



**Golf Lane,
Carrickmines
Dublin 18**

Safety Statement

2022

Table of Contents

	Page
Staff of the Club	3
Opening Statement	4
General Health and Safety Policy	5
Roles and Responsibilities	6
President and Committee	6
Employees	7
Members and Visitors	7
Safety Committee	8
Training/PPE	9
Consultation	10
Accidents	10
Smoking Policy	10
Respect and Dignity	10
Work Equipment	11
Work Environment	11
Walkways	11
Fire Precautions	12
Fire Protection and Prevention	12
Evacuation Procedures	13
Contractors Procedures	14
Health Hazards and Risk Assessments	15
Buggies	15
Biological Hazards – Weils	16
Biological Hazards – Lyme	17
Chemicals	18
Electricity	19
Manual Handling	19,20
Fire	20
General Security	21
Slip, Trips and Falls	21
Stress	22
Bullying	22
Physical	23,24,25
Storage Area	26
Hazardous Chemicals	26,27
Portable Tools/Equipment	28
Machinery List of The Carrickmines Golf Club	29
Responsibilities Assigned to Staff/ Committee Members	30,31,32
Responsibilities of Contractors	32,33
Kitchen Equipment	33 - 42
Audit Safety record Book	43
First Aid	43
Directory of Personnel and Useful Contact Numbers	44

STAFF

Staff at The Carrickmines Golf Club

Permanent Staff:	Club House	1
	On course	3
Permanent Staff on part time hours:	Club House	3

THE CARRICKMINES GOLF CLUB

Health and Safety Statement

January 2022

This Safety Statement sets out The Carrickmines Golf Club 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.

This Statement specifies the manner in which it is going to achieve 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.

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

The Safety Statement will be revised and updated on an annual basis or more frequently if required.

Signed: _____

Date: _____

President

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.

The Carrickmines Club will so far as is reasonably practicable:

- (a) Provide and maintain a safe place of work.
- (b) Provide a means of access and egress.
- (c) Provide safe plant, equipment, machinery, safe systems of work.
- (d) Provide adequate information, instruction, training and supervision.
- (e) Prepare and revise Emergency Plans:
 - (i) Provide and maintain adequate fire prevention equipment.
 - (ii) Provide and maintain safe means of escape from the clubhouse.
- (f) Provide First Aid arrangements.
- (g) Provide and maintain Welfare Facilities.
- (h) Provide and ensure use of such protective clothing and footwear as is necessary for the tasks to be undertaken.
- (i) Keep up to date records of all accidents or near accidents whether persons are injured or not.
- (j) Appoint a Safety Committee.

It is important that every employee, committee member and member understands 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: _____

Date: _____

President

ROLES AND RESPONSIBILITIES

The President and the Committee of The Carrickmines Golf Club have overall responsibility for occupational health, safety and welfare under the requirements of Section 8, 9 of The Safety Health and Welfare at Work Act 2005.

The Green Committee deals with all matters to do with the course and surrounds and receives regular reports from the Hon. Course Officer who oversees and directs the work of the Head Greenkeeper and his assistants. The Green Committee reports to meetings of the Committee.

The House Committee deals with matters within the clubhouse and reports to meetings of the Committee.

The President and Committee shall ensure that:-

The operation of the golf club and all associated work activities is, so far as is reasonably practical, safe and without risk to employees, members or visitors health, and is carried out in accordance with current statutory legislation, approved codes of practice and the golf club policy.

All employees are familiar with the safety policy and the arrangements to implement it.

All employees are competent and trained and aware of the hazards in carrying out their duties

Safety equipment and devices are properly used and maintained.

Machinery and equipment is properly maintained and safe to use.

Working practices are regularly reviewed to improve health and safety.

Adequate resources are provided to facilitate the ongoing successful management of safety and health of the club

ROLE OF CLUB EMPLOYEES

Each employee of the club has a legal responsibility under section 13 and 14 of The Safety and Health and Welfare at Work Act 2005 to ensure that he/she safeguards his/her own safety and the safety of his/her fellow employees.

- a) To take reasonable care of his/her own safety, health and welfare and that of any other person who may be affected by his/her acts or omissions while at work
- b) To co-operate with his/her employer to comply with any relevant statutory provisions.
- c) Not to engage in improper conduct or behaviour that is likely to endanger their own or any other persons safety health or welfare at work.
- d) To attend training that may be required by employer.
- e) To use protective clothing or equipment provided.
- f) To report any defects in plant, equipment, place of work or systems of work that might endanger employees.

All employees are expected to report immediately all accidents, dangerous occurrences, unsafe acts and unsafe conditions to the Safety committee.

ROLE OF MEMBERS AND VISTORS

- (a) 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.
- (b) 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.
- (c) Use all equipment properly and in such a way as not to endanger themselves or others.
- (d) Co-operate with the Club in the application of the Safety, Health and Welfare at Work Act 2005
- (e) 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.
- (f) Report any defects they notice within the bounds of the Club.
- (g) Report any incident of harassment, verbal, physical or otherwise to the Hon. Secretary in writing.

Safety Committee

The Club Safety Committee shall advise the President and Committee on matters in relation to Health and Safety.

The membership of this committee shall consist of Hon. Secretary, Hon. Course Officer, Safety Officer and the Chairpersons of the House and Green Committee.

The main duties of the Safety Committee are as follows:

- a. To guide and ensure that the Club fulfils all statutory requirements of the Health and Safety Authority
- b. To guide and ensure the establishment and maintenance of procedures and plans for dealing with emergencies e.g. adequate fire protection, prevention and fire drill practice.
- c. To guide and ensure that the Staff receive appropriate safety education and training.
- d. To guide and ensure the establishment of procedures for the reporting and investigation of accidents/incidences, near-misses and potentially dangerous occurrences.
- e. To ensure adequate arrangements for first aid.
- f. To ensure appropriate arrangements with regard to the safety of the activities of maintenance staff and contractors working within the bounds of the Club.
- g. To ensure adequate provision for regular and detailed revision and auditing of Club safety procedures and method of operation; to ensure they are kept up to date.

Training

The Carrickmines Golf Club is committed to providing information, training, instruction and supervision as is necessary to ensure safety at work as far as is reasonably practicable as required by the Safety, Health and Welfare at Work Act 2005.

Training is one way of achieving health and safety competence and helps to convert information into safe work practices.

The Golf Club shall ensure that training takes place.

Overview of health and Safety legislation – duties of the employer, duties of the employee

Safety Statement.

Fire and Emergencies

First Aid

Accident/Incident reporting and investigation

Machinery

Personal Protective Equipment

Smoking Policy

Manual Handling.

Personal Protection Equipment

In circumstance in which it is not reasonably practical to eliminate or control hazards in the workplace, the golf club will provide and maintain such suitable protective clothing or equipment as appropriate to ensure the safety, health and welfare of workers.

The type of personal protection depends on the hazards to which the worker is exposed.

The Golf club is committed to training and re-training workers in the use of Personal Protective Equipment and is equally committed to ensuring that the equipment is worn at all times as appropriate.

Consultation

All employees have a right under the Safety, Health and Welfare Act 2005 to consult their employer on matters of safety, health and welfare at work. Where there are more than 2 employees, they may elect a safety representative to perform this function on their behalf. All employees are encouraged to make suggestions to improve health and safety, to report hazards, accidents /incidents and dangerous occurrences.

Accidents

The following accidents need to be reported to the Health and Safety Authority on form IR1: (accessed if required on the Health and Safety Authority website)

- a) When an accident causes loss of life.
- b) When an accident causes an employee to be absent from work for three consecutive days (excluding the day of the accident)
- c) When the accident occurs in connection with work activities but not on the premises and requires medical attention or loss of life.
- d) When a non-employee requires medical attention.

Smoking

Smoking is prohibited throughout the entire building.

The policy applies to all employees, members, visitors and contractors.

Respect and Dignity at Work

Carrickmines Golf Club is committed to working to maintain a workplace environment that encourages and supports the right to dignity at work. All who work in the club are expected to respect the right of each individual to dignity in their working life. All are treated equally and respected for their individuality and diversity. Any form of intimidating behaviour, including harassment, sexual harassment and bullying is not accepted by the club and will not be tolerated.

Work Equipment

All Machinery can be dangerous. Important aspects in ensuring that machinery is used safely and without risk of serious or fatal accidents include: training, competence, maintenance, use of correct equipment and safe systems of work.

On an ongoing basis, sufficient maintenance will be provided for all machinery. Safety devices, brakes and controls will receive regular maintenance.

All guarding will be kept in place at all times.

All machinery shall be locked up at all times, when not in use.

Work Environment

It is the policy of the Carrickmines Golf Club to ensure that in both the club house and green keeping area that:

- a) Work areas are maintained clean and tidy at all times.
- b) Any spillage will be cleaned up immediately.
- c) Waste materials and rubbish are dealt with routinely and quickly.
- d) All combustible and dangerous waste material are sorted and removed from the premises.
- e) All work areas have adequate light and good floor surfaces.
- f) All welfare facilities including shower and toilet areas are maintained in a clean and tidy condition

Walkways

Walkways and passageways will be kept clear from obstructions at all times.

- a) If a walkway or passageway becomes wet, it will be clearly marked with warning signs and/ or covered with non-slip material.
- b) Any change in floor elevation of any walkway or passageway will be clearly marked.
- c) Where objects are stored on or around a passageway, care will be taken to ensure that no long or sharp edges cut out into the passageway in such a way as to constitute a safety hazard.

Fire Precautions

Each employee must ensure that he/she knows:

- where the nearest fire alarm switches are situated;
- where the fire extinguishers are situated;
- where the emergency exits are situated; and
- staff should assemble in the Lower Car Park (to facilitate interaction with emergency services)

If an employee discovers a fire, he/she should ensure that the alarm is sounded immediately.

If it is deemed safe to do so, attempt to extinguish the fire with fire extinguisher.

Firefighting should be abandoned if single fire extinguisher is not successful.

As soon as the alarm is sounded all employees must leave their place of work and report to their fire assembly point. Wherever possible machines should be switched off, but life and safety should not be endangered by doing so. The telephone operator should dial 999 and contact the fire brigade before leaving the premises. Lights should be left on.

The Golf Club will arrange for regular fire drills to take place for training purposes.

Fire Protection and Prevention

In pursuance with the above general statement of safety policy the Club endeavours to provide for the maintenance of a safe entrance and exit.

Fire drill will take place at least twice per annum and will be logged accordingly.

Equipment and Procedures:

- (a) Fire extinguishers to be provided and correctly sited, to meet statutory and insurance requirements.
- (b) Fire Blanket to be provided in kitchen area.
- (c) Smoke detectors to be fitted in appropriate locations.
- (d) All fire-fighting equipment to be tested regularly, serviced and logged by specialised contractors.
- (e) All fire exits and emergency paths of egress to be marked using the standard symbols.
- (f) Staff must ensure that such exits are kept clear at all times

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. If it is deemed safe to do so attempt to extinguish the fire. Firefighting should be abandoned if single fire extinguisher is not successful. 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 Marshal who will liaise with the emergency services.

Assembly Points A and B

Point A – Lower Car Park

If you are on the ground floors of the Clubhouse you can assemble in either the Lower Car Park or beside the Putting Green.

Point B – Putting Green

If you are on the upper floor of the Clubhouse you should assemble either beside the Putting Green or in the Lower Car Park.

Signed:

President

Date:

Contractors Procedures

A contractor is any person who is not a Carrickmines Golf Club employee and who is contracted in for the purpose of providing a service.

In order to meet our obligations for the safety and health of our staff and of contractors working in / visiting our premises, the following arrangements are in place:

1. The President and Committee should ensure that they receive a copy of the Contracting Company's Safety Statement, a risk assessment which outlines in writing how the work is to be completed ensuring that all hazards are identified and appropriate acceptable controls will be in place during the contracted work. This shall include controls against fire or other hazards to the premises and persons of The Carrickmines Golf Club. The Club is required to inform the Contactor of known hazards likely to affect them or their work.
2. Contractors' equipment, tools and systems of work must meet the standards required by the Safety, Health and Welfare at Work Act.2005 and safety standards generally.
3. Contractors must provide their own Personal Protective Equipment (PPE) appropriate to the type of work carried out. PPE must meet the standards required by the Safety, Health & Welfare at Work (General Applications) Regulations, 1993 and appropriate safety and health standards generally.
4. Contractors must provide evidence of appropriate insurance cover throughout the terms of the contract.
5. Contractors must take all due care of their own safety and the safety of others affected by their work.
6. Contractors must not leave machines or equipment unattended in a hazardous condition particularly where Club members, staff or visitors may be present.
7. Contractors must report any accidents or near miss incidents and must co-operate in any subsequent investigation of the accident or incident.

Health Hazards and Risks Assessment.

Terms used in the Safety Statement

- (a) A **Hazard** is something with the potential to cause harm. This must be workplace-generated (e.g. electricity, dangerous chemicals, power tools, machinery, working at heights from ladders, poor housekeeping).
- (b) A **Hazardous Situation** occurs when a person comes in contact with/is exposed to the hazard.
- (c) A **Risk** is the likelihood great or small that someone will be harmed by the hazard and its possible severity. Risk also depends on the number of people exposed to the hazard.
- (d) **Harm** is the adverse effect on the individual that may result from exposure to the hazard.
- (e) **Loss** is the damage to the equipment, property, productivity or the environment that may result from the exposure to the hazard.
- (f) **Risk Assessment** is a careful examination of what, in the workplace could cause harm to people. It involves identifying the actual hazards and their associated risks and quantifying the risks as high, medium or low risk.
- (g) **Risk Management** involves risk assessment; looking at existing controls and discovering what further action might be taken to take more control of the risk. Risks need to be reassessed when there are accidents or near accidents, a change in staff members, changes in procedures or equipment or where chemicals are in use.
- (h) **Controls** are methods of eliminating hazards and reducing risks.

Buggies

With the introduction of buggies to the Club the following procedures have been put in place to ensure the safety of members and visitors.

Weather conditions: Buggies may only be used when weather conditions are suitable for their safe usage.

Eligibility: Members and visitors must hold a full driving licence to use a buggy.

Booking: Buggies should be booked in advance with the Club Steward. Priority will be given to those with medical certificates.

Procedure: On arrival the booking register should be signed, the hire charge paid and recorded.

Two keys will be provided for:

- (1) Opening the buggy shed
- (2) Buggy ignition

The battery charging cable should be disconnected and reconnected after use.

Instructions to perform these tasks are available at the buggy shed.

Biological Hazards

Weils Disease:

Hazard:

Contaminated Sewers
Drains
Ground
Refuse Skips

Risk :

Medium

Symptoms:

Symptoms may include fever, headaches, chills, severe muscle pain in the calves and thighs, vomiting, diarrhoea and bloodshot eyes. Sometimes the fever may fluctuate and other symptoms such as a rash, jaundice, confusion, depression, kidney failure, liver failure and meningitis may occur. The incubation period is usually 10 days but can range from 4 to 19 days. If Symptoms persist please contact your G.P.

Prevention:

Adhere to a rigid hygiene policy. Cover all cuts, scratches and abrasions with a waterproof dressing. Wear protective clothing especially gloves when handling soil, vegetation, animal feeds, tools or equipment that may be contaminated. Avoid touching mouth and nose. Food stuffs should not be consumed in the work area.

Control Measures:

Before starting work all proper protective clothing must be worn.
After contact with sewage, water contaminated by sewage or contaminated ground, hands and forearms must be washed thoroughly with soap and water.
All skin cuts, scratches or abrasions be washed immediately and antiseptic applied.
Course Manager be immediately informed.
Contact Doctor the same day and give precise details of the injury and the circumstances in which it occurred.
Avoid rubbing nose and mouth during work.
If you develop any "Flu" like symptoms, immediately report to your doctor and state the type of work you were doing

Personal

Protective Equipment:

Full PVC Gloves, Rain Suits, Wellington Safety Boots

Lyme Disease:

Hazard:

Lyme disease is caused by the bacterium *Borrelia burgdorferi* which is spread by the bite of a tick. Ticks are tiny spider-like creatures with three life-cycle stages, the smallest of which is about the size of a pinhead. They are frequently found in woodland, moorland and other grassy areas, where they feed on the blood of mammals (e.g. deer) and birds. They are usually found close to the ground, especially in moist, shaded areas.

Symptoms:

The first symptom of Lyme disease is often a rash (erythema migrans) that can appear 3 to 30 days after the tick bite. It starts as a small red dot at the bite site but may grow larger with time. The centre of the spot often fades creating a characteristic “bull’s-eye” appearance. Other symptoms include fever, chills, headaches, stiff neck, fatigue, muscle aches and joint pain. Occasionally, a severe form of Lyme disease can develop and the heart, joints or the nervous system can be affected.

Prevention - Avoid Tick Bites:

1. Walk in the middle of paths/trails; avoid overgrown vegetation, sitting on logs and leaning against trees.
2. Wear a hat and tuck in hair.
3. Wear a long sleeved shirt fitted at the wrist.
4. Wear shoes, not sandals or bare feet.
5. Wear long trousers tucked into socks or boots.
6. Consider using an insect repellent containing DEET. Follow the manufacturers’ application guidelines.
7. Wear white or light coloured clothing to make ticks more visible and inspect clothes every 3-4 hours.
8. When working in areas of long grass or during gorse removal, at the end of the day check yourself for ticks. Check both skin and hair, particularly warm moist areas such as the groin, backs of knees, armpits and neck. You may find it helpful to stand in front of the mirror while you inspect yourself as it can be easy to miss ticks due to their small size. Pay particular attention to the head, neck and scalp of children.
9. If you find a tick, remove it as described below, and consult your GP if symptoms develop.

Action – in the event of discovering a tick

1. Firstly don’t panic. Your risk of developing Lyme disease increases the longer the tick is attached to your skin. However, if the tick is removed within the first few hours after a bite, you are very unlikely to become infected.
2. Remove the tick (ideally with tweezers) by gripping it close to the skin. Wash the area as soon as possible afterwards with soap and water.
3. If any of the mouthparts of the tick are left behind, remove as much as possible with tweezers.
4. Check the skin over the next few weeks for a rash. Initial redness and swelling the same day is normal and does not indicate infection.
5. If a rash or other symptoms develop, see your GP and report being bitten by a tick.
6. Your GP will make a diagnosis and prescribe treatment if necessary.

Chemicals

The general running of the Golf Club necessitates the use of small amounts of chemicals. All Chemicals listed in the Chemical Safety Folder -- Fungicides, Herbicides, and Insecticides. Material Safety Data Sheets are supplied with all chemicals from suppliers.

General Chemicals used for cleaning purposes in the club house.

Hazards

- Damage to hands, skin, eyes, lungs.
- Skin Irritation
- Fire
- Poisoning

Risk: Medium

Control Measures: All chemicals used in green keeping department documented and filed in the chemical safety folder.

Safety Data Sheets on file for all chemicals.

Training provided as appropriate in the safe use of chemicals.

Dedicated chemical storage areas.

Correct personal protective equipment provided and used.
Gloves, protective clothing, and safety glasses.

Spill procedure outlined for all chemicals.

Only regular household cleaning chemicals used in the club house.

Personal

Protective Equipment: Gloves, clothing, face visors, eye goggles, eye glasses and safety footwear as appropriate

Electricity

Hazards:

- Electric Shock
- Electrocutation
- Burns
- Fire
- Explosion
- Death

Risk:

Low to Medium

Control Measures:

- All electrical equipment is properly specified and purchased to comply with recognised Safety Standards.
- All installations to standard laid down in Electricity Regulations and E.T.C.I. Codes of practice.
- All electrics maintained in a safe manner.
- Only qualified electrical personnel maintain and repair apparatus.
- Broken plug tops, sockets and switches repaired immediately.
- All frayed cables replaced immediately.
- All electrical equipment flexes, plugs, sockets etc are visually inspected on a regular bases.
- All faulty equipment is taken out of service and remains out of service until repaired by a competent person

Personal Protective Equipment:

Protective Gloves as appropriate.

Manual Handling

Manual handling includes lifting, pulling and pushing of loads.

Hazard:

Muscular Strains and Sprains.
Slips Trips and Falls
Back Strain
Hand Strain
Leg Strain.

Risk:

Medium

Control Measures:

- All employees involved or likely to be involved in Manual Handling be professionally trained.

- Items to be lifted where practicable to be marked with weight.
- Awkward shaped and heavy loads to be lifted by more than one person.
- Gloves to be used when lifting sharp objects.
- Good Housekeeping and cleaning schedules.

Personal Protective

Equipment : Gloves and Safety Footwear as appropriate.

Fire

General Fire Safety:

Hazard

Identified: Risk of death
Risk of serious injury
Risk of smoke inhalation

Risk: **Medium**

Control Measures: Fire management plan developed for the Club House which details the layout of the premises.

Fire alarm and prevention equipment details.

Fire instruction, Fire drills, Training details, Smoking policy, Assembly point information.

Housekeeping and Fire safety

Inspections as required by Fire safety legislation.

Fire Alarm installed with smoke detection in place.

Above system maintained and tested as per statutory requirements. Employees and Management trained in the contents of the Fire Plan to include roles, responsibilities and procedures.

Fire-fighting equipment in place – fire extinguishers and fire blankets and service as per statutory requirement.

Fire wardens appointed and trained.

Emergency escape routes in place and kept unobstructed at all times.

Fire Safety signage in place.
Fire Drills to be carried out at twice per year.

General Security

Club House and Green keeping shed.

Hazard: Break Ins - Buildings and Machinery / Cars
Vandalism
Robbery
Unauthorized Access

Risk: **Medium**

Control

Measures:

Intruder Alarm installed covering the entire club house, and green-keeping sheds.

Named key Holders with designated responsibilities.

CCTV footage 24 hour monitored

Green keeping shed locked up

Controlled access at main gate.

Slips, Trips and Falls.

All areas in the Club House.

Hazards:

- Injury to general body due to falling
- Poor Housekeeping
- Untidy work stations.

Risk: **Low to Medium**

Control Measures:

All areas maintained in a clean and tidy manner at all times.

Floor areas free of storage and electrical cables.

Wet floor signs are used to warn of spillages and when cleaning floors.

Machinery shed and all associated areas kept neat and tidy at all times.

Bar area kept neat and tidy at all times with storage area used for storing all supplies.

Car park area has good even surface and adequate lighting provided.

Stress

Occupational Stress:

Hazard:	Stress in the workplace can be caused by various factors including: Lack of job knowledge Poor communications Poor working planning and implementation Routine work with no variation
Risk:	Low to Medium
Control Measure	Training provided as appropriate to ensure all employees are competent in their role. Work is planned in advance and adequately supervised/managed as appropriate. Regular meetings held to ensure all employees are involved in the golf clubs activities. Open communication encouraged at all times.

Bullying

Bullying and Harassment:

Hazard:	Workplace bullying is repeated inappropriate behaviour, direct or indirect, whether verbal, physical or otherwise, conducted by one or more employees against another or others.
Risk:	Low to Medium
Control Measures:	Regular staff meetings to encourage open communication. Policy in place and communicated to employees.

Physical

Machinery:

Fairway mowers, Rough mowers, Aprons mowers, Compact tractor, Tractor, Green Mowers, Tee mowers, Aerator, Hand mowers, Rotary mowers, Chainsaw, Sod cutter, Top dresser, Sprayer, Weed eater.

Tractors: Hazards:

The major causes of tractor accidents are:

- Overturning
- Trips and falls from the tractor
- Driving errors
- Falling loads
- Hitching trailers
- Power Take Off unguarded

Risk Assessment: High

Control Measures:

Controls should all be in working order and clearly marked.

Always ensure that the tractor can be started off the key, and that the fuel stop is in place.

Brakes should be in sound working order, balanced and interlocked, except when being used for field work. Hand brakes should be tested regularly.

Ensure that the PTO can be turned on and off correctly and that the hydraulics are functioning correctly. The trailer hitch points of both tractor and trailer must be free from wear.

All power shafts should be completely covered by the guard provided, when in use.

If the tractor is being used on the road, ensure that mirrors, indicators, lights and wipers are in working order as required by the Road Traffic Act.

Excessive loads should not be carried on the trailer. Overloading can affect the stability, steering and braking of the tractor trailer combination. The maximum overall height legally allowed of any vehicle, at present, is 4.25 metres.

Safety chains should be fitted to trailers over 750 kg in laden weight (or half the laden weight of the drawing vehicle, whichever is less) and having more than two wheels, must be fitted with a continuous or semi-continuous brake and an automatic breakaway brake.

Care should be exercised when getting on or off the tractor.

Rotary Power Mowers: Hazards

Entrapment in rotating blades causing foot and/or hand injuries.

Injuries from ejection of hard materials.

Back injuries from manual handling of machine parts and cuttings.

Hearing deficiencies from continuous machine noise exposures.

Working in inclement weather.

Risk Assessment: Medium exposure to serious injury.

Control Measures:

A visual inspection should be carried out prior to using the mowers to ensure that:

- (i) All guards which provide protection for moving parts are in place and adequately secured.
- (ii) All attachments are correctly installed and aligned in accordance with the manufacturer's instructions.

The mower is serviced on a regular basis.

Ignition keys are removed when the mower is left idle.

Appropriate shower-proof protective clothing is worn during inclement weather conditions.

Personal Protective Equipment i.e. safety shoes, ear defenders, gloves, goggles etc. should be worn when operating the mower.

All Green Keeping operatives will be provided with manual handling instruction.

Cylinder Mowers: Hazards:

Bodily injuries when carrying back lapping operations.

Entrapment in rotating blades causing foot and/or hand injuries.

Injuries from ejection of hard materials.

Back injuries from manual handling of machine parts and cuttings.

Hearing deficiencies from continuous machine noise exposures.

Working in inclement weather.

Entrapment in belt/chain drives.

Risk Assessment: **High exposure to serious injury.**

Control Measures:

An extended application brush (Min24'') should be used when back-lapping operations are being undertaken to sharpen blades.

An inspection should be carried out prior to using the mowers to ensure that:

(i) All guards which provide protection for moving parts are in place and adequately secured.

(ii) All attachments are correctly installed and aligned in accordance with the manufacturer's instructions.

The mower is serviced on a regular basis.

Ignition keys are removed when the mowers are left idle.

Appropriate shower-proof clothing is worn during inclement weather conditions.

Personal Protective Equipment i.e. safety shoes, ear defenders, gloves, goggles etc. should be worn when operating the mower.

All Green Keeping operatives will be provided with manual handling instruction.

**Personal Protective
Equipment :**

Safety Footwear and Eye and Ear Safety protection must be worn.

Storage Area

Storage facilities:

Diesel – 1400lt bunded tank on drained platform.

Petrol - 5 x 20lt, 2 x 10lt Jerry cans stored in purpose built container.

Chemicals - Stored in purpose built container.

Diesel - 1400lt bunded tank on drained platform.

Oil/grease - Stored in petrol cabinet.

Fertiliser - Bags stored on a raised platform, (pallets on sleepers).
Liquids stored on diesel tank platform.

Hazards:

- Spillage
- Fire
- Explosions
- Tank Deterioration or Damage
- Skin Irritation
- Dizziness and Headache

Risk: **Medium**

Control Measures:

- Always use sturdy storage tanks designed for fuel storage.
- Located in bunded area.
- Located on firm level surface.
- Area kept clear of flammables and combustibles.
- Safe refuelling procedures to be used at all times.
- Control over ignition sources.

Personal Protective Equipment: Safety Gloves.

Hazardous Chemicals

Hazard

Chemicals are used throughout the golf course primarily for the upkeep and maintenance of fairways and greens. Such chemicals include Fungicides, Herbicides, Fertilisers, Lubricating oils, Sharpening compounds etc.

Portable tools / Equipment

Objective:

To ensure that all tools are manufactured and maintained in accordance with safe standards and that all employees are trained in their safe use.

Hazards:

Cuts to hands, legs etc.

Risk Assessment: **Medium**

Control Measures:

Management will ensure that all power tools provided for use are in accordance with the relevant safety standards.

No power tools or electrical equipment of greater voltage than 110 volts, shall be used in external locations, unless special arrangements have been made. Lower voltage tools and lighting may be required in damp or confined situations.

All contractors must be informed of the Club Policy on the use of electricity and will be expected to comply with these requirements.

Only authorised persons are permitted to repair or alter electrical equipment. Any defects noted in electrical equipment must be reported to the Hon .Secretary, so that immediate steps can be taken to have defects remedied by a competent electrician or hire company.

All cable connections must be properly made. Under no circumstances is insulation tape to be used for any repair or join in extension.

Power tools must be maintained in good condition, with casing intact and label fitted, showing voltage and other information.

Regular inspections of all electrical equipment will be carried out by a competent electrician.

The correct tool should be always used for the job being done.

Sharp tools should not be carried in pockets, but kept in a safe place.

Machinery List of The Carrickmines Golf Club

Machine name	Description	Safety switches	Roll bars	Fire extinguisher
Ride on machines:				
Jacobsen LF3800	Fairway mower	Y	N/A	Y
Jacobsen AR250	Rough mower	Y	N/A	Y
Jacobsen Greensking MKIV	Aprons mower	Y	N/A	Y
Jacobsen Greensking MKIV	Verticutter etc	Y	N/A	
Ruboto B3030	Compact tractor	Y	Y	Y
Iseki TH4335	Compact tractor	Y	Y	Y
Iseki TM3267	Compact tractor	Y	Y	Y
Massey Ferguson 240	Tractor	N	Y	Y
Saxon Triplex	Banks mower	Y	N/A	Nowhere to put one
Pedestrian machines:				
Jacobsen 522A	Greens mower	Y	N/A	N/A
Jacobsen 522A	Greens mower	Y	N/A	N/A
Jacobsen 522A	Greens mower	Y	N/A	N/A
Jacobsen 522A	Greens mower	Y	N/A	N/A
Saxon LM26	Tees mower	Y	N/A	N/A
Saxon LM26	Tees mower	Y	N/A	N/A
Saxon LM26	Tees mower	Y	N/A	N/A
Ransomes Marquis	Tees mower	Y	N/A	N/A
John Deere Aercore 800	Aerator	Y	N/A	N/A
Miscellaneous machines:				
Allen Flymo X 3	Hover mower	Y	N/A	N/A
Stihl Chainsaws x 2	Chainsaw	Y	N/A	N/A
Stihl weedeater	Weedeater	Y	N/A	N/A
Ryan sod cutter	Sod cutter	Y	N/A	N/A
Turfco disc spreader	Top dresser	Y	N/A	N/A
Hardi sprayer – 200lt	Sprayer	N/A	N/A	N/A
Springtime harrow				
Wheeled strimmer				
Transport box - trailer				

Responsibilities assigned to Staff/Committee Members

Overall responsibility for Health and Safety	-	Committee
Day to day administration including responsibility for logging all accidents or near misses.	- - -	The Club Steward in the Clubhouse Chairman of the House Committee Head Greenkeeper
Maintenance and logging of Club safety equipment e.g. First Aid Kit and Fire Alarms	- -	Chairman of the House Committee or his/her nominee.
Date set for annual review of the Audit Safety Record Book.	-	January
Date set for annual review of this Safety Statement.	-	January

Staff will be notified of all changes in this Statement as they occur.

Hon. Secretary

1. Read and understand the Golf Club Safety Statement and bring it to the attention of the committees, and staff directly under his control.
2. Ensure employees are aware of their responsibilities under the Safety Health and Welfare at Work Act 2005.
3. Encourage staff to bring to the notice of club management (Clubhouse and Green Keeping) any aspects of Health and Safety which they feel have not been adequately addressed under the Safety Statement.
4. Ensure staff are aware of their responsibilities to report all accidents, however trivial they may appear, if same occur on Golf Club property.
5. Ensure staff are aware of procedures in the event of an emergency and respond to alarm conditions as laid down under the Policy Document.
6. Ensure staff are familiar with the location of extracts of statutory regulations and read same and also the location and procedures applicable to First Aid boxes.

House Committee

1. Agree the Golf Club Safety Statement and ensure that it is brought to the notice of all employees under their control.
2. Ensure that the requirements of the Safety, Health and Welfare at Work Act 2005 are complied with on the club premises.
3. Ensure that all Clubhouse catering and cleaning equipment is safe, fitted with any necessary guards or safety devices and is serviced and maintained as recommended by the manufacturer.
4. Ensure that staff required to use the equipment mentioned above are trained in its use and are not permitted to carry out any repairs unless authorised.
5. Ensure that the clubhouse facilities are adequately maintained to ensure safety of staff, members and visitors.
6. Ensure that all fire-fighting equipment is maintained and fire exits are kept clear.
7. Ensure that first aid facilities are available.
8. Ensure that all accidents are reported in accordance with Club policy.
9. Ensure that staff work safely and do not take unnecessary risks.
10. Ensure all necessary welfare provisions are provided and maintained.

Head Green Keeper

1. Report on Safety issues to the HCO who in turn reports into the Green Committee.
2. Read and understand the Golf Club Policy on Health and Safety.
3. Plan and supervise all work in a safe manner and in accordance with the standards set out in this Safety Statement.
4. Motivate employees under his control to take the appropriate safety precautions including setting an example to staff particularly by wearing the prescribed protective clothing.
5. Report immediately any defects in plant or equipment - never attempt to repair same yourself unless qualified to do so.
6. Ensure all injuries are suitably treated and reported to management.
7. Do not permit any person to operate or clean any equipment unless the person is fully trained in the operation of that equipment or is being trained by a fully trained and competent person in the possible hazards from incorrect use of the equipment.
8. Ensure staff are familiar with the location of the First Aid box.
9. Ensure staff know the procedure in the event of fire and/or emergency.

Ground Maintenance Staff

1. Carry out all work in accordance with the requirements laid out in the Safety Statement.
2. In conjunction with the Safety Co-ordinators set up a system of regular safety inspections on the golf course.
3. Ensure that work carried out under their control is regularly inspected.
4. Ensure that all plant and machinery are safe and are guarded as necessary and equipped with appropriate safety devices.
5. Ensure that all project and maintenance work carried out is done in a proper manner and that emergency repairs are dealt with as soon as possible.
6. Attend promptly to all plant and equipment defects notified or arrange with management to stop dangerous plant until it can be properly repaired.
7. Ensure that an assessment has been carried out of any substance or process considered hazardous to health and that appropriate control measures, training, instruction, protective clothing have been provided.
8. Incorporate safety instructions in routine orders and see that they are obeyed.
9. Ensure other employees do not take unnecessary risks.
10. Ensure that new employees, particularly apprentices and young people, are shown the correct method of working and all safety precautions.
11. Set a personal example by wearing protective clothing and carrying out your own work in a safe manner.
12. Suggest ways of eliminating hazards and any improvements or additions that can be made to the Safety Statement.

Contractors

The following responsibilities are allocated to contractors:

1. All contractors will be expected to comply with the Carrickmines Golf Club's policy for Health, Safety and Welfare, and must ensure that their own Safety Statement is made available when work is being carried out on the Golf Club premises.
2. All work must be carried out in accordance with relevant statutory provisions, the foregoing Contractor's rules and taking into account the safety of others on the site.
3. Scaffolding and other access equipment used by contractors' employees must be erected and maintained in accordance with current Regulations and Codes of Practice.

- Stack items carefully in racks, and place racks into machines.
- Add correct amount of detergent.
- Check temperature gauges during the wash and rinse cycles. Refer to manufacturers instructions for correct temperature settings on each cycle.
- When cycle is completed, remove racks. Allow dishes to air dry before stacking. If necessary use clean cloths to complete drying.

Maintenance:

Faults in the machine should be reported to the supervisor and action taken immediately

Cleaning:

- Clean machine every day.
- Empty and rinse shelves and strainers.
- Clean spray jets.
- Wipe down machine and table.
- Switch off.

Water Boilers

Hazards:

The main hazards associated with the use of water boilers are:

- Faulty wiring.
- Faulty temperature controls.
- Drain off tap left open.
- Standing directly over hot boiler when lid is lifted.
- Boiling water and escaping steam.

Risk Assessment: Medium

Control Measures:

- Ensure boiler is clean.
- Ensure boiler is sufficiently filled with water.
- Ensure correct temperature is set.
- Ensure drain off tap is closed.

Maintenance:

- Always ensure boiler is clean.

- Ensure drain off tap is not leaking.
- Cover lids are secure.
- Control knobs and handles are in place.
- Ensure there is compliance with regulations regarding boiling pan jackets.

Cleaning:

- Isolate power supply.
- Boilers should be kept scrupulously clean.
- Always use hot clean water.
- If boiler is not used for a while fill with clean cold water.
- Cover boiler with lid to prevent anything falling in.

Training and Supervision:

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

Ranges/Cookers

Hazards:

The main hazards associated with the use of ranges/cookers are:

- Leakage of gas (pilot light not functioning properly)
- Control knobs missing on cookers.
- Thermostat not working correctly.
- Naked flames - fire.

Risk assessment: High

Control Measures:

- Ensure unit is clean.
- Ensure pilot lights are switched on and working.
- Ensure correct temperature is achieved.
- Ensure rings are in working order.
- When ranges and cookers are not in use, check all gas is switched off at mains.

Maintenance:

- All surfaces should be checked for baked-on soils and these should be scraped off.
- Check gas burner for proper combustion as indicated by the blue flame and for contact with the surfaces to be heated.
- Check burners for clogged burner holes.
- Check for broken grates.
- Check for loose and faulty connections, leaking gas pipes, frayed wires, loose door handles or control knobs and indicator lights that have failed.
- Ranges/cookers should be checked at least once a year by qualified maintenance person.
- Oven doors should not be slammed as it is liable to cause damage.

Cleaning:

- Switch off gas supply.
- Allow to cool
- Remove all bars and racks - grids
- Immerse in hot water with a detergent
- Using plastic gloves, scrub clean
- Allow to dry and replace.
- All jets should then be lit to check that none are blocked.
- All enamel parts of stoves-ranges should be cleaned while warm, with hot detergent water, rinsed and dried.
- Inside of ovens and oven racks should also be cleaned while slightly warm. Detergent, water and a mild abrasive to be used if necessary.
- In cases of extreme dirt or grease being baked on to the range/cooker, a caustic jelly may be used. Plastic/rubber gloves must be used and thorough rinsing must take place afterwards.

Training and Supervision:

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

Knives

Hazards:

The main hazards associated with the use of knives include:

- Knives being left on work surfaces with cutting edge erect.
- Knives being left in sinks of water where they cannot be seen.
- Carrying knife with point held upwards.
- Hygiene.

Risk Assessment:

High

Control Measures:

- Use the right knife for each job.
- Make sure knife is sharp. A sharp knife cuts more easily with less pressure, therefore is less likely to slip.
- Do not leave knives in sink, or in any place where they cannot be seen easily, or where somebody might pick up accidentally by the blade.

Maintenance:

- All knives should be kept sharp/clean.
- Store knives in guards.

Cleaning:

- Clean knives in hot clean water.
- Dry knives after cleaning.
- Ensure joining and rivets are kept clean.

Training and Supervision:

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

Microwave Ovens

Hazards:

- Foods not being de-frosted correctly.
- Foods not being re-heated or cooked thoroughly.
- Microwaves not being cleaned.
- Electrocution from interfering with power pack.

Risk Assessment: **Medium**

Control Measures:

- The operator must be familiar with the temperature controls of the equipment.
- Not all containers are suitable for use in Microwave Ovens.
- Microwave Ovens can only penetrate 1½ inches into food from all sides.
- Limited oven space restricts use to small quantities.
- Do not open rear of microwave or attempt any repairs, rewiring etc.

Operation:

- Ensure correct temperature controls are in place prior to de-frosting, re-heating or cooking.
- Ensure that Microwave Oven is clean.
- Ensure no metal or tin foil is used in Microwave Oven when in operation.
- If food is covered, be careful when removing covering, as steam burns can occur.
- Ensure that Microwave oven is not switched on when empty.

Maintenance:

All machinery must be maintained in safe working order to manufacturer's instructions.

Cleaning:

- Before cleaning disconnect electricity supply.
- Use clean damp cloth to clean both inside and outside oven, particularly seals.
- Use a solution of washing-up liquid if oven is greasy.
- Dry off with clean cloth.

Training and Supervision:

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.

- Cleaning should take place in a manner whereby the minimum number of people are exposed to the hazard of the wet floor.
- Signs and barriers should be used to warn of hazardous conditions.
- Leaks of oil or other materials from machines should be stopped and, where appropriate, drip trays should be placed under cookers or other machinery.
- All spillages, debris, and waste material should be cleaned up immediately.

Maintenance:

All floors must be maintained in good condition.

Training and Supervision:

- Kitchen staff and operators should receive instruction in the safe and correct manner of cleaning floors, use of chemicals and the practices of good housekeeping.
- It is essential that operators are trained in the correct use of cleaning materials and good housekeeping practices.
- Supervisors should ensure that defects are reported and remedied immediately.

Resources:

- Information - Material Safety Data Sheets for Chemicals used.
- Training use of substances.

Saucepans & Cooking Utensils

Hazards:

The main hazards associated with saucepans and cooking utensils are:

- Scalds and burns.
- Falls due to pans and cooking utensils being left on floor.
- Hygiene.

Risk Assessment: **Low**

Control Measures:

- Saucepans used for cooking should always have suitable handles attached.
- When carrying heavy trays etc. of hot liquid use one hand underneath container and the other on the side to secure tray etc.
- Turn handles of saucepans, pans etc. away from edge of stove, so that the saucepan is not overturned accidentally.
- Do not leave handles of saucepans over gas flame, or metal spoons and ladles in boiling liquids. Metal conducts heat, and you will burn yourself or others on the pot-handle or spoon.
- Do not reach over a naked gas flame when reaching for saucepan.
- Stand well back when straining hot liquids from one pot to another.

Maintenance:

- Ensure that all pots are equipped with handles where appropriate.
- All faults discovered in saucepan's and cooking utensils should be reported to the Supervisor immediately.

Cleaning:

- All saucepans and cooking utensils should be cleaned thoroughly after each use and on commencement of production.

Training and Supervision:

- It is essential that operators are trained in the correct use of this equipment and given appropriate supervision when operating or cleaning the equipment.
- Supervisors should ensure that defects are reported and remedied immediately.

Audit Safety Record Book

Audit Safety Record Book will be used to record/log the following.

- Training courses attended by staff.
- Any accidents or 'near miss' events.
- Inspections made of premises and its Safety Systems.
- Inspections and restocking of the First Aid Box.
- Fire Drills carried out.

First Aid

First Aid Kit: This is stored and maintained in the bar. It contains the following items:-

- Sterile dressings in assorted sizes.
- Triangular bandages (2)
- Crepe bandages (2)
- Adhesive tape.
- Sticky plasters and strip of sticky plaster.
- Cotton wool.
- Antiseptic wipes.
- Scissors, safety pins, disposable gloves.
- Pen light / torch.
- Sterile eye pads (2)
- Disposable containers of sterile normal saline for eye irrigation.

Defibrillator:

This has been installed in the bar beside the door to the kitchen. Eight members and staff have been trained to use it, and their names are displayed on the cabinet.

Directory of Personnel and Useful Contact Telephone Numbers

2022

Name	Position	Telephone
Cabinteely Garda Station		01-6665400
Fire Brigade		999 or 112
Ambulance Service		999 or 112
David Hilliard	Hon. Secretary	086-8212914
Roger Acton	Hon. Course Officer	087-2577159
David Patterson	Steward of Club	01-2955972 / 087-7916615
John Bryson	Head Green Keeper	087-6863317
Apex Fire Ltd	Fire Equipment	01-4533177
Protech	Fire & Burglar Alarm Contractor	01-6235343
Robert Delaney	General Maintenance	086-1930995
Mark McNally	Electrician	087-2419588
Screen Guard	Electric Gates	01-4263000