

BALLYHAUNIS GOLF CLUB

SAFETY STATEMENT

June 2026

1. Introduction

This Safety Statement has been prepared in accordance with:

- The Safety, Health and Welfare at Work Act 2005
- The Safety, Health and Welfare at Work (General Application) Regulations 2007 (as amended)
- The Safety, Health and Welfare at Work (Construction) Regulations 2013 (as amended)

This document sets out the safety management programme of Ballyhaunis Golf Club and specifies how the Club will achieve its objective of maintaining a safe and healthy environment for employees, members, visitors, and contractors.

The Club recognises that safety must be actively managed and that the cooperation of all persons using the facilities is essential for the successful implementation of this policy.

The Club is committed, so far as is reasonably practicable, to:

- Providing and maintaining safe and healthy working conditions
- Providing adequate resources to support health and safety
- Ensuring the safety of employees while at work
- Protecting members, visitors, and contractors while on Club premises

This Safety Statement will be reviewed annually, or more frequently if required.

Signed: _____
Kevin Garvey, Honorary Secretary
Date: 27/06/2024

Signed: _____
Captain
Date: 27/06/2024

2. General Health and Safety Policy

Ballyhaunis Golf Club will, so far as is reasonably practicable:

1. Provide and maintain a safe place of work.
2. Provide safe means of access and egress.
3. Provide safe plant, equipment, machinery and systems of work.
4. Provide adequate information, instruction, training and supervision.
5. Prepare and regularly review emergency plans.
6. Provide and maintain fire detection and firefighting equipment.
7. Provide adequate first aid arrangements.
8. Provide appropriate welfare facilities.
9. Provide suitable personal protective equipment (PPE) where required.
10. Maintain records of accidents, incidents and near misses.
11. Appoint and support a Safety Committee.

All employees, committee members and members share responsibility for ensuring that safety is effectively managed within the Club.

3. Roles and Responsibilities

3.1 Management Committee

The Management Committee has overall responsibility for health, safety and welfare under Sections 8 and 9 of the Safety, Health and Welfare at Work Act 2005.

The Committee shall ensure that:

- All Club activities are conducted safely and in compliance with legislation.
- Employees are competent and appropriately trained.
- Equipment and machinery are properly maintained.
- Safe systems of work are implemented and reviewed.
- Adequate resources are provided for health and safety management.

3.2 Course Committee

Responsible for all matters relating to the golf course and grounds. The Course Chairperson oversees the Head Greenkeeper and reports to the Management Committee.

3.3 Bar and Social Committee

Responsible for safety matters within the clubhouse. The Chairperson reports to the Management Committee.

3.4 Employees

Under Sections 13 and 14 of the 2005 Act, employees must:

- Take reasonable care for their own safety and that of others.
- Cooperate with management in complying with statutory provisions.
- Use equipment and PPE correctly.
- Attend required training.
- Report hazards, defects, accidents and near misses immediately.
- Refrain from improper or unsafe conduct.

3.5 Members and Visitors

Members and visitors must:

- Take reasonable care for their own safety and that of others.
 - Follow Club safety rules and guidelines.
 - Use equipment responsibly.
 - Report hazards or incidents.
 - Not interfere with safety equipment.
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4. Safety Committee

The Safety Committee consists of:

- Honorary Secretary
- Captain
- Chairperson of Course Committee
- Chairperson of Bar & Social Committee

Responsibilities include:

- Ensuring compliance with statutory requirements
- Overseeing emergency planning and fire safety
- Monitoring accident reporting and investigation
- Ensuring adequate first aid provision
- Reviewing and auditing safety procedures annually

5. Training

The Club will provide appropriate training including:

- Health and Safety legislation overview
 - Safety Statement awareness
 - Fire safety and emergency procedures
 - First Aid
 - Accident reporting
 - Machinery safety
 - Manual handling
 - PPE use
 - Chemical handling
 - Smoking policy
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6. Consultation

Employees have the right to consultation under the 2005 Act. Where more than two employees are employed, a Safety Representative may be elected.

7. Accident Reporting

Accidents will be recorded in the Audit Safety Record Book.

Reportable incidents to the Health and Safety Authority (HSA) include:

- Fatal accidents
- Accidents causing absence of three or more consecutive days (excluding the day of the accident)
- Accidents requiring medical treatment to non-employees

Form IR1 will be submitted where required.

8. Fire Safety and Emergency Procedures

The Club maintains:

- Fire alarm system
- Smoke detection system
- Fire extinguishers and fire blankets
- Clearly marked emergency exits
- Designated Assembly Point: Lower Car Park

Fire drills will be conducted at least twice annually.

In the event of fire:

- Activate the alarm immediately.
 - Call 999 or 112.
 - Evacuate via nearest exit.
 - Report to Assembly Point.
 - Do not re-enter until authorised.
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9. Risk Assessment and Hazard Management

9.1 Definitions

- **Hazard:** Something with potential to cause harm.
- **Risk:** Likelihood and severity of harm.
- **Control Measures:** Steps taken to eliminate or reduce risk.

Risks are categorised as High, Medium or Low and are reviewed periodically.

10. Key Hazard Areas

10.1 Machinery and Equipment

Includes tractors, mowers, aerators, chainsaws, sprayers and other greenkeeping machinery.

Controls include:

- Operator training and competence
- Regular servicing and inspection
- Guards and safety devices in place

- Use of PPE (hearing, eye, hand and foot protection)
- Safe refuelling and storage procedures

10.2 Chemicals

Hazards include exposure, fire, poisoning and environmental contamination.

Controls:

- Safety Data Sheets maintained
- Secure storage in designated areas
- PPE provided and used
- Spill procedures in place
- Chemical handling training provided

10.3 Manual Handling

Controls:

- Manual handling training
- Team lifting for heavy loads
- Good housekeeping
- Use of gloves and safety footwear

10.4 Electricity

Controls:

- Installation to recognised standards
- Maintenance by qualified personnel
- Removal of defective equipment from service
- Regular inspection

10.5 Slips, Trips and Falls

Controls:

- Good housekeeping
- Wet floor signage
- Adequate lighting
- Clear walkways

10.6 Storage of Fuel and Chemicals

- Diesel stored in bunded tank
- Petrol stored in approved containers

- Chemicals stored in purpose-built facility
- Ignition sources controlled
- Spill management procedures in place

10.7 Kitchen Equipment

Applies to cookers, dishwashers, boilers, microwaves and knives.

Controls include:

- Operator training
 - Regular maintenance
 - Safe cleaning procedures
 - Immediate reporting of defects
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11. Personal Protective Equipment (PPE)

Where hazards cannot be eliminated, suitable PPE will be provided and must be worn as required.

PPE may include:

- Safety footwear
 - Gloves
 - Eye protection
 - Hearing protection
 - Protective clothing
 - Respiratory protection (where required)
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12. Welfare and First Aid

First Aid Kit is maintained in the bar area and inspected regularly.

A Defibrillator (AED) is installed externally at the front of the clubhouse. Names of trained personnel are displayed nearby.

13. Contractors

Contractors must:

- Provide their Safety Statement and Risk Assessments
- Provide evidence of insurance
- Use appropriate PPE
- Comply with Club safety rules
- Report incidents immediately

Hot Work Permits and Permit to Work systems apply where necessary.

14. Audit Safety Record Book

The following are recorded:

- Training
 - Accidents and near misses
 - Safety inspections
 - Fire drills
 - First Aid checks
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15. Annual Review

This Safety Statement will be reviewed annually in June or sooner if:

- There are significant changes in work practices
 - An accident or dangerous occurrence occurs
 - New equipment or substances are introduced
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16. Risk Rating Methodology

16.1 Risk Assessment Matrix

Risk assessments within this Safety Statement are based on the following Likelihood × Severity matrix.

Likelihood Scale

Rating	Description	Detail
1	Rare	Highly unlikely to occur

Rating	Description	Detail
2	Unlikely	Could occur but not expected
3	Possible	Might occur occasionally
4	Likely	Will probably occur
5	Almost Certain	Expected to occur frequently

Severity Scale

Rating	Description	Detail
1	Minor	First aid only
2	Moderate	Medical treatment required
3	Serious	Lost time injury
4	Major	Serious injury/permanent disability
5	Catastrophic	Fatality or multiple fatalities

Risk Rating Calculation

Risk = Likelihood × Severity

Score	Risk Level	Action Required
1–5	Low	Manage by routine procedures
6–12	Medium	Implement additional controls and monitor
15–25	High	Immediate action required to reduce risk

APPENDIX 1 – Detailed Machinery Risk Assessments

A1.1 Tractors

Hazards: Overturning, PTO entanglement, falling loads, road collisions, hitching incidents.

Initial Risk Rating: 5 (Likelihood 3 × Severity 5 = 15 – High)

Control Measures: - ROPS (Roll Over Protection Structures) fitted and maintained - PTO guards fitted and intact - Operator training and certification - Daily pre-use inspections - Road lights, mirrors and indicators operational - No overloading of trailers - Safe hitching procedures

Residual Risk Rating: Medium

A1.2 Rotary Power Mowers

Hazards: Blade contact, projectile ejection, noise exposure, manual handling injuries.

Initial Risk Rating: 12 (Medium)

Control Measures: - Guards in place - Pre-use inspection - Hearing protection worn - Eye protection worn - Regular servicing - Ignition keys removed when unattended

Residual Risk Rating: Low–Medium

A1.3 Cylinder Mowers

Hazards: Blade entrapment, back-lapping injuries, belt/chain entanglement.

Initial Risk Rating: 15 (High)

Control Measures: - Extended application brush used for back-lapping - Guards secured - PPE worn (eye, ear, gloves, safety footwear) - Operator training - Manual handling training

Residual Risk Rating: Medium

A1.4 Chainsaws

Hazards: Severe lacerations, kickback, noise, vibration.

Initial Risk Rating: 20 (High)

Control Measures: - Certified chainsaw operators only - Chainsaw PPE (helmet, visor, ear defenders, chainsaw trousers, gloves, boots) - Chain brake functional - Two-person rule where appropriate - Maintenance as per manufacturer guidance

Residual Risk Rating: Medium

APPENDIX 2 – Detailed Kitchen Risk Assessments

A2.1 Cookers and Ranges

Hazards: Burns, gas leaks, electrical faults, fire.

Initial Risk Rating: 16 (High)

Control Measures: - Annual servicing by qualified technician - Knobs and thermostats maintained - Isolation at mains when not in use - Staff training - Fire blanket available

Residual Risk Rating: Medium

A2.2 Dishwashers

Hazards: Chemical exposure, burns, slips from spillages.

Initial Risk Rating: 6 (Medium)

Control Measures: - Correct detergent dosing - Temperature monitoring - Daily cleaning - PPE gloves used - Immediate reporting of faults

Residual Risk Rating: Low

A2.3 Knives

Hazards: Cuts, puncture wounds.

Initial Risk Rating: 12 (Medium)

Control Measures: - Proper storage in guards - Knife skills training - No knives left in sinks - Regular sharpening

Residual Risk Rating: Low

A2.4 Microwave Ovens

Hazards: Burns, steam scalding, electrical interference.

Initial Risk Rating: 6 (Medium)

Control Measures: - No metal containers - Regular cleaning - No tampering with internal components - Staff training

Residual Risk Rating: Low

APPENDIX 3 – Machinery Register

Ride-On Machinery Register

Machine Name	Description	Serial No.	Safety Switches	RO PS	Fire Extinguisher	Service Interval	Last Service Date
Tractor 1	Compact Tractor	_____	Yes	Yes	Yes	6 Months	_____
Fairway Mower	Ride-On Mower	_____	Yes	N/A	Yes	6 Months	_____
Rough Mower	Ride-On Mower	_____	Yes	N/A	Yes	6 Months	_____

Pedestrian Machinery Register

Machine Name	Description	Serial No.	Safety Switches	Guarding	Service Interval	Last Service Date
Rotary Mower	Walk-behind	_____	Yes	Yes	6 Months	_____
Strimmer	Handheld	_____	Yes	Yes	6 Months	_____

APPENDIX 4 – HSA Compliance Checklist

Requirement	Yes/No	Evidence Location
Safety Statement signed and dated		
Annual review completed		
Risk assessments documented		
Accident log maintained		
Fire drills recorded (twice annually)		
First Aid kit inspected regularly		
AED maintained and accessible		
Training records available		
Contractor safety documentation retained		
Chemical Safety Data Sheets available		

17. Responsible Persons – Signatures

Overall Responsibility for Health & Safety

Name: _____ Position: Management Committee Chair

Signature: _____ Date: _____

Bar & Social Chairperson Name: _____

Signature: _____ Date: _____

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