



Brancepeth Castle Golf Club

First aid policy

Responsible person

When the club facilities are in use, there will be a staff member on site who is responsible for co-ordinating the response to an incident requiring first aid.

The responsible person is:

1. the most senior member of the hospitality* staff; or if hospitality services are closed:
2. a member of the proshop staff; or if the proshop is closed:
3. a member of the office staff

A notice naming the responsible person should be displayed in the bar area.

When at work, every member of staff should know who the responsible person is, and how to contact them.

Any staff member may assume the responsible person role if appropriate eg there is a delay in locating the nominated person.

Greens staff with first aid training may manage an incident on the course if appropriate, but should contact the responsible person to report and log the incident.

Duties of the responsible person

The role of the responsible person is to co-ordinate a response. This includes to:

1. administer first aid directly, if appropriately trained
2. seek help from bystanders, greens staff (for incidents on the course) or ambulance services
3. arrange for someone (a certified first aider if available) to take first aid equipment out to the course on a buggy when needed
4. contact relatives when appropriate
5. document the incident in the accidents book or online system

A bullet point procedure/checklist will be held in the bar area, pro shop and office for the responsible person to use as needed.

Signage

Signs will be displayed throughout the clubhouse advising club users to contact a member of staff in the event of an incident needing first aid assistance, and the locations of first aid boxes and the automatic external defibrillator (AED).

Training

At least 2 greens staff should have valid First Aid at Work (FAW) certification, and the remainder should have valid Emergency First Aid at Work (EFAW) certification

At least half of the hospitality staff should have valid EFAW certification

When the hospitality services are open, there must be at least one EFAW trained member on duty

Any member of the greens or hospitality staff who, at any time, works alone must have EFAW certification

First aid equipment

First aid kits should be available in the kitchen, office, proshop and greenkeeper's shed
Greens staff should take first aid kits with them onto the course when assigned to certain duties, as determined by the course manager.

Mobile first aid kits should be available in the clubhouse to be taken onto the course if needed
The above named kits should be checked monthly, and after each use, to ensure they are stocked with appropriate equipment that is within its use-by date.

Automatic external defibrillator (AED)

The AED is situated in the main corridor opposite the kitchen.

The club shall have an appointed guardian (usually the catering manager) who is responsible for the maintenance of the AED.

The club shall have a policy for the use of the AED: all staff must be familiar with this policy.

Responsibilities

The Board has responsibility for preparation, regular review, and communication of this policy.

The Office Manager has overall responsibility for the implementation of the policy and

1. arranging first aid training for staff as required
2. documentation and notification of all RIDDOR events
3. maintenance of the office first aid kit

The Catering Manager is responsible for:

1. ensuring that all hospitality staff are aware of the identity and duties of the responsible person
2. identifying training needs of the hospitality staff and communicating them to the office manager.
3. maintenance of the first aid kits in the kitchen and the mobile kits
4. checking and maintenance of the AED (when nominated AED guardian)
5. documentation of events other than those involving greens staff in the accident book and reporting RIDDOR events to the office manager

The Course Manager is responsible for:

1. identifying training needs of the greens staff and communicating them to the office manager.
2. maintenance of the first aid kits in the greens shed and on vehicles
3. documentation of events involving greens staff in the accident book, and reporting RIDDOR events to the office manager

The Club Professional is responsible for:

1. maintenance of the first aid kit in the proshop
2. documentation of events occurring in the proshop in the accidents book

Footnote: * "hospitality" refers to the bar and catering services