



Risk Assessment

July 2024

Tenby Golf Club,
The Burrows, Tenby, Pembrokeshire, SA70 7NP

TENBY GOLF CLUB – GOLF COURSE RISK ASSESSMENT

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DATE: JULY 2024

NEXT ASSESSMENT

This risk assessment should be reviewed when there is any change to the golf course requiring a revision to this risk assessment; new information available about risks or control measures; results of checks that indicate control measures are no longer effective; changes to key personnel; or any other aspects requiring a review of the system.

ASSESSMENT AUDIT

Last Risk Assessment Date

Action	Yes	No	N/A	By whom/date

Comments

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1.0 Purpose and Scope of the Assessment Purpose:

The management of health and safety within the golf course in order to minimize the risk of accidents, through the development of safe procedures of operation, for all aspects of golf.

The risk assessment describes the means by which this will be achieved.

All greens employees and managers will be responsible for ensuring that health and safety is at the core of all activities undertaken at the golf club.

All golfers, members and visitors (including spectators) will be responsible for ensuring they do not endanger themselves, other golfers or other members of the public (for instance, using footpaths / rights of way adjacent to the golf course) whilst present at TENBY GOLF CLUB.

Scope of this risk assessment:

- Identify and assess sources of risk [– Golf Manager/Head Greenkeeper]
- Prepare a written scheme for the prevention and/or control of the risk – Golf Manager/Head Greenkeeper]
- Implement, manage and monitor all precautions taken [– Golf Manager/Head Greenkeeper]
- Keep accurate records of all precautions [– Golf Manager/Head Greenkeeper]
- Appoint a person to take managerial responsibility [responsible person – Chair of Directors

The scope of works shall include but not be limited to the following:

- Resurvey and update of all existing risk assessments, on a regular basis.
- Implement and carry out regular inspection and testing regimes as recommended by the RA.

- Monitoring of all measures put in place as part of this risk assessment, on a regular basis with a report being submitted to the responsible person detailing the condition and any remedial works required.
- Providing the responsible person with records of testing carried out and any remedial actions recommended for out of specification results or defects found.
- Providing the responsible person with any recommended system upgrade information.
- The risk assessment to be carried out by a competent operative and actions taken will be specific to the work concerned and the activities undertaken in relation to any specific operation.

The risk assessment shall be reviewed regularly, or if any of the following apply:

- Any change to the golf course requiring a review of this risk assessment.
- New information available about risks or control measures.
- Results of checks that indicate control measures are no longer effective.
- Changes to key personnel.
- Any other changes affecting the validity of the risk assessment.

Management structure

The Responsible Person unless otherwise stated is the Chair of Directors (as noted above). This person, together with the Golf Manager, Greenkeeper in Charge, is responsible for ensuring that greens personnel are competent and suitably trained to carry out the duties as prescribed during the day-to-day operation of the golf club. The Responsible Person delegates the day-to-day operation of the written scheme to the Head Greenkeeper in Charge (the Competent Person).

The Competent Person(s) is appointed to take day to day responsibility for managing risks during the day-to-day activities being carried out. They should be able to identify if any constraints prevent the safe carrying out of tasks.

Training

Training records are to be kept in the Health and Safety Risk Assessment / Logbook and will be made readily available for audit inspections.

All responsible and competent persons should receive basic training supplemented by regular refresher training in the safe use of equipment and the safe means of working.

Communication

Communication is a key factor in the risk assessment process. The risks need to be identified and communicated to management and employees, to allow the prioritisation of remedial actions to control the identified risks.

The Competent Person takes day-to-day responsibility for controlling any identified risk from the day-to-day operations, and must have sufficient authority, competence and knowledge of the golf course and its operation, to ensure all operational procedures are carried out in a timely and effective manner.

The Competent Person appointed to implement the control measures and strategies should be suitably informed, instructed and trained and their suitability assessed. Regular refresher training should be given, and the Competent Person should have a clear understanding of their role and the overall health and safety management structure and policies of the golf club.

Precautions in place to prevent or minimise risk

- Pre-Planned Maintenance and Inspection
- Site Monitoring
- General Health and Safety Recommendations

When remedial action should be taken

Remedial action to be taken if the scheme is shown not to be effective, including control scheme reviews and any modifications made when there is:

- Any change to the golf course requiring a review of this risk assessment.
- New information available about risks or control measures.
- Results of checks that indicate control measures are no longer effective.
- Changes to key personnel.
- Any other changes affecting the validity of the risk assessment.

2.0 Aim

Compliance with the Health and Safety at Work etc Act 1974

The risk assessment should be carried out in order to allow the site management to provide the Responsible Person with the necessary site information for arranging all health and safety action plans.

The risk assessment should not only concentrate on the physical condition of the associated greens/golfing equipment, the 'hardware', but must also assess any risk generated by the management and execution of the systems and controls in place for the operation of that equipment.

This risk assessment has also considered conditions that may arise outside the normal day-to-day running of the golf club which may result in increased risk. These include:

1. Maintenance
2. Breakdown
3. Abnormal operation
4. Commissioning
5. Start up after extended holidays or lockdown
6. Unusual circumstances.

The risk assessment must be reviewed regularly or whenever there is a reason to believe that the original assessment may no longer be valid. This may be due to any of the following reasons:

- Any change to the golf course requiring a review of this risk assessment.
- New information available about risks or control measures.
- Results of checks that indicate control measures are no longer effective.
- Changes to key personnel.
- Any other changes affecting the validity of the risk assessment.

The risk assessment should be regarded as a working document and updated as required.

3.0 GOLF COURSE RISK ASSESSMENT

Introduction

This assessment considers issues relating to the 18-hole golf course. It does not consider any risks that may be present in or around the clubhouse (including the car park), greenkeepers' compound, and practice area. Risks associated with the work carried out by the greens staff are considered as part of a separate risk assessment.

General course topography

- The Golf course is an undulating 18-hole links course situated in Tenby/Penally boundaries. The course contains multiple holes with gorse and plenty of sloping lies throughout the layout.
- The water features present on the Golf course are fed from the Ritec river .

Public access

- A public path/track runs parallel to holes 8 & 18. The path runs to the right-hand side of 8 and l/h of 14th and 18th As well as across 9a ,16th and 17th and behind the 1st and 14th holes. Golfers on the course should be aware of public who may be on the Golf course whilst playing.

Staff working on the course

- Staff working on the course always have priority and golfers should not play shots if staff are within range.

Use of trolleys, electric trolleys and motorised (electric) buggies

- Each buggy driver will be asked to read and sign the list of instructions in the safe buggy policy in the Pro Shop in the use of the buggy before being allowed to drive on the course. No personally owned buggies are permitted.
- All buggy drivers must be over 18 years of age.

Reduced visibility weather conditions

Please see adverse weather document.

Lightning

- Please see attached adverse weather document.

Where there is insufficient time to evacuate the course and there is a threat of lightning, golfers and others are advised to comply with the following:

- keep as low down as possible, seek refuge in the nearest bunker or hollow.
- leave golf equipment and stand at a distance from this.
- DO NOT shelter under trees or go to high ground.
- Switch off your mobile phone and do not use it.
- DO NOT put up your umbrella. DO NOT stand close to any stream or pond.

The golf course will be reopened by the Club Professional/ General Manager or his/her representative by the sounding of a klaxon, once the risk of lightning has passed.

Paths

- Where paths are available on the golf course, all golfers (walking or using a buggy) must use these.

Painted white lines / G.U.R. (ground under repair)

- Where temporary white lines are painted on the golf course, these are provided to ensure the safety of all golfers and to assist the greens staff in maintaining or repairing damaged or vulnerable areas of the course. Golfers with buggies and trolleys must remain outside these lines.

Footwear

- All golfers must ensure they are wearing golf shoes that are adequate and suitable for the ground and weather conditions on the day of play.

Golfers' insurance

- All golfers (members and visitors) are advised to take out adequate 3rd party insurance to provide cover for liability at law for damages payable in respect of:
 - o Death or bodily injury
 - o Loss of or damage to material property.
- Each membership subscription and visitors green fee includes personal liability insurance with Arthur Gallagher Ltd as part of their fees, in the event that they are held liable for injuring someone or for causing serious property damage at a golf club.

Safety notices

- All users of the golf course should be made aware of the full risk assessment which is available to be read on/in the:
 - o Club website
 - H+S noticeboard in the Clubhouse foyer
 - H+S folder by the Masterscoreboard computer near the Pro Shop door.

- Please take the time to familiarise yourself with its content.
- Tenby G.C encourages everyone to enjoy their round of golf but accepts no liability for any accident or damage caused by not following the safety notices and guidelines whilst playing the course.
- Thank you for your understanding on this matter.

Responsibilities

- Maintaining this Risk Assessment is the responsibility of the Golf Manager.

Overview of Risk Assessment definitions

- The risk assessment will address the following:
 - Generic risks whilst playing golf
 - Risks from carrying clubs and using pull and motorised trolleys in dry and wet conditions
 - General hazards within the golf course.

Generic risks whilst playing golf

RISK DESCRIPTION	GRADE OF RISK	RECOMMENDATION	GRADE OF RISK WITH RECOMMEND'N IN PLACE
<p>Being struck by a golf ball hit offline by a golfer playing on another part of the golf course</p> <p>All Holes.</p>	High	<p>All players must always remain alert to the behavior of nearby players.</p> <p>Players who have played an offline shot must immediately shout 'Fore' to alert all surrounding players that the shot has been struck.</p>	Medium
<p>Being struck by a golf ball hit by a playing partner</p>	High	<p>Non-playing partner(s) must not advance in front of the shot being played without watching the shot being played.</p> <p>Players who have played a shot towards a playing partner(s) must immediately shout 'Fore' to alert all surrounding players that the shot has been struck.</p>	Medium
<p>Being struck by a golf ball played by a golfer in the following group</p> <p>Particalarly 'blind holes/areas' on the 1st 3rd,4th,5th 9th,10th 11th,13th 18th</p>	Medium	<p>Following golfers must ensure that those in front have advanced further than they can hit their best shot.</p> <p>Golfers in front must ring the bell on holes 1,4,5 and 18 once passing.</p>	Low
<p>Being struck by the swinging club of a playing partner</p>	Medium	<p>Players to stand at least 2m from the arc of the swinging club.</p>	Low

RISK DESCRIPTION	GRADE OF RISK	RECOMMENDATION	GRADE OF RISK WITH RECOMMEND'N IN PLACE
Tripping on uneven, sloping or slippery ground	Medium	<p>Obvious tripping hazards should be removed by fellow golfers and green keeping staff.</p> <p>Sloping areas which become wet and are lacking in thick grass cover should be roped off by green keeping staff to prevent entry by players.</p> <p>Extra care should be taken by all golfers encountering these conditions (including ensuring they are wearing proper footwear)</p>	Low
Tripping over a fellow golfer's playing equipment, trolley or buggy	Low	Care should be taken by all golfers on the course.	Low
Slipping when on sloping ground, e.g., the sides of bunkers, especially when ground conditions are wet	High	<p>Enter and exit bunkers from the shallowest sides wherever possible.</p> <p>Trolleys and buggies must be kept at least 5m from such slopes in all conditions.</p>	Medium
Steep slopes on the sides of raised tee boxes can be slippery when wet	High	Use the steps/astro turf mats in place to ascend tee boxes	Low
Slopes within the course may become slippery when wet	Medium-high	<p>Treat slopes with care, particularly when conditions are wet.</p> <p>Ensure golf shoes are adequately spiked and suitable for the ground and weather conditions on the day of play.</p>	Medium-low
Ponds / streams: marked by hazard posts (see hole by hole analysis)	High	<p>Players should remain outside the line of the hazard stakes. Only enter the staked area on foot and with extreme caution to avoid slipping into the water.</p> <p>Keep all trollies and buggies 3m from the edges of hazards.</p>	Medium

Using motorised buggies in wet conditions

- If the Greenkeeper in Charge or his/her representative considers that the course conditions are too wet to safely operate motorised buggies without damaging the course and risking damage to buggies / users, the 'course conditions' notice on the front page of the Club website will be amended to state that buggies are off (i.e., not to be used).
- **Risk** – High level from buggies skidding uncontrollably or overturning, causing injury to drivers, passengers and others, as well as damage to the course.
- **Recommendation** – Use of buggies will be banned until course conditions improve.
- **See separate buggy use R/A/Policy document for full details.**

Dunes/Dormy and golf club car parking

- All visitors to the Dunes and Golf club and Golf club members are advised that the parking of vehicles in either of the car parks is at the owner's risk.
- The Dunes/Dormy House and golf club accept no responsibility for any loss or damage to the vehicle or its contents.

General hazards present on or near the golf course

- The information below identifies the main hazards that members and visitors may encounter when playing, practicing on or walking the golf course. This is not a comprehensive list as adverse weather and unforeseen human, or other actions may create new and unforeseen hazards. Being aware of this information will reduce the risk to yourself and others. The Golf Club Management may deem it necessary to close the course if risks to members and the public are considered excessive.
- **All golfers must adhere to the following:**
 - Be aware of and adopt golfing etiquette, do not play a shot when others are in range; if an error of judgement is made in terms of distance or direction, shout "FORE"!
 - Be aware of the behaviour and location of other golfers and members of the public.
 - Be aware of your playing partners, do not walk-in front of them when they are playing a shot, or stand in range of the arc of their golf club.
 - Be aware of greens staff when these are working on the course, give them time to move away before playing a shot. If they are unaware of your presence, attract their attention as best you can (noting they may be wearing ear defenders so may not hear you easily).

o Many holes on the golf course run in parallel, and some holes play across other holes; if unsure where your ball will finish shout "FORE"! as a precaution. See also the hole-by-hole notes and specific notices/signs on the golf course for more information.

- Hazards associated with ponds, streams and ditches
 - o All banks and edges of ponds, streams and ditches should be treated as potentially slippery, and caution taken when negotiating these. Do not step onto ice. Keep motorised buggies and trollies clear of hazards and at least 3m from the edges of these.
- Hazards associated with trees on the golf course o
- Avoid walking close to boundary edges of the course and Dunes/beach in case of unexpected falls.
- Hazards associated with animal damage
 - o Rabbits and other animals can dig holes in areas of the golf course, be aware of the risk of stepping into a hole, particularly in areas of long grass; this may result in sprained or broken limbs.
- Hazards associated with chemicals used on the course
 - o Avoid oral contact with anything that has come into contact with the golf course, especially if signs "Caution Spraying" are in place. The golf course will at times have traces of fertiliser, fungicides/herbicides and other chemicals, as well as animal waste.
- Hazards associated with dead animals
 - o Any dead animals found on the course should not be handled but reported to a member of staff, who will take action to address this.
- Hazards associated with adverse weather
 - o Additional care is required when moving round the golf course in wet, cold or icy conditions. During hot weather, ensure you remain well hydrated by having a bottled drink with you, wear a hat and
 - apply sunscreen.
 - o Players must take responsibility for their own safety on the course when it is open for play.
 - o If the klaxon sounds, you must leave the course for your own safety.
- Hazards associated with slopes and banks

- o Wear the correct footwear on the course, having regard for the weather / ground conditions.
 - o Take care when going up or down slopes; use steps where these are provided; avoid taking buggies and trollies up or down steep slopes, especially if an alternative route is available.
 - o Do not brake suddenly when driving buggies on slopes, especially in wet conditions.
 - o o Enter and exit bunkers from low points.

Practicing

- This is limited to the designated areas – practice 3-hole par 3 course (adjacent to the car park, Chipping/Putting Green (Situating by Driving Range adjacent to Clubhouse complex).

The old practice ground (by car park entrance) is currently out of play whilst it is being utilised as an overflow car park.

Accidents / observed dangers and hazards

- Please report all accidents to Reception or Professional Shop, in person or by phone on 01834 842978/844447 First aid kits are located at the Reception/Bar and the Professionals Shop.
- Any dangers noticed such as wasps' nests, unsafe branches of trees, rabbit holes should also be reported as soon as possible (as above).

4.0 Adverse Weather Policy and Course Closures

Visibility Policy

- When the Visibility on the course becomes poor the following will indicate whether the golf course is in a playable state or not.
 - o If the end of the Driving Range cannot be seen from the professional's shop, then the course will be deemed a health and safety risk to the player and will be closed until further notice. The distance from the back of the Pro Shop to the end of the range is 180 Yards.
- The above will be monitored and for play to resume the end of the range must be visible for a minimum of 10 minutes before resumption of play. The decision of the Professionals staff is final.
- The course will be closed by the sounding of a klaxon.

Snow and Frost Policy

- During the above adverse weather conditions the following will deem the course unplayable.
- o Snow- During snowfall, as soon as the greens become covered in a layer of the snow and the course becomes a health and safety risk to the player, it will be closed until further notice.
 - o Frost- Frost delays will be at the discretion of the Greenkeeping Team who will inform the Professional Staff to as and when the Golf course is deemed in an unplayable state.
- The above conditions will be monitored by the Greenstaff and Professional staff until such time the course becomes playable, and play can be resumed.
- The Course will be closed by the sounding of a klaxon.
- See specific adverse weather policy for more detail.

Adverse Rainfall Policy

- During any adverse rainfall the Golf Course will be deemed unplayable in the following conditions.
- o The majority of greens become unplayable due to standing water and no relief is possible.
 - o The conditions of the overall Golf course become a health and safety risk to the player.
- During these conditions the course will be closely monitored by the Greenstaff whose decision will be final at all times.
- The Course will be closed by the sounding of a klaxon.

Thunder And Lighting Policy

- In the Case of Thunder and Lighting the Golf course will be closed immediately and players must mark the position of their Golf ball and make way back to the clubhouse until such time the conditions improve and play can be resumed.
- The course will be closed by the sounding of a klaxon.

Visitor Green Fee Payees

- In the event of a course closure and if play cannot resume on the day, then the following will apply.
 - o Any Golfers who cannot play or has not completed their round due to any closure by the club, will be issued a voucher to return at a later date for 18 holes.

Hotel Stay and Play Golfers

- In the event of a course closure during a Stay and Play break please see The Dunes or Golf Management Team for all decisions.