



## 01 First Aid Policy and Procedure

### Purpose

To meet the Club's duty of care to its employees, members, contractors and other lawful visitors

To define the level of First aid facilities, training and provisions

To define the roles and responsibilities to ensure this policy is applied and known within the Club

### Policy Details

The club will endeavor to have 2 qualified First aiders available during normal operating hours. This is based on a review of the numbers typically on site, their distribution across the club and work patterns established in a review. It is the policy of the club to provide basic first aid in the event of accidents and to ensure transfer to the care of professional medical service where appropriate.

All instances of the administration of First Aid to any person for whatever reason must be recorded in the Club Accident Book. If this cannot be done at the time the details must be kept and the Accident Book updated as soon as possible after the event.

### Policy Scope

This policy applies on the land and facilities owned and operated by Banchory Golf Club  
This policy applies to all lawful persons resorting to the Club facilities as appropriate to their status e.g.

Green Keepers = Course, sheds and other areas

Members = course, shop, clubhouse, swing studio, practice grounds

It does not cover members of the public.

### Related Policies

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Page: 1



## Banchory Golf Club HSE Policy Statement

### Policy Owner

The Club Committee will be responsible to ensure the provision of First aid facilities (equipment and trained personnel) meets the legislative requirements as a minimum. The Club Administrator is responsible for ensuring:-

This policy is kept up to date.

- A list of certified trained first aiders is maintained
- Advising the committee of any shortfalls and requesting the resources to ensure the policy is complied with.
- Ensuring adequate steps are made to publicise this policy, the locations of First Aiders and equipment are widely known amongst staff, members and others using club facilities

### Definitions

First Aid Facilities means approved first aid kits located in the clubhouse and the Automated External Defibrillator(s) (AED).

Eye Wash stations in the kitchen and Greenkeeper's sheds

Accident Book: the Club's formal record of accidents in approved format kept in the Administration Office.

The Club refers to Banchory Golf Club

### Procedures

*Accident Reporting (to be developed)*

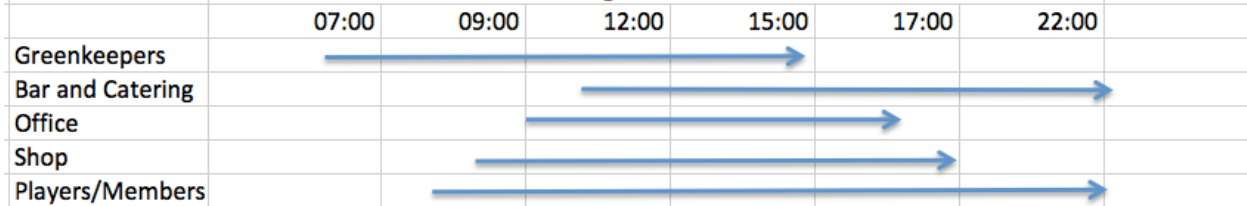
### Exhibits / Appendices / Forms



**Banchory Golf Club - First Aid Provision Calculator**

|  |                       |     |  |  |                                       |     |
|--|-----------------------|-----|--|--|---------------------------------------|-----|
|  |                       |     |  |  |                                       |     |
|  |                       |     |  |  |                                       |     |
|  | Shop                  | 2   |  |  | <b>Members</b>                        |     |
|  | Catering              | 4   |  |  | Playing*                              | 80  |
|  | Bar                   | 2   |  |  | Clubhouse^                            | 15  |
|  | Greenkeepers          | 6   |  |  | Practicing                            | 4   |
|  | Cleaners              | 2   |  |  | Misc                                  | 1   |
|  | Members               | 100 |  |  |                                       | 100 |
|  | Admin                 | 2   |  |  | *Based on 18 X 4 + 8 = 80             |     |
|  | other lawful visitors | 1   |  |  | ^ 50% bar capacity + 4 in Locker room |     |
|  |                       | 119 |  |  |                                       |     |

**Working Hours Schedule**



Timings are approximate and vary summer season /winter season for Bar opening and play

## Supporting Information

Overall risk assessment for First Aid Provision  
 Individual Risk Assessments for tasks carried out by staff, employees and contractors

## Document History

First Draft August 2022