

Health and Safety policy – Revision in response to COVID-19 (to be read in conjunction with existing policies). This document is to act as a guide, provide ideas for when people can get golfing safely and should be adapted to the needs of your club. It is important that you monitor government advice and align your risk assessment accordingly.

This is the statement of general policy and arrangements for:		(Name of company)
(Name of Employer/Senior manager)		has overall and final responsibility for health and safety
(Member of staff)		has day-to-day responsibility for ensuring this policy is put into practice
Statement of general policy	Responsibility of: Name/Title	Action/Arrangements (What are you going to do?)
Prevent accidents and cases of work-related ill health by managing the health and safety risks in the workplace		
Provide clear instructions and information, and adequate training, to ensure employees are safe and competent to do their work		
Engage and consult with employees on day-to-day health and safety conditions		
Implement emergency procedures – evacuation in case of fire or other significant incidents		
Maintain safe and healthy working conditions, provide and maintain plant, equipment and machinery, and ensure safe storage/use of substances		

Signed: * (Employer)		Date:	
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You should review your policy if you think it might no longer be valid, eg if circumstances change.
 If you have fewer than five employees, you don't have to write down your policy.

Health and safety law poster is displayed at (location)	
First-aid box is located:	
Accident book is located:	

Risk assessment template/ guidance – COVID-19

All employers must conduct a risk assessment. If you have fewer than five employees you don't have to write anything down.

We have started off the risk assessment for you by including a sample entry for a common hazard to illustrate what is expected (the sample entry is taken from an office-based business).

Look at how this might apply to your business, continue by identifying the hazards that are the real priorities in your case and complete the table to suit.

You can print and save this template so you can easily review and update the information as and when required. You may find our example risk assessments a useful guide

(<http://www.hse.gov.uk/risk/casestudies>). Simply choose the example closest to your business.

Company name:

Date of risk assessment:

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
Health risk of Infection – COVID-19 Global Pandemic	Staff Visitors Members Contractors Vulnerable persons: Over 70's Under 70's with long term underlying conditions e.g Asthma, COPD Pregnant women	Identification of 'higher risk areas' where larger groups of people may be. When clubhouse and restaurant are still closed (potential for snacks to be served outside). <ul style="list-style-type: none"> • Central access points • Pro Shop • First Tee and around the clubhouse • Other areas on course where queues may form • Car Park • On course • Driving range • Wash rooms When Clubhouse and Restaurant can open: <ul style="list-style-type: none"> • Restaurant/ Bar • Function rooms • Locker Rooms <u>See below – for control measures</u>	<ul style="list-style-type: none"> • Continue to monitor the news and public health advice 	Manager	From now – 3 months	

As above	As above	<p>Central access points when clubhouse can be used: Control measures:</p> <ul style="list-style-type: none"> • Infection control – wiping down hard services with antibacterial spray • Handwashing facilities, antibac stations and advice to all to wash hands <p>When clubhouse opens</p> <ul style="list-style-type: none"> • If possible a one way system, in, around and out of the building • Infection control – wiping down hard services with antibacterial spray • Handwashing facilities, antibac stations and advice to all to wash hands on entering the facility 	-	All staff	From now – 3 months	
As above	As above	<p>When Open Restaurant bar Control measures:</p> <ul style="list-style-type: none"> • Continuation of food hygiene standards • Drained and clean all equipment in order that they will be in a good position to resume trading when we get the all-clear. Check with brewery/ coffee machine provide re precise instructions. • Stringent and regular handwashing – staff • Provision of anti-bacterial hand gel (if available) • Reminder to all customers to wash their hands before eating • Spacing of tables to avoid close contact • Gloves/ masks worn and provided to staff • Refreshments taken to tables to avoid groups congregating or develop a pick up point with queue system. • Screening provided at serving areas/ paying areas • 2 meter spacing for queue areas 	<p>Café may wish to consider the following, but ultimately this is a separate business</p> <ul style="list-style-type: none"> • Review any supply chain issues with stock – food and cleaning products • Stock check re. perishables • Consider reduced food offering to reduce wastage and spend 		From now – 3 months	

As above	As above	<p>Pro Shop, Tee bookings Suggested control measures:</p> <ul style="list-style-type: none"> • Prioritise online services for entries, bookings and scoring. • Take payments using contactless means or online prior to the game. • Discourage customers from touching any hard services, equipment etc unless they intend to purchase • Max no. people in shop at one time (e.g. 2) • 2 meter queue spacing in and out of the shop • Fix screening to front counter • Single use of Golf buggies where use is essential (e.g. disability) and cleaned afterwards 	<ul style="list-style-type: none"> • Review signage of control measures in the store and around the building and on course 	Pro Golf All staff	Now – 3 months	
As above	As above	<p>Car park: Control measures:</p> <ul style="list-style-type: none"> • Lower risk area – outdoor space • Discourage members from congregating in groups • Spaces to be left between cars where possible • Social distancing advice applies • Where possible 1 way in and 1 way out system indicated by arrows • Sign to ask members, visitors to change shoes etc in car park 	<ul style="list-style-type: none"> • Outdoor signage – consider wording could be golf related ‘on this occasion we don’t want you under par ...so think about your social distancing and avoid chatting in groups’ • Additional signage 	Staff	Now – 3 months	
As above	As above	<p>Function rooms Control measures:</p> <ul style="list-style-type: none"> • Organisation only following latest government advice re. group gatherings • No bookings for groups of people until restrictions are lifted 	<ul style="list-style-type: none"> • Consider IT options to host video conferencing meetings 	Manager	Now-3 months	
As above	As above	<p>Driving range Control measures:</p> <ul style="list-style-type: none"> • Lower risk area – outdoors, no close contact • Advise players to space themselves out between booths • Hard surfaces cleaned regularly e.g ball machine • Sanitising ball tokens • Handwashing before and after playing • No use of shared equipment • Anti bac station by Driving range baskets, clean before and after use • 	<ul style="list-style-type: none"> • Consider protected opening for those in high risk health categories e.g – first two hours on the day • Consider using one side of booths for the ‘at risk group’ only • When smaller group coaching is allowed space with unused bay between. • Where possible 1 way in 1 way out 	Manager	Now-3 months	

As above	As above	<p>On Course Control Measures: PROVIDE ADVICE FOR GOLFERS ON THE GOLF COURSE. E.g</p> <ul style="list-style-type: none"> • Social distancing (2 metres rule) throughout the round • Always leave the flag in the hole • Do not touch the flagstick • Golfers wipe their own golf balls on a towel • Ask golfers to carefully remove their golf ball from the hole (the hole is likely to be raised) • Do not share any equipment, such as golf clubs or rangefinders • Golfers should only pick up their own ball • Mark own card, one per group or use online version • Don't shake hands before or after your • Hand washing before and after playing <p>Set up on course and outside the club house.</p> <ul style="list-style-type: none"> • Handwashing stations • 2 meter queue markers first tee, pro shop, wash rooms and any shared tee (or areas people are likely to congregate) • Man queue areas where possible • Place sign with rules at front of queue areas. • 2 meter spacing markers throughout course to act as a reminder • Remove rakes and any other pieces of course furniture that golfers may touch – the greenkeeper team will prepare the course, and where possible, re-rake bunkers during the day. • Raise hole cups so golfers don't have to reach in hole • Drinking fonts and ball cleaners taken out of play. • Airlines for cleaning shoes following the round should be closed up. • Have hand sanitisers available as golfers leave the golf course • Single use of Golf buggies where use is essential (e.g. disability) and cleaned afterwards 	<ul style="list-style-type: none"> • Put a notice up around the club house and email members and visitors prior to arrival 			
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As above	As above	<p>Group golf lessons</p> <p>Control measures:</p> <ul style="list-style-type: none"> • Review gov advice • Lower risk - outdoor space • Teach in small groups – 2-3 people • Handwashing advice • Handwashing stations • Social distancing • Age range segregation in lessons • Advice parents not to congregate together • No use of loan equipment (or disinfect before and after use). <p>New2Golf</p> <ul style="list-style-type: none"> • Teach in family/ household groups • Teach in 2's for 15 mins (8 in 1 hour) and leave to practice for remainder of session • Apply for a grant to purchase New beginner equipment e.g. putter and club for New2Golf starters 	<ul style="list-style-type: none"> • Review frequency of email communications to parents, players etc • Review timing of lessons 		Now-3 months	
As above	As above	<p>Wash rooms</p> <p>Control measures</p> <ul style="list-style-type: none"> • One in one out • Regular cleaning of all areas • Signage with rules 			Now – 3 months	
Loss of revenue – next 3 months	Owner Staff	<ul style="list-style-type: none"> • Access support from Wales Golf • Furlough staff where possible • Staff communication • Re-evaluation of business finances and cash flow • Monitoring news re. financial support • Contact Bank for support • Transparency with Bank • Contact Insurance company • Apply for government grants and other grants, Wales Golf to advise 	<ul style="list-style-type: none"> • Consider other streams of revenue eg. 'virtual' golf putting competition at those at home – small fee to enter – prize etc • Webinar or virtual golf tutorials • How could other players reach out virtually to the at risk group who are not able to attend? 		Now-3 months	
Financial threat – longer term	Owner Staff	<ul style="list-style-type: none"> • Staff communication • Re-evaluation of business finances • Monitoring news re. financial support • Transparency with Bank 	<ul style="list-style-type: none"> • Use this 'quieter time' to plan - Consider how the business will encourage members/players to return post COVID-19 • Investigate marketing options to encourage people into the sport – link in with Wales Golf 		Now-12 months	

Damage to company reputation (by actual/perceived lack of action around COVID-19)	Owner Staff	<ul style="list-style-type: none"> • Business has taken positive action around risk management • Keeping up to date with fluid news and subsequent restrictions/advice • Specific control measures as above • Advice and guidance for members • Regular communication re. measures the organisation has put in place • Mental health support recognising the risks to psychological wellbeing through self-isolation, social distancing, change of routines, loss of social networking, loss of sport as an avenue to maintain wellness 	<ul style="list-style-type: none"> • Consider further signposting to on-line information – health, wellbeing and golf related • Consider ‘virtual’ golf putting competition at those at home 		Now – 3 months	
Missed opportunity for community engagement – (actual/perceived lack of action from the business)	Owner Staff	<ul style="list-style-type: none"> • Active positive social media posts • Support for people’s mental health – email and on website • Support for NHS staff, a free round of golf etc. 	<ul style="list-style-type: none"> • Consider how the business could reach out at this time. E.g Ask the junior golfers to write cards and messages, send out to local nursing homes etc • How could parents be supported? • How could you channel energies of junior players – could they make a short video and merge the clips of practicing golf at home 	Pro coaches Manager Junior Organiser		Now – 3 months
Members not renewing and not feeling supported	Owner Staff	<ul style="list-style-type: none"> • Regular membership communication and course updates • Ask members to support the club • Develop an incentive renewal package where applicable • Call members • Contact your more vulnerable members to check they are ok 	<ul style="list-style-type: none"> • Is there anything the club could do for their most vulnerable members to support them? e.g connect them remotely, food delivery. 	Manager		Now
Psychological risk to mental health associated with a return to a ‘new normality’	Staff Board Members	Control measures: <ul style="list-style-type: none"> • Monthly wellbeing bulletin • Up to date comms • Signpost to mental health organisations • Mental health post covid awareness 	<ul style="list-style-type: none"> • 	Manager		3 months – 12 months

You should review your risk assessment if you think it might no longer be valid (eg following an accident in the workplace or if there are any significant changes to hazards, such as new work equipment or work activities)

Here is a link to a company providing PPE and safety signage for Golf Clubs if required <https://morgansconsult.com/golf-course-safety-signage/>

As stated above, the document is to be used as a **guide** only to help develop a risk assessment suitable for your club linked to COVID-19.

It can help the club **plan, prepare** and **mitigate risk** for the time when the **Government** advises that golf can be played again (and only then). It also **MUST** be adapted to the needs of the club and aligned and amended according to the correct Government advice and restrictions at the time, which will constantly be amended and updated. It is also recommended you keep up to date with industry advice which will be posted on our COVID 19 hub on the website and our social media channels.

<https://www.walesgolf.org/covid-19/>

Wales Golf will not have any liability to you at all if you use any information and would recommend you also liaise with your health and safety committee or company