

## KILCOCK GOLF CLUB

### SAFETY

#### Volunteers' Working Arrangements

#### PREAMBLE

A recent (June 2023) safety audit and a health and safety statement commissioned by the club have provided up to date information on the practices and policies which a golf club needs to have in place. The advice and guidance provided in both documents is being implemented in full in an orderly manner by the Joint Management Committee (JMC).

Safety is everybody's responsibility. The role and responsibilities of all parties to safety is being reviewed and existing policies and statements may need to be amended in light of the advice and guidance in the two documents.

Below is a statement on safety in relation to club volunteers. All volunteers will be required to acknowledge the contents of this statement by signing and dating a copy of the statement not later than 30 September 2023 or on first becoming a course volunteer, whichever is the later.

1. The club's insurance company has clarified that :

( a ) only a club employee can drive a tractor on the course. (The head green-keeper will work closely with the course volunteers and seek to provide a tractor and course staff driver when this support is required by course volunteers).

This does not preclude the use of a buggy by volunteers to facilitate movement around the course, which may be provided with authority from the General Manager or his team, solely for the carrying out of approved volunteer work. No other vehicles may be used for these purposes under any circumstances.

(b) volunteers can only undertake work which is at ground or ground floor level. Ladders or scaffolds cannot be used.

(c ) hand tools but not power tools can be used.

(d) mowers (excluding ride-on mowers) may be used

(e) diggers may not be used

2. The Joint Management Committee has concluded from the advice and guidance provided in the two documents that :

(a) Volunteers should not be engaged in any work which involves entry into drains / ditches / ponds etc. (this does not preclude working on the edges of the ponds / drains/ ditches on the course, provided that any volunteer engaged in such work is accompanied and appropriately equipped).

(b ) Volunteers should not be engaged in any work situations that can be classified as 'lone worker'.

(c ) Prior permission from the General Manager should be obtained for the use by a volunteer of his / her own tools / equipment.

3. Work which volunteers can undertake (on request from the head greenkeeper) include:

- (a) Filling of divots on fairways and tee boxes
- (b ) Refreshing bunker sands / adding sand to bunkers
- (c ) Pruning of trees and boundary hedges' growth (this does not include the felling / lopping of trees)
- (d ) Trimming of hedges
- (e ) Repair of paths
- (f ) Strimming (with PPE)
- (g ) Repair / safety enhancement of bridges
- (h ) Maintenance of hedges / planting of hedges
- (i) edging of practice green
- (j ) Cleaning /sweeping of car park area
- (l ) Painting at ground level (including course markers, tee box measurement squares)
- (m) Construction / replacement of steps on to tee boxes
- (n) Mowing (excluding ride - on mowers)

End

**September 2023**

**Acknowledgement of Course Volunteer**

Name:

Signature:

Date: