

COTSWOLDS HOTEL & SPA

GOLF COURSE RISK ASSESSMENT

November 2022



COTSWOLDS HOTEL & SPA
CHIPPING NORTON

CONTENTS

- 1.0 Purpose and Scope of the Assessment
- 2.0 Aim
- 3.0 Golf Course Risk Assessment
- 4.0 Adverse Weather Policy and Course_Closures

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 COTSWOLDS HOTEL & SPA.

Scope of this risk assessment:

- Identify and assess sources of risk [responsible person – General Manager/Deputy Manager or Club Director]
- Prepare a written scheme for the prevention and/or control of the risk [responsible person – General Manager/Deputy manager or Club Director]
- Implement, manage and monitor all precautions taken [responsible person – General Manager/Deputy manager]
- Keep accurate records of all precautions [responsible person – General Manager/Deputy manager]
- Appoint a person to take managerial responsibility [responsible person – General Manager/Deputy manager]

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 General Manager/Deputy Manager or the relevant Club Director (as noted above). This person, together with the 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 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.

Cotswolds Hotel & Spa accepts no liability for any damage caused by golfers to vehicles parked in the club car park.

General course topography

- The Golf course is an undulating 18-hole Parkland setting situated in Chipping Norton. The course contains multiple treelined holes with plenty of sloping lies throughout the layout.
- The water features present on the Golf course are fed from the river Glyme.
- A Valley also runs throughout the Golf course which is a feature of many Holes.

Public access

- A public bridle path runs on holes 3 & 4. The path runs to the left-hand side of both greens and to the back of the 3rd green. 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

- Cotswolds Hotel & Spa policy document states that "the use of motorised buggies will be the responsibility of the Greenkeeper in Charge, or his/her representative."
- Each buggy driver should be asked to read the list of instructions in the use of the buggy before being allowed to drive on the course. Any member or visitor who wishes to use their personally owned buggy will

be required to follow a similar procedure.

- Buggies owned and operated by members must be subject to the provision of a copy of an insurance certificate providing 3rd party public liability, initially on making the request to use their buggy and subsequently each year when renewing their membership. This copy will be kept on file in the clubhouse office.
- Any visitor bringing their own buggy should be asked to provide a copy of an insurance certificate providing 3rd party public liability before using the buggy on the course.
- 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 Rocket, 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:
 - Death or bodily injury
 - Loss of or damage to material property.
- As of July 2019, England Golf provides £10m personal liability insurance as part of the member's affiliation to England Golf, 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:
 - Club website
 - Professionals Shop
 - Men's locker room
 - Ladies' locker room
- Please take the time to familiarise yourself with its content.
- Cotswold's Hotel & Spa wants 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 Health and

Safety Officer.

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
Being struck by a golf ball hit offline by a golfer playing on another part of the golf course Holes, 1, 4, 5, 6, 7, 9, 10, 11, 13, 14, 15, 16, 18	High	All players must always remain alert to the behavior of nearby players. Players who have played an offline shot must immediately shout 'Fore' to alert all surrounding players that the shot has been struck.	Medium
Being struck by a golf ball hit by a playing partner	High	Non-playing partner(s) must not advance in front of the shot being played without watching the shot being played. 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.	Medium
Being struck by a golf ball played by a golfer in the following group	Medium	Following golfers must ensure that those in front have advanced further than they can hit their best shot.	Low
Being struck by the swinging club of a playing partner	Medium	Players to stand at least 2m from the arc of the swinging club.	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 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.

Hotel and golf club car parking

- All visitors to the hotel 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 Hotel 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 behavior 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).

- 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 for more information.
- Hazards associated with ponds, streams and ditches
 - 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
 - Many of the poplars on the golf course contain a lot of dead wood and may shed branches at any time, particularly in strong winds. Avoid walking close to trees in windy weather as branches can fall unexpectedly.
- Hazards associated with animal damage
 - 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
 - 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
 - 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
 - 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.
- Players must take responsibility for their own safety on the course when it is open for play.
- If the Rocket sounds, you must leave the course for your own safety.
- Hazards associated with slopes and banks
 - Wear the correct footwear on the course, having regard for the weather / ground conditions.
 - 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.
 - Do not brake suddenly when driving buggies on slopes, especially in wet conditions.
 - Enter and exit bunkers from low points.

Practicing

- This is limited to the designated areas – practice ground (adjacent to the 11th and 17th); practice net (adjacent to Practice Green) and practice putting/ Chipping Green (Situating between Tees 1 and 10 and Adjacent to main hotel complex).

Accidents / observed dangers and hazards

- Please report all accidents to the Hotel Reception or Professional Shop, in person or by phone on 01608 642383. First aid kits are located at the Hotel Reception 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).

HOLE BY HOLE ANALYSIS

Abbreviations: OOB – out of bounds R – right L – left

1st hole

- Risk of wayward shots hitting players from the 9th hole.
- Wooden Steps on Yellow and Red tees can become slippery when wet.
- Steep Slope to right hand side as you approach the green.
- Steep slopes surrounding the right-hand side of the green also.
- Be careful in Wet/Slippery conditions.

2nd hole

- Wooden steps on Men's tee and Grass slope to Men's White Tee. Be careful when wet / slippery.
- Mounds and slopes surrounding green. These can become slippery when wet.

3rd Hole

- Slopes separating Tee boxes. Please ensure paths are used to access each tee box
- Path Leading to bridge maybe slippery in wet conditions.
- Deep Water hazard crosses the hole. Please use bridge to access other side and Green.
- Bridge can become slippery when wet.
- Path between bridge and green is steep and can be slippery when wet.
- Steep Slope behind green. Please take care when playing shots from this area.
- Public bridle path runs to left hand side and back of the green. Beware of Public
- Walking in these areas. Shout "fore" to warn if your ball is heading towards them.

4th Hole

- Steep Grass slope leading up to tee and steep slope at back of tee box. Please take care when conditions are wet/ slippery. If possible, access tee box from flat area at front during these conditions.
- Blind Tee shot. Be aware of Golfers in front of you and wait until you feel it safe to tee off

- Public bridle path runs up entire left side of the hole. Please shout "Fore" if your ball heads in this direction.

5th hole

- Raised Tee Box. Please use wooden steps provided.
- Blind Tee Shot. Please wait for bell to be Rung by players in front before Teeing Off.
- Fairway slopes downhill, can become very slippery in wet conditions, please Take extra care.
- Water hazard at bottom of fairway. Please use bridge to access other side.
- Steep slopes falling off left and right of Green. Can become slippery when wet.

6th hole

- Water Hazard just off front of Tee box. Please use bridge to the right-hand side to access other side.
- Fairway slopes uphill, can be slippery when wet.
- Blind Second shot, please allow group in front to be clear before proceeding.
- Steep slope at back of Green which can be slippery in wet conditions.

7th hole

- Blind Tee Shot. Please wait for sound of bell before Teeing off.
- Raised Tee box. Please use wooden steps to access.
- Any shots travelling left please shot four due to holes 14 and 13 and 12 runs alongside.
- Severe steep slope at back of Green. Please take when accessing this area of the course

8th hole

- Water Hazard to right hand side. Please don't go to close to this hazard unless to retrieve balls or play a shot, please ensure footing is secured if playing a shot from this area.

9th Hole

- Please take care accessing Ladies Tee box. Use wooden Steps provided.
- Greenkeepers shed runs parallel to the left of hole no.9. This area is out of bounds. Please do not retrieve balls.

- Risk of being hit from golf balls from hole no. 1. Please be aware of golfers teeing off from hole no.1
- Behind 9th Green is OOB. Please do not retrieve balls from this area.

10th hole

- Please use steps provided to access 10th tee.
- Public driveway crosses tee box. Please ensure it is safe to tee and safe to cross when heading to Green.
- Steep slope off front of green. Please be aware of this and ensure footing is secured if playing shots from these areas.
- Risk of being struck by balls from 18th. Please be aware and listen for shouts of "fore"

11th hole

- Blind Tee shot. Please await sound of Bell prior to teeing off on this hole.
- Practice ground and 13th Green Run parallel to the right of hole 11. Please shout "Fore"
- Stone wall runs down left of 2nd half of hole 11. Please take care if climbing over Stone Wall to retrieve Golf balls.
- Path leading up to 12th tee is steep and can become slippery when wet.

12th hole

- Green is drivable on this short par 4. Trees can obscure view. Please wait until it is safe to tee off.
- Risk of being struck by Golf balls from 13th. Please be aware and listen for shouts of "fore"

13th hole

- Men's White Tee is raised. Please take care accessing this Tee Box.
- If playing in a group using mixed tees, ensure all players are safely positioned Before teeing off.
- Please shout "fore" for all shots heading to the right towards 12th and 11th Holes.
- Dip short of green can make 2nd or 3rd shots blind. Please ensure Golfers in front are clear before hitting.
- Steep slope of back of green. Please take care on this area when hitting shots and ensure footing is secured.
- Any shots heading long of green please shout "fore" as practice ground is situated behind the green.

14th hole

- Risk of being struck by Golf balls from holes 13 and 16. Please be aware and listen for shouts of "Fore"
- Hole plays as a Dog leg right to left. Please ensure Group in front are far enough in front prior to teeing off.
- 15th Tee runs to the right of 14th Green. Please shout "fore" on all approach shots heading in this direction.
- Stone wall at back off Green be aware of Golf balls ricocheting off this wall.

15th hole

- 15th Green is in front of 16th tee box. Please allow all Golfers to tee off hole 16 Before accessing green area.
- Risk of being struck by golf balls from 14th Hole. Please be aware and listen for Shouts of "Fore"

16th hole

- Do not tee off this hole unless 15th Green is clear. Please be aware of Golfers approaching 15th Green. Ensure it is completely Safe to tee off.
- Blind Tee shot for the longer hitter. Ensure the group in front is far enough in front prior to teeing off.
- All shots travelling to the right please shout "fore" as hole 14 runs parallel to the right of hole 16.
- Private property runs parallel left of hole and is OOB. Do not retrieve Golf balls.
- 17th Tee boxes to left of green. Please shout "fore" if ball is heading in this direction.
- 14th Tee box to right hand side of green. Please shout "fore" if your ball is heading in this direction.
- Grass hollows off right and left of green, these can become slippery when wet, please ensure secure footing in these areas.

17th hole

- 13th Green and practice to right hands ide, please shout "fore" for ALL shots heading in this direction.
- Private property and OOB to the left-hand side. Please do not retrieve balls from this area.
- Hedgerow runs across bottom of fairway. Please ensure it is clear the other side of this hedge before Playing shot.

18th hole

- Main road runs parallel to left of hole. Please do not cross stone walls to
- Retrieve Golf balls. Please be warned that any tee shots heading left may land on the main road.
- Please shout “fore” for all shots heading to the right as practice area, 11th tee, and 10th green are situated in these areas.
- Valley runs across middle of hole. Please ensure all Golfers are out of range prior to teeing off.
- Take care on slope on the approach to the green, this can be slippery when wet.
- Golf course car park runs to left and behind green. Please shout “fore” if your ball heads in this direction. Please report any balls striking any parked vehicles.

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.
 - If the 10th Green 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 Centre of the green is 175 Yards.
- The above will be monitored and for play to resume the 10th green 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 rocket.

Snow and Frost Policy

- During the above adverse weather conditions the following will deem the course unplayable.
 - 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.
 - 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 rocket.

Adverse Rainfall Policy

- During any adverse rainfall the Golf Course will be deemed unplayable in the following conditions.
 - The majority of greens become unplayable due to standing water and no relief is possible.
 - 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 rocket.

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 rocket.

Visitor Green Fee Payees

- In the event of a course closure and if play cannot resume on the day, then the following will apply.
 - Any Golfers who have not completed the front 9 holes prior to any closure will be issued a voucher to return at a later date for 18 holes.
 - Any Golfers who have completed the front 9 holes and commenced the back 9 holes prior to any closure will be issued a voucher to return at a later date for 9 holes.

Hotel Stay and Play Golfers

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