at their own risk. KHGC will not accept any liability for any loss or damage to the golf buggy or any other property other than arising from the negligence of the club or any of its representatives or agents.

Private ride-on buggy users must supply the club management with a copy of their third-party liability insurance prior to use.

Knighton Heath Golf Club Ltd



GOLF CAR HIRE AGREEMENT

Name (Hirer) _____

House No _____ Postcode _____

Telephone _____

Email _____

Signed _____

Key Deposit £ _____ Hole _____

Date _____ Buggy Number _____

Paid £ _____

00001

Knighton Heath Golf Club Ltd



GOLF CAR HIRE AGREEMENT

CONDITIONS OF HIRE

I (the Hirer) confirm that I am aged seventeen (17) years or over, that I am not currently disqualified from driving by the courts, and that I am fully conversant with the safe operation of a golf buggy.

I have read the Golf Club Buggy policy at Knighton Heath Golf Club (KHGC) and am aware of the areas I am able to take a Buggy during restricted use periods and will ensure they are strictly adhered to.

I agree to indemnify the KHGC against all claims, costs, and demands against KHGC arising out of, or in connection with the use of the Golf Buggy during restricted times.

Please note that KHGC will not accept responsibility or liability for any injury or damage sustained or caused by the Driver during the period of hire.

I accept that the golf car should be driven carefully and responsibly at all times. It is prohibited to drive the golf car onto or across tees and greens and I will not use aggressive braking on the fairways. I will apply the parking brake at all times when the golf car is at rest and ensure the golf car is parked safely when unattended.

Failure to comply with these Conditions of Hire may lead to the Hirer and his/her playing partners being asked to leave the course by the designated official. The decision of the official is final. Offenders may be excluded from future playing privileges at the club.

00001

3.5 Section e: Checklist for Users of Ride-on Buggies

This section is designed to ensure all buggy users confirm they are acquainted with the operating controls of their own buggy.

Know the controls and how to use them (where applicable):

- Ignition switch and immobiliser key
- Accelerator
- Footbrake
- Parking brake, which must be set before leaving the buggy
- Reversing control

Know your driving conditions:

- Ride-on buggies can only be used for the number of occupants it was designed to carry and by those authorised to do so
- Ride-on buggies must not be used on the areas of the course where prohibited
- The vehicle must not be driven up and down the course when looking for golf balls
- The vehicle must not be used on tees or greens or the slopes leading up to them
- The vehicle must not be used within two metres of, or on the slopes leading to, any bunkers, ponds or ditches (accept at designated crossing points)
- 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 the terrain and safety conditions allow
- To avoid tipping over drive the buggy straight up and down severe slopes
- Slowdown before corners
- All turns must be executed at reduced speeds
- Avoid sudden stops or changes of direction that may result in loss of control
- Be extra careful when the course is wet and muddy

4. Appendix 1: Hole-by-Hole Risk Assessment:

The following Risk Assessment applies to all persons using ride-on buggies on the course namely, members, visitors to the club and to any staff members or agents.

KHGC recognises that a public right of way passes through the course and that pedestrians have priority on the path.

There is a reasonable assumption that all persons using buggies on the course are potentially at risk in respect of each of the risks identified within this Policy.

It should be noted that KHGC is an eighteen-hole course.

Significant Hazard	Who Might Be Harmed?	 How Is the Risk Controlled?	Risk
Driving Buggies	All Golfers	Take care on hills, hollows, and undulations. Take special care driving over bridges or near to ditches. Keep speed to minimum	Medium
Using motorized and pull trolleys	All Golfers	Member to use pathways provided with care Members should wear appropriate footwear at all times and be aware that the ground could be slippery at certain times of the day especially early mornings or early evenings	Low
Carrying clubs	All Golfers	Golfers should wear appropriate footwear at all times and be aware of ground conditions to reduce injury while carrying	Low
Undulating ground, hollows, hills	All Golfers	Take care when walking over undulating ground especially when wet or icy. Appropriate to holes: 1,2,3,4,5,6,8,9,10,11,12,13,	Medium

Each hole on the golf course has been generically graded relating to the proper use of buggies, using this table:

HOLE 1			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the right hand rough only as left is wet. Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the left-hand side of the rough/fairway Trolleys and buggies to use the right hand rough and the 90-degree rule	Medium
HOLE 2			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the right and left hand rough. Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas on the fairway Trolleys and buggies to use the left hand rough and the *90-degree rule	Medium

HOLE 3			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the rough or follow roped route Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the rough Trolleys and buggies to use the rough but avoid the wet area left of the hole.	Medium
HOLE 4			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway Trolleys and buggies to use the left hand rough using the *90-degree rule	Medium

HOLE 5			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway Trolleys and buggies to use the left hand rough using the *90-degree rule	Medium
HOLE 6			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway Trolleys and buggies are to use the left hand rough using the *90-degree rule	Medium

HOLE 7			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway Trolleys and buggies move to the 10th. Use the right hand rough to be able to have access to the 10th tee	Medium
HOLE 8			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the right-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium

HOLE 9			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the right-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium
HOLE 10			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the right-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway Buggies & Trolleys arriving from the 7th must wait until it is their turn i.e. groups from the 8th & 9th to pass before playing. Buggies and trolleys to use the left hand rough using the *90-degree rule	Medium

HOLE 11			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the rough Those who decide to carry can use whole fairway	Low
Red	Golfers	All golfers to use paths where provided Buggies and trolleys to use the rough when exiting the course. Those who decide to carry can use whole area	Medium
HOLE 12			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium

HOLE 13			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium
HOLE 14			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided Trolleys and buggies must be left at the end of the path	Low
Red	Golfers	Those who decide to carry please avoid the wet areas No buggies or trolleys permitted	Medium
HOLE 15			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the right-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium

HOLE 16			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium
HOLE 17			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the left-hand side rough Those who decide to carry can use whole fairway	Low
Red	Golfers	Those who decide to carry please avoid the wet areas in the fairway No buggies or trolleys permitted	Medium

HOLE 18			
Green	Golfers	No restrictions, buggies to keep to minimum speed. Please use paths where provided	Low
Amber	Golfers	All golfers must use paths where provided *90-degree rule in place for buggy and trolleys users. Buggies and trolleys to use the path Those who decide to carry can use whole hole	Low
Red	Golfers	Those who decide to carry please use paths where provided No buggies or trolleys permitted	Medium

*** 90-Degree Rule**

When the 90-Degree Rule is in effect, golfers are required to keep buggies/trolleys in the rough until they are level with a golf ball on the fairway.

The golfer will then leave their buggy/trolley parked in the rough and walk directly to their ball on the fairway. After playing the shot, the golfer will return to their buggy/trolley, until pulling level with another ball.

In this manner, golfers have the convenience of buggies/trolleys, but damage to the course's fairway turf is minimized.