(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

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(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 1.2 Title: Safety Policy**

**Safety Policy**

It is our Company mission to protect the Safety, Health and Welfare of our employees and of those that may be affected by our activities, including Visitors, Customers, and members of the Public, and Contractors. It is also our objective to protect the Environment.

**Pitch and Putt players must exercise all reasonable care and attention and conduct themselves in a manner that does not affect the safety of other players or local residents. Players must abide by local and national playing rules in the interest of their own and of the safety of others.**

**Strategy:**

In order to ensure the Health Safety and Welfare of all parties the (Club Name) Pitch and Putt Club will strive to provide:

* A safe place of work
* Safe access and egress
* Safe and competent staff members
* Safe plant and equipment
* Safe systems of work
* We will provide the necessary information, instruction training and supervision in order to achieve our Mission.

**Commitment;**

It is the policy of (Club Name) Pitch and Putt Club through the implementation of this Safety Statement. and in consultation with our employees, to ensure the workplace is as safe as is reasonably practicable.

It is policy to comply with all statutory requirements and common law duties relating to our activities.

The provisions of this Safety Statement apply equally to the (Club Name) Pitch and Putt Club Management and employees. Sub Contractors and other interested parties.

A copy of the full Safety Statement is available on request.

(Club Name) Pitch and Putt Club

Signed: Date:

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 1.3 Titles: Organisational Structure**

Club Address;

(Club Name) Pitch and Putt Club

|  |  |  |
| --- | --- | --- |
| **Person** | **Status** | **Contact** |
|  | Chairman | 01 2345678 |
|  | Secretary | 01 2345678 |
|  | Treasurer | 01 2345678 |

**Section 1.4 Titles: Scope of Works/Project**

**Scope of Works:**

This Safety Statement applies only to the activities of (Club Name) Pitch and Putt Club namely:

* The Use of the main Building for Pitch and Putt member's activities
* Maintenance of the Course.

Signed: Date:

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 2.1 Title: Responsibilities; Board of Directors**

The Board of Management has ultimate responsibility for the Safety and Health at work of all employees and for all operations at Clonee Pitch and Putt. They have overall responsibility for ensuring, that all of the requirements of the Safety, Health and Welfare at Work Act. 1989 and other relevant legislation are complied with so far as is reasonably practicable.

The responsibilities of the Board are to: -

* Endorse and update the (Club Name) Pitch and Putt Club Safety Statement
* Give consideration to Health and Safety matters at the planning stage of work programmes and the layout of the Pitch and Putt Course
* Carry out inspections to ensure compliance with Safety, Health and Welfare
* Ensure employees are aware of the Company Safety Statement
* Provide Health and Safety information
* Co-ordinate Safety activities of Contractors and subcontractors with whom it is necessary to work with
* Ensure that adequate resources are provided to carry out the provisions of the Safety Statement, and that employees are fully trained to carry out their duties
* Ensure that the requirements of the Act and Regulations are complied with on all work related activities
* Obtain the services of a competent person when in-house expertise is not available
* Provide adequate welfare facilities and protective clothing and equipment
* Ensure the periodic assessment of the effectiveness of all procedures relating to the Safety, Health and Welfare of all employees
* Be familiar with the Safety and Health regulations and Company policy applicable to the work on which you are engaged and insist that the prescribed standards be observed
* Ensure persons under your control comply with the (Club Name) Pitch and Putt Club Safety Statement
* Maintain a tidy workplace. Arrange for regular clean-up periods. Appoint person responsible
* Ensure maintenance employees wear protective clothing
* Carry out disciplinary procedures for breaches of Safety
* Provide safety equipment/clothing; ensure its proper use by all personnel on site
* Make certain that all plant and machinery operators are only employed on equipment for which they have been properly trained
* Ensure that all machinery and plant including power and hand tools are maintained in good condition
* Repair defects in plant and equipment immediately
* Ensure that adequate fire fighting equipment is available and replace used or defective equipment
* Ensure the safe handling and storage of all tools. plant and materials
* Ensure that First Aid boxes are maintained properly
* Ensure all ladders are sound and tied while in use
* Ensure that all outdoor power tools are 110 volts.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 2.2 Title: Safety Representative**

Employees of (Club Name) Pitch and Putt Club may from time to time elect a Safety Representative in accordance with Section 13 of the Safety, Health and Welfare at Work Act, 1989. The Safety Representative shall receive full support from the management of (Club Name) Pitch and Putt Club, in carrying out his/her duties as defined in Section 13 (6) of the Safety, Health and Welfare at Work Act, 1989.

The purpose of a Safety Representative is to ensure that consultation takes place between management and employees with a view to establishing and maintaining adequate arrangements for health and safety at work.

**THE RIGHTS OF A SAFETY REPRESENTATIVE**

1. To be given information from employer
2. To be informed if an inspector is on site
3. To accompany an inspector, except when the inspector is carrying out accident investigations
4. To make oral or written representation to an inspector
5. To receive advice and information from an inspector
6. To make representation to the employer as to safety, health and welfare
7. To investigate accidents and dangerous occurrences
8. To investigate potential hazards
9. Carry out inspections in agreement with the employer
10. To be given time off:

(a) To acquire knowledge without loss of pay

(b) To carry out functions

1. Shall not be placed at any disadvantage arising from the performances of his/her duties

**Section 2.3 Title: Responsibilities; Employers**

(Club Name Pitch and Putt Club must ensure so far is reasonably practicable:

* A safe place to work
* A safe means of access and egress to and from place of Work
* Safe plant equipment and machinery
* Safe systems of work
* Provision of information, instruction, training and supervision
* Provision of suitable protective clothing and equipment
* Prepare and revise emergency plans
* Prevention of risk to health from any substance or article
* Provision and maintenance of welfare facilities
* Provision where necessary the services of a competent person to advice on Health Safety and Welfare.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 2.4 Title: Responsibilities-Employees**

The Safety, Health and Welfare at Work Act 1989 impose a duty on all employees:

* To take reasonable care for their own safety, health and welfare and all other parties who may be affected by their acts or omissions at work
* To comply with the (Club Name) Pitch and Putt Club Work rules and site related documentation
* To co-operate with the management so their duties under the act are performed and complied with
* To use in such a manner so as to provide the protection intended, any suitable appliance, protective clothing, convenience, equipment or other means of object provided (whether in common with others) for securing their safety, health and welfare
* To report without unreasonable delay any defects in equipment, place of work, or systems of work, which might endanger safety, health and welfare of which they become aware
* All employees are to co-operate in the investigation and reporting of accidents

t is an offence under the Act for an employee to fail to discharge the above duties or intentionally or recklessly interfere with or misuse anything provided in the interests of safety, health and welfare under the relevant statutory provisions.

Disciplinary procedures will operate if there is a breach of statutory duties by employees or if employees are engaged in horseplay or misconduct.

Consumption of alcohol or persons under the influence of alcohol or drugs will not be permitted to work.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 3.1 Title: Consultation**

Management will ensure that the contents of the safety statement for (Club Name) Pitch and Putt Club, is communicated to employees and that up to date copies of the safety statement are available to all employees.

Employees should notify (Club Name) Pitch and Putt Club on all matters concerning Health Safety and Welfare.

**See Also Section 2.2 Safety Representation**.

**Section 3.2 Title: Accident Reporting/Accident Procedures**

All medical and First Aid accidents must be recorded in the standard Accident Report Book.

Details of all reportable accidents will be recorded using the Form IR I

The term accident refers to all accidents including "near misses" and property damage.

All accidents regardless of their severity must be reported to the (Club Name) Pitch and Putt Club.

(Club Name) Pitch and Putt Club will complete an accident report form. In the event of a serious injury the site must be left undisturbed. after treatment to the injured party, until such time as the immediate supervisor gives clearance or in the case of a notifiable accident the relevant authority gives clearance.

A notifiable accident is:

* The death of a person, irrespective of whether or not they are at work, as a result of an accident arising out of or in connection with the business's activities
* The death of an employee which occurs sometime after a reportable injury which leads to that employee's death, but not more than one year afterwards
* A person at work being disabled from performing his or her normal work for more than 3 days as a result of a workplace injury
* A person who is not at work but who as a result of a work activity sustains injury requiring medical treatment.

A Dangerous Occurrence is one of a list of specific dangerous occurrences listed by the U.S.A. arising out of or in connection with work.

In the event of the death of any employee or the death of, if a person is not at work. as a result of a work activity or of a dangerous occurrence the supervisor must First of all notify the Health and Safety Authority about it by the quickest practicable means e.g. by telephone or fax.

**Form of Notice of Accident [1111] and Form of Notice of Dangerous Occurrence are available in Section 5.**

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 3.2 Title: Accident Reporting/Accident Procedures (Continued)**

**Accident Procedures**

**Minor Accident or illness;**

Obtain first Aid and enter data in the green Accident Report Book.

**Serious accident or Injury;**

(Club Name) Pitch and Putt Club Management must be notified immediately. (Club Name) Pitch and Putt Club or other nominated persons must take charge of the proceedings as follows:

* Observe the accident location and the condition of the injured person
* Call for immediate medical assistance or emergency service
* See that a competent person administers on-site first aid
* Ensure that there is no further risk to anyone in the vicinity
* If there is risk of further injury move injured person to safety
* If ambulance is called make sure that the location is given and that the ambulance can access the site as near as possible to the injured person
* Meet the ambulance at a prominent location especially when working on remote or rural sites
* Establish the location of hospital and appoint a suitable person to travel ith the injured person
* Notify family of injured person and if required arrange for transport for them to the hospital.

**Accident Investigation;**

* Gather all information immediately about the accident and what led up to it
* Obtain signed witness statements
* Complete the green accident report book and the (Club Name) Pitch and Putt Club accident report form
* Notify the Health and Safety .Authority as required
* Take sketches, photographs of area were accident happened
* If H.S.A is to inspect the accident scene then do not move anything unless further risks have to be avoided

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 3.3 Title: Fire and Emergency Management.**

* An effective fire safety management programme is required to guard against an outbreak of tire and the safety of persons on the premises in the event of an outbreak of fire. This programme must address a Policy of Smoking
* Fire prevention practices and emergency evacuation drills are to be held at least twice yearly
* Escape routes must be maintained and kept clear of all obstructions
* Fire protection equipment must be positioned at strategic locations and regularly maintained
* All staff must be trained in what to do in an emergency
* Emergency exits must be illuminated or will illuminate in an emergency and are appropriately located and visible at all times
* Fire doors should not be obstructed from closing
* All fire alarm systems must be checked weekly to ensure they are operative
* All employees must be aware that they should assist in evacuating visitors and cooperate with fire wardens
* A competent person must service the fire alarm system and emergency lighting system every ? months.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 3.4 Title: Fire and Emergency Action**

**(Club Name) Pitch and Putt Club**

**Emergency Procedure**

**In the event of an Emergency:**

* Raise the alarm by verbal, personal contact, mobile phone or other means
* Call the Fire Brigade or Ambulance. **Dial**
* Give the address; (- - - - )
* Give them your contact telephone number. Do not hang up. stay on line
* Request the assistance of first aid if available
* Tackle small fires if safe to do so

**Assembly Plan:**

* Assembly outdoor at Assembly Point
* The senior person present conducts a roll call of persons
* Remain at assembly point until all clear is given

All Incidents must be reported to (Club Name) Pitch and Putt Club

All accidents must be recorded in the Accident book.

|  |  |  |
| --- | --- | --- |
| Person | Status | Contact |
| Emergency Services |  | 999/------ |
| Local Doctor |  |  |
| First Aid |  |  |
|  | Chairman |  |
|  | Secretary |  |
|  | Treasurer |  |

**Section 3.5 Title: Training**

The following are the recommended training areas for (Club Name) Pitch and Putt Club employees:

* Manual Handling Training
* Fire Training
* First Aid
* Machinery/ Equipment Training.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 3.6 Title: First Aid**

Training is ? days and the course must be HSA approved.

The training is valid for ? years and persons should receive refresher training each year.

Contents of a First aid Box should include;

* Adhesive Plasters (Waterproof)
* Sterile eye pads
* Individually wrapped triangular bandages
* Safety pins
* Extra large, large and medium individually wrapped un-medicated wound dressings
* Individually wrapped wipes
* Paramedic shears
* Latex gloves
* Sterile water

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 3.7 Title: Machinery Directive.**

**CE Mark;**

1. This mark denotes that Machinery and Equipment meets the requirements of the Machinery Directive IS/EN 292 Part 1 and 2 1993 and 'or the Low Voltage Directive, as assessed by the Manufacturer or an approved body
2. Any changes or modifications made to the machinery or equipment by the owner must be approved in advance, otherwise the Manufacturer may not warrant the equipment in the case of malfunction or accident
3. Regardless of the presence of CE mark the owner must make his/her own risk assessment of the machinery or equipment to ensure it is safe for the task intended.

**Machinery Directive main specifications include,**

* Hazards
* Risks
* Guarding
* Start, Stop Controls
* Danger zones
* Maintenance
* Isolation
* Lifting Equipment
* Handling
* Lighting
* Warning notices
* Alarms

These factors have been considered in assessing the tasks involved in Section 4 of the Safety Statement.

Users should also be familiar with the Manufactures handbooks.

Reference: Machinery Directive IS/EN 292 Part 1 and 2 1993

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.1 Title: Access and Egress**

**Hazard:** *Access and Egress. (Carparks, Entrances, Roads, Pathways, Corridors, Passageways)*

**Risk:** *Trespass, Slips, Trips, Falls Fire and Emergency Hazards.*

**Risk Assessment:** *High*

**Arrangements and Controls:**

*The premises must have safe access and egress for all (Club Name) Pitch and Putt Club employees, members and visiting players.*

The premises have ??????.

* Ensure Lighting is provided for safe access
* Do not leave goods so as to cause an obstruction
* Keep personal belongings tidy so they do not present a tripping hazard
* Report all loose floor coverings, poor floor and road surfaces
* Avoid trailing cables
* Keep drawers and filing cabinets closed when not in use
* Return all articles to their correct places
* Clean up spillages immediately
* Where access is required to above head height use stepladders or kick stools
* Never lean sideways on a ladder or steps - move it
* Do not use furniture to gain access to high areas
* Keep all means of access and escape routes free from obstruction and substances likely to cause people to slip
* Wear safety footwear when working with equipment/machinery
* Erect a warning sign when floor cleaning is in progress
* Never carry heavy or large loads up or down ladders or steps
* Access routes are kept safe and without risk to health
* Any unusual changes in floor level be clearly identified and repaired
* Loose floor surfaces are repaired
* Lighting in all areas of access and egress will be sufficient to highlight any defects or hazards
* Safe means of access is provided to shelves and other storage

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.2 Title: Electricity**

**Hazard:** *Electricity*

**Risk:** *Electrocution, Electric Shock, Fire, Burns*

**Risk Assessment:** *High*

**Arrangements and Controls:**

Buried electrical cables and overhead cables and services must be identified before any major work is carried out on the course.

If in doubt contact the Electrical Supply Company and carry out cable detection surveys.

A qualified electrical Contractor must carry out all electrical work.

**Portable Electrical Tools**

* One or more residual current devices having a tripping current not exceeding 30mA shall protect supplies at voltages exceeding 125Vac
* Cables carrying voltages exceeding 125Vac shall be of the screened type
* Outdoor electrical power tools must be 110v
* Portable hand lamps must be maximum 25volts AC or 50Volts DC
* Use cordless battery operated tools when feasible
* Keep power cables routed off the floor and wet areas
* Visually inspect all electrical equipment regularly for signs of damage or faults
* Report faulty equipment
* Do not use multiple adapters
* Do not by-pass circuit breakers
* Do not by-pass fuses
* Avoid the use of extension cables
* Avoid trailing leads
* Switch off all electrical appliances when not in use especially at the end of the day. unless of a specialist type
* Do not place objects or beverages on top of electrical appliances
* Do not clear jams. load cartridges or lit attachments etc. without isolating the power i.e. remove plug
* Do not attempt electrical repairs, if extension cables must he used they must have the correct earthing
* Avoid the use of flexible cable.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.3 Title: Fire and Emergency (Site procedures)**

**(Club Name) Pitch and Putt Club**

**Fire and Emergency Procedure**

**In the event of an Emergency:**

* Raise the alarm by verbal, personal contact, mobile phone or other means
* Call the Fire Brigade or Ambulance. **Dial -------**
* Give the address; (- - - - )
* Give them your contact telephone number. Do not hang up. stay on the line
* Request the assistance of first aid if available
* Tackle small fires if safe to do so.

**Assembly Plan:**

* Assemble outdoor at Assembly Point
* The senior person present conducts a roll call of persons
* Remain at assembly point until the all clear is given

All Incidents must be reported to (Club Name) Pitch and Putt Club

All accidents must be recorded in the Accident book.

|  |  |  |
| --- | --- | --- |
| Person | Status | Contact |
| Emergency Services |  | 999/------ |
| Local Doctor |  |  |
| First Aid |  |  |
|  | Chairman |  |
|  | Secretary |  |
|  | Treasurer |  |

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.4 Title: Hazardous substances (Fuel and Weed killer)**

**Hazard:** *Petrol and Diesel. Fuel. Weed Killers*

**Risk:** *Poisoning, Skin, Eye and Respiratory Irritation, Fire*

**Risk Assessment:** *Medium*

**Arrangements and controls;**

* A suitable respiratory mask, safety goggles, gloves to be worn when spraying
* Stay upwind when spraying WeedKkiller
* Store chemicals in properly marked containers
* Keep Fuel and Weed Killer locked away
* Check Material Safety Data Sheets
* Store fuels in Metal marked containers
* No Smoking or Naked Flames near Flammable Liquids.

Repeated long-term exposure to the above hazards will cause long-term ill-health problems. A further risk assessment will need to be carried out if significant exposure is expected on a project and detailed method statements drawn up.

**Section 4.5 Title: Housekeeping**

**Hazard:** *Housekeeping*

**Risk:** *Slips, Trips and Falls, Fire, Personal Injury*

**Risk Assessment:** *High*

**Arrangements and Controls:**

* The Clubhouse and outdoor areas should be kept clean and all access routes kept clean
* Keep all work areas tidy
* Avoid trailing cables
* Do not leave goods so as to cause an obstruction
* Return all articles to their correct places
* Clean up spillages immediately
* Dispose of waste safely.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.6 Title; Kitchen Equipment**

**Hazard:** *Hot Liquids and Electrical Equipment*

**Risk:** *Risk of Scalds/Burns*

**Risk Assessment:** *Medium*

**Arrangements and Controls:**

* Switch off electrical equipment at night and when not in use
* Disconnect equipment before cleaning and maintenance
* Allow equipment to cool down e.g. dishwasher before handling hot liquids or surfaces
* Wear gloves when handling hot items
* Avoid liquids boiling over
* Keep Fridge temperature at chilled Temperature of 4 Degrees
* Clean down work surfaces with anti- bacterial agents in order to prevent germs
* Wash hands regularly.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.7 Title: Manual Handling**

**Hazard:** *Manual Handling - Lifting, Carrying, Pushing, Pulling etc*

**Risk:** *Back Injury, Slipped Discs, Slips, Trips and Falls, Hand and Foot Crushing, Bruising, Repetitive Strain Injuries*

**Risk Assessment:** *High*

**Arrangements and Controls:**

* Manual handling of loads needs to be assessed
* Manual handling training is required for persons at risk. e.g. handling of heavy paving slabs
* Keep loads as light as possible and keep stairways and access routes clear
* If a work-piece becomes jammed, switch off the machine and dismantle the relevant parts of the machine, in order to avoid straining of upper body
* Avoid manual handling, when necessary
* Use mechanical aids when necessary. (Barrow. paving slab grips trolley, etc)
* Provide rest breaks and change working posture regularly.

**Safe Lift;**

1. Assess area
2. Assess load
3. Adopt a broad stable base by keeping feet hip distance apart
4. Bend knees
5. Keep back straight
6. Keep a firm palmer grip
7. Keep arms and elbows close to the chest
8. Keep weight close to the centre of gravity of the body
9. Lift with the ???????
10. Pivot in the direction of the load with feet
11. During a two person or multiple person lift. one person takes control and signals to lift or lower the load.

Where manual handling cannot be avoided and to reduce the risk of back injury, ensure that appropriate measures will be taken based on the characteristics of the load. The physical effort required, the characteristics of the working environment and the requirements of the activity. Where employees work necessitates more frequent lifting. handling. approved manual handling training is provided.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.8 Title: Maintenance (Building)**

**Hazard:** *Access to Roofs, Hot Work, Chemicals. Oil Fired Boiler*

**Risk:** *Falls, Electrocution, Crushing of Body. Fire and Explosion, Suffocation (fumes)*

**Risk Assessment:** *Medium*

Independent contractors may carry out maintenance of the Building and Building services. Any defects or improvements in the Structure and Services must be reported to the Owner and he must approve any Maintenance to be carried out.

**Arrangements and Controls;**

* Ensure the Oil Boiler and a Competent Engineer services Flue regularly
* Crawling boards must be used on any fragile roof and provide edge protection
* A warning sign must be placed on fragile roofs
* Competent persons to the 1999 Health and Safety Authority Code of practice must install scaffolds and mobile towers for Scaffolds and General Access
* Ladders must be tied or footed and extend 1 metre above the work landing
* A Hot Work Permit is required for all work involving naked flames such as welding brazing, use of blowtorches etc in order to prevent Fire and explosion on the premises. The system involves making the area safe. providing Fire extinguishers, nominating a fire watch person who will check the area before during and after the Hot Work Activity
* Contractors must supply all their own Equipment
* Do not store any flammable materials in the Clubhouse.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.9 Title; Noise**

**Hazard:** *Noisy equipment*

**Risk:** *Temporary and Permanent hearing loss*

**Risk Assessment:** *High*

**Noise exposure situations.**

The work situations that (Club Name) Pitch and Putt Club employees may encounter noise doses are;

* Operating noisy equipment (working near machinery. Lawnmowers, Tractors, Strimmers and Trimmers)
* Hearing protection is mandatory when operating or standing close to these machines

**Arrangements and controls;**

85dB (A) the daily maximum doses for workers based on an 8-hour day

85-90 dB (A) Inform workers of risks

Hearing checks and hearing protection made available

90 dB (A) Install warning, signs

* Hearing protection is mandatory
* Provide information and training regarding potential damage to hearing
* Purchase equipment with the lowest sound pressure values
* Reduce noise to the lowest level reasonably practicable
* Wear hearing protection if it is necessary to raise your voice in the work area, or if the noise levels have been assessed to be over 85d.B (A)
* Wear hearing protection when working with or near compressed air
* Obey noise-warning signs

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.10 Title: Personal Protective Equipment (PPE)**

**Hazard:** *Hand Tools, Power Tools, Chemicals*

**Risk:** *Head, Eye, Hand and Foot Injuries. Deafness, and Respiratory Illness*

**Risk Assessment:** *High*

**Arrangements and Controls:**

The following PPE must be worn for course maintenance.

* Safety footwear: steel toe-capped
* Eye protection must be worn when operating Strimmers and Trimmers
* Hearing protection must be worn when operating noisy equipment especially petrol strimmers and trimmers
* Suitable gloves should be worn during manual handling activities especially handling heavy or sharp objects
* PVC gloves and goggles must be worn when handling chemicals such as Fuel Oils
* A suitable facemask or Respirator must be worn when spraying weed killer
* Users should receive information and instruction on all mandatory PPE
* Employees are encouraged to wear warm and waterproof clothing during winter weather and during inclement weather
* Workers must protect themselves from the sun when working outdoors

**Section 4.11 Title: Smoking**

**Hazard:** *Smoking*

**Risk:** *Fire and Explosion Risk, Ill Health*

**Risk Assessment:** *High (fire)*

**Arrangements and Controls:**

**Fire risk:**

* Do not smoke when handling, fuels and Weedkiller chemicals

**Passive Smoking:**

* A policy to reduce passive smoke in the Clubhouse must be adhered to
* The Smoking policy should address the Health and Welfare of non-smokers
* Policies on smoking are introduced with the acceptance and agreement of staff.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4. 12 Title; Security**

**Hazard:** *Violence. Security, Robbery*

**Risk:** *Personal Injury, Assault, Verbal Abuse and Threats, Stress and Anxiety, Theft.*

**Risk Assessment:** *Low*

**Arrangements and Controls:**

* Keep cash locked in a safe and keep minimum amounts available on the day
* Every effort is made to ensure staff are not subject to physical or physiological attack, threats and bullying
* All incidents are recorded and corrective action taken
* Tools etc. should be locked away and have identification marking
* Report all theft to the Gardai
* Ensure the workshop and clubhouse is locked when unattended
* Ensure personal belongings are not left exposed to risk of theft
* Ensure that company property is not exposed to risk of damage or theft.

**Section 4.13 Title: Power Tools (General)**

**Hazards:** *Moving Parts, Electricity (Power Tools)*

**Risk:** *Crushing, Burns, Electrocution, Eye and Skin Injuries.*

**Risk Assessment:** *Medium*

**Arrangements and Controls;**

* All new equipment must be CE marked. (Safety Certification)
* Persons using work equipment must receive instruction on their use
* All apprentices must be supervised when operating machinery
* Persons must not interfere with interlocks or safety devices
* Work equipment must be maintained in good order and checked regularly by competent persons
* Work equipment must be suitable for the task
* Isolate power, turn of engines before carrying out adjustments, setting. and maintenance
* Visually inspect all equipment regularly for signs of damage or faults

**General Precautions;**

* Wear suitable protective equipment
* Switch off machines before adjustment, cleaning or carrying out any maintenance
* Clamp or support work material likely to move or fall
* Refer also to manufacturer instructions
* Ensure proper grip and stance when operating portable tools
* Keep hand tools in good order, no loose handles: keep ends of chisels dressed and steel bits sharp

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.14 Title; Portable equipment.**

**Hazards;** *Fumes, Rotating Discs and Blades, Drill Rotating Bits and Hand Tools*

**Risks;** *Suffocation from Engine Fumes, Cuts and Lacerations, Hand Injuries and Eye injuries*

**Risk Assessment:** *Engine driven machinery High*

*Angle grinders High*

*Drills Medium*

*Hand Tools Medium*

**Arrangements and controls;**

**Petrol Engines**

* These machines are used outdoors on the course
* Use outdoors or in well-ventilated areas in order to avoid dangerous fume inhalation
* Keep fuel in properly marked containers
* No smoking or naked flames when handling fuel, do not spill fuel on hot engines
* Never operate engines in confined spaces indoors

Angle Grinders

* Ensure abrasive wheels and blades are mounted properly. Ensure correct speed and disc/blade type
* Ensure guards are in place

Drills

* Centre punch and Drill pilot holes where necessary
* Support material to avoid drills slipping and material spinning

**General Precautions;**

* Wear suitable protective equipment
* Switch off machines before adjustment, cleaning or carrying out any maintenance
* Clamp or support work material likely to move or tall
* Refer also to manufacturer instructions
* Ensure proper grip and stance when operating portable tools
* Keep hand tools in good order, no loose handles: keep ends of chisels dressed and steel bits sharp.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.15 Title: Work Machinery Tractor and Gang mower.**

**Hazard:** *Overturning, Rotating PTO Shaft. Hydraulic Pressure*

**Risk:** *Crushing, Entanglement*

**Risk Assessment:** *High*

**Arrangements and Controls:**

* Only operate machinery when the course is vacated if possible
* Drivers must be competent and authorised
* Only operate controls especially hydraulic and PTO from within the cab area
* Do not carry passengers and keep clear of all persons
* Keep persons clear of work area
* An anti-roll bar must be present or a Safety cab fitted
* Do not cross steep gradients
* Descend the vehicle using the foot and handgrips provided
* Keep the PTO shaft covered
* Keep body. hands and feet clear of hydraulic lifting and lowering
* Do not walk or work under loads unless loads are adequately propped
* Do not place hand on a leaking hydraulic hose
* Stop Engine to carry out all maintenance on the gang mower.

**General.**

* Remove ignition key, lock vehicle when unattended.
* Refer also to manufacturer instructions.
* Keep the machines in good working order.
* Carry out daily safety checks.
* Descend from the vehicle using the foot and handgrips provided.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.16 Title: Work machinery Petrol driven Mowers and strimmers.**

**Hazard:** *Contact with Rotating Blades, Fuel. Hot Exhaust, Projected Small Stones Particles (Strimmer, Trimmer)*

**Risk:** *Amputation, Cuts, Fire Burns.*

**Risk Assessment:** *High*

These machines are used outdoors on the course.

**Arrangements and Controls.**

* Keep all persons outside the work area
* Use outdoors or in well-ventilated areas in order to avoid dangerous fume inhalation
* Do not use mowers on steep slopes use strimmers or reduce slope
* Keep fuel in properly marked containers
* No smoking or naked flames when handling fuel, do not spill fuel on hot engines
* Never operate engines in confined spaces indoors
* Switch off engine when removing grass boxes. and carrying out all maintenance. (See also Changing/sharpening blades Section)
* Wear hearing protection and eye/face protection when strimming
* Strim away from pedestrians
* Place Strimmer/Trimmer on a clear ground and keep feet and hands clear when starting and operating the machines
* Operate pull chords rapidly in order to avoid Kickback
* Refer to manufacturer instructions
* In an emergency operate the stop button or release the safety ??? engine stop/blade stop/drive stop) fitted to the handgrips of power mowers.

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.17 Title: Work Task — Blade removal/sharpening.**

**Hazard:** *Sharp Blades*.

**Risk:** *Hand Injuries, Inadvertent Starting of Machine.*

**Risk Assessment:** *High*

**Arrangements and Controls:**

**Blade removal/ sharpening. (Petrol mowers)**

* Switch of engine
* Remove spark plug to prevent inadvertent starting of petrol mowers
* Chock blade with a piece of wood to prevent blade turning and slipping while unbolting
* Clamp blade during sharpening, procedure
* Sharpen blades with hand tools if possible
* Replace worn or damaged blades
* Wear eye and hearing protection if using power tools
* Wear rigger gloves when handling sharp objects

**Gang mower,**

* Move mower using the tractor to the required position
* Switch off engine
* Sharpen blade(s)
* Ensure gang mower is adequately propped if blade drum has to be removed.

**Section 4.18 Title: Working Alone**

**Hazard:**  *Accident, Emergency*

**Risk:** *Injury, Illness*

**Risk Assessment:** *Low*

**Arrangements and Controls;**

The machinery store is located beside the Clubhouse. The course is easily seen from the Clubhouse.????????

* Be familiar with the Emergency procedure
* Carry out Maintenance especially when operating machinery during Clubhouse opening hours where possible
* Do not undertake any difficult job without assistance

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**Section 4.19 Title: Welfare Facilities & Hygiene.**

**Hazard:** *Ill Health*

**Risk:** *Injuries and Ill Health. Infection*

**Risk Assessment:** *Low*

**Arrangements and controls;**

* Provision of washbasins with water, soap. hand cleanser and drying. Facilities
* Provision of personal protective equipment - safety footwear. overalls, ear protection, dust masks
* Provision of clean and tidy canteen and toilet facilities
* Provision of first aid facilities
* Provision of sufficient toilets
* Maintenance of clean workplace
* Provision of a pest control programme if necessary

**Section 4.20 Title: Wells Disease**

**Hazard;** *Contact with Rodents especially near watercourses and ditches*

**Risk;** *Weil's disease (Contact with rats urine)*

**Risk Assessment;**  *Medium*

**Arrangements and Controls;**

* Contact Pest control
* Rid the area of rodents if possible: don't touch them with unprotected hands
* Cover all cuts and broken skin with waterproof plasters
* When working in a high-risk area carry a Leptospirosis card and present it to a GP for any illnesses
* Wear vinyl gloves in risk areas
* Wash hands after handling contaminated clothing or materials and always before eating, drinking or smoking
* Report any illnesses to your Doctor: inform him about your work

**Reference; HSE UK**

(Club Name) Pitch and Putt Club

**SAFETY STATEMENT**

**(Club Name) Pitch and Putt Club**

**Training Record**

This is to confirm that I have been instructed in, or have read and understand, this Safety Statement.

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| **Name** | **Signature** | **Date** | **Company** |
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Instructor: