



Health and Safety Statement for Members

1. Purpose

This document is an abridged version of the Club's Health and Safety Policy. It is intended to generally outline the club's policy and emphasize member's responsibilities in relation to Health and Safety. The club also maintains an extensive policy outlining staff and management committee responsibilities.

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APPENDIX 1 : HEALTH AND SAFETY STATEMENT

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

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

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

It is the policy of the Club to consult all Employees and Club Officers on matters of Health and Safety and to communicate to all Members as appropriate.

In pursuing these objectives, the Employees, Members, their Club Officers and Visitors and will take all reasonable steps to fulfil their responsibilities for Health and Safety as defined in this Statement.

The Safety Statement will be revised and updated on an annual basis or more frequently if required, and it is available to all Members, Staff and Visitors. It will also be issued to all Contractors with whom we deal.

Signed Annually by Men's and Women's Presidents



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APPENDIX 2 : GENERAL HEALTH AND SAFETY POLICY

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

Nenagh Club will so far as is reasonably practicable:

- Provide and maintain a safe place of work.
- Provide a means of access and egress.
- Provide safe plant, equipment, machinery, safe systems of work.
- Provide adequate information, instruction, training and supervision.
- Prepare and revise Emergency Plans:
 - Provide and maintain adequate fire prevention equipment.
 - Provide and maintain safe means of escape from the clubhouse.
 - Provide First Aid arrangements.
- Provide and maintain Welfare Facilities.
- Provide and ensure use of such protective clothing, footwear and equipment as is necessary for the tasks to be undertaken.
- Keep up to date records of all accidents or near accidents whether persons are injured or not.
- Thoroughly investigate all accidents and near misses.
- Appoint a Health and Safety Committee, review the Safety Statement annually.
- It is important that every employee, committee member and member understand his/her individual responsibility in the area of Health and Safety. It is only when each person takes ownership of his/her own area of responsibility that Safety will be managed satisfactorily in our club.

Signed Annually by Men's and Women's Presidents



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APPENDIX 3 : ROLE OF MEMBERS AND VISITORS

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



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APPENDIX 4 : GENERAL SAFETY RULES

The following rules apply:

- Horseplay is not permitted.
- Staff thought to be under the influence of a toxicant will not be permitted to work.
- All accidents, near misses and dangerous occurrences must be promptly reported to management.
- Members and staff should raise any concerns they may have regarding Health, Safety and Welfare.
- Any defective item of equipment should be taken out of use immediately and reported to management.
- Fire precautions must be strictly complied with – never block or obstruct an emergency exit.
- All members of staff and contractors must be familiarised with emergency procedures.
- Never interfere with, or misuse, items provided for safety.



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APPENDIX 5 : IN THE EVENT OF FIRE

Emergency Evacuation Procedure

If the alarm activates or a fire is detected, if possible, switch off equipment as applicable and advise any persons in the area to prepare to evacuate the building. Dial 999 and advise the Fire Brigade of the situation. If it is deemed safe to do so, attempt to extinguish the fire. If that is not possible and it remains safe to do so close all windows and doors, and assist fellow staff or members to leave by the nearest exit and proceed to your designated assembly point. Walk briskly but do not run. Do not attempt to remove personal belongings and once out of the building do not attempt to return. Do not leave your assembly point until given the all clear by the Fire Team Leader who will liaise with the emergency services.

Assembly Point

Point A – Car Park

If you are in the Clubhouse or Pro Shop you should assemble in the car park by the Buggy Shed.

Point B – Greenkeepers' Workshop

If you are in the Greenkeepers' Workshop you should assemble in the yard by the Assembly Point sign.

Signed Annually by Men's and Women's Presidents



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APPENDIX 6 : NENAGH GOLF CLUB GOLF BUGGY POLICY

USE OF RIDE-ON BUGGIES ON THE GOLF COURSE

Introduction

Some members, visitors and guests may not be able to play golf without the help provided by a motorised ride-on buggy. The purpose of this document is to establish a standard for the safe operation of all ride-on buggies operated on the course at Nenagh Golf Club. The document also sets down the criteria to be applied and conditions to be met when the Club considers applications for buggy use.

The Club has a duty of care to all users of the golf course. The topography of the course always requires caution and prudence of the user of a ride-on buggy.

It is also necessary for the Club to provide adequately 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 ride-on buggy or its careless use. This duty of care also applies to visitors, spectators, staff, contractors or other members of the public on the course.

Qualifications

Use of a ride-on buggy will not be allowed unless authorised by the Club.

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 this vehicle and be fully accountable for their actions and the consequences thereof.

The safe operation of ride-on buggies on the course requires 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 documents.

- 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 Club Secretary or their approved nominee must, whenever possible, be given prior notice of a requirement by a member, visitor or guest to use a ride-on buggy.

The Club reserves the right to refuse permission. The Club reserves the right to withdraw authorisation if the conditions for its use are not fully complied with.

From time to time the Club staff may determine that the state of the course, or weather conditions, are such that safety on, or the condition of, the course may be unacceptably compromised if a ride-on buggy were to be used. This might apply to the whole or just part of the course. Potentially unsuitable conditions include waterlogging, frost, etc. Where such conditions arise, the Club will review the situation on at least a twice daily basis. This will be done by the Course Supervisor (Tom Doheny) at weekends and by the Head Greenkeeper (Mark O'Donoghue) Monday to Friday.



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Use in General Play and Competitions

During general play a ride-on buggy can be used by members, visitors and guests authorised to do so.

Ride-on buggies may be used during closed and open competitions by those suffering from a disability as defined by the GUI.

To assist the safe employment of ride-on buggies all potential users (members, visitors and guests) shall comply with the following conditions:

1. Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians.
2. Pedestrians must always be afforded the right-of-way.
3. The signs and instructions employed on the course to warn buggy riders of potential danger areas forbidden to ride-on buggies because of concerns about danger or, the potential to cause unacceptable wear and tear to the course, must always be followed.
4. 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.
5. 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 the Club.
6. Nenagh Golf Club have 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 servants or agents.
7. The Club will accept no responsibility for any loss or damage caused to any property other than that arising from the negligent use of a ride-on buggy by their servants or agents.
8. No ride-on buggy will be operated more than 15km per hour. All speed limits must be observed.
9. Ride-on buggies shall be used only between dawn and dusk.
10. Ride-on buggies must be operated in compliance with the common rules of the road regardless of whether ride-on buggies are operated on pavements or roadways.
11. Operators must stop the buggy at blind intersections and proceed with caution.
12. The consumption of alcohol and/or use of drugs is not permitted when using the ride-on buggy.
13. The Secretary (or delegated member of staff – currently Tom Doheny) has the authority to immediately prohibit any individual from using or being carried on a ride-on buggy.
14. Application for reinstatement of permission can only be made to the President.
15. There must be in force an appropriate policy of insurance for the use of ride-on buggies, such policy indemnifying the Club against any liability for its use. If Buggy Owners lend their Buggy to other members – it is their responsibility to ensure that their insurance policy covers the use of the Buggy by others.



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GOLF BUGGY SAFE WORKING PRACTICE

Before Use

- All operators of ride-on buggies must sign a Safety Policy Acknowledgement Form before they can drive the buggy.
- A ride-on buggy shall only be used for the number of occupants it was designed to carry and only by people who are authorised to use one.

During Use

- Do not move off until the occupants are seated.
- Always remain seated and hold on while the vehicle is in motion.
- Hands, feet and head must always always be kept inside the buggy while the vehicle is in motion.
- Ride-on buggies must not be driven in prohibited areas.
- The vehicle must be used to progress the game and must not be driven up and down excessively, e.g. when looking for golf balls.
- The vehicle must not be used on tees, greens or the slopes leading to them.
- The vehicle must not be used within 10 metres of any bunkers, ditches or ponds or slopes leading to them except when using designated bridges.
- Check the area behind the vehicle before reversing.
- Set the parking brake before leaving the vehicle.
- 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 considerations allow.
- To avoid tipping over, drive the buggy straight up and down slopes.
- Slow down before corners.
- All turns must be executed at reduced speed.
- Avoid sudden stops or changes of direction that may result in loss of control.
- Be extra careful when the course is wet and muddy.

After Use



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- When the vehicle is left unattended, turn the operating key to the off position, remove the key and engage the parking brake.



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Golf Buggy Safety Policy Acknowledgement Form

Nenagh Golf Club General Safe Working Practices for The Drivers of Ride-On Buggies

Nenagh Golf Club and the Golf Professional accept no liability to the hirer or any passengers carried in the buggy.

- Golfers may use their own buggy on the course only with the permission of Nenagh Golf Club. A copy of the current certificate of insurance must be deposited with the Secretary. Any buggy owner hiring or lending their buggy to another golfer must ensure that liability insurance is in place for that driver.
- Where no track is available buggies must drive in the semi rough and may only cross the fairways using the 90-degree rule.
- No person under the age of 17 is permitted to drive a buggy on land owned or leased by Nenagh Golf Club Limited.
- Social Play: A buggy may only carry the number of occupants that it is designed for (two maximum) and only the equipment /bags of those occupants.
- Competition Play: A medical exemption in accordance with NGC rules is required from any golfer to use a buggy in any NGC competition. For GUI competitions their medical exemption requirements must be met.
- Follow all signage routes and do not cross white lines directing traffic flow.
- No buggy should be driven onto tee areas or within 10 metres of:
 - any green, bunkers, slopes or ponds on holes 3 and 10
 - or any grassy mound – in particular the mound (with stone) on hole 3
- Buggies must park on the paved tracks where provided.
- No person must drive a buggy under the influence of alcohol or drugs. All buggy drivers must strictly observe the following directions - Buggies must not cross over approaches, temporary greens and keep off collars of greens summer and winter.
- Hole 1 - when playing off 1st tee buggies must use the path to the left of the tee
- Hole 3 - due care and attention with ponds to the right.
- Hole 4 - buggies must park to the left of green and depart to the fifth tee in a clock-wise direction – buggies must not pass to the right of the green.
- Hole 10 - due care and attention with ponds to the left.
- Hole 13 - Drive in the left hand rough / edge of fairway and exit via the track at the rear of the green.
- Hole 14 – use the lower track when departing the tee. Stay in the left side rough and when using the green park before the trees on the left side of the green and follow signage to 15th tee.
- Hole 18 - exit the course to the right of the green into the car park.

NOTE: when the course is in play buggies may be banned for Health & Safety reasons and to protect the course.

Acknowledged by Club Member:

Print Name _____ Signature _____ Date _____

For Members:

Copy of Insurance Certificate Provided [Yes/No] _____ Expiry Date of Policy _____

Noted and Filed by Officer or Member of Staff:

Print Name _____ Signature _____ Date _____