

# **Gathurst Golf Club**

## **Club house policy document**

### **1. Objectives**

To provide Staff, Members and visitors with facilities to compliment all year round golf. These facilities include lounge area with catering, licensed bar and the ability to hold social functions, changing facilities and professional shop.

### **2. Roles and Responsibilities**

2.1 The General Committee is responsible for the overall direction and control of the Club including Policy and Financial Control.

2.2 The House Committee is responsible for the Management and Maintenance of the Club House, Kitchen, Professionals shop and Submission of Annual Budgets and Long Term Capital Expenditure projects.

2.3 The House Chairman will ensure that agreed policies and the requirements of the Club house Policy Document are implemented. House Budgets and Capital Expenditure Programmes will be monitored in conjunction with Treasurer and/or Finance Committee.

2.4 The Secretary, Steward, Catering manager, and Club Professional are responsible, in conjunction with the House Chairman, for the implementation of the Objectives which include but is not limited to:-

Liaison with the House Chairman on staffing & problem areas  
Machinery maintenance and repairs  
Maintenance of records relating to staff and staff training  
Planning of annual budgets  
Implementation of and suggestions to improve, Health & Safety Policy  
Storage and safety of all equipment  
Short and long term work schedules  
Allocation of daily tasks

### **3. CLUBHOUSE**

#### **3.1 Background**

The Club has an extensive clubhouse including a bar, lounge, snooker room, cellarage, dining area, dancing area, kitchen, changing facilities, Professional's shop, toilets and offices. Some of these areas are subject to specific risk assessments but this section covers the overall clubhouse.

#### **3.2 Responsibilities**

**The Secretary is responsible for:-**

Managing all aspects of the administration office to meet Health and Safety Standards.

Reporting of accidents, diseases and dangerous occurrences to the enforcing authority (HSE or local authority).

## **The Professional is responsible for:-**

Managing all aspects of the Pro's Shop to meet Health & Safety standards.

Managing Health and Safety issues when giving lessons on the practice area.

## **Cleaning of the clubhouse public areas**

The Chairman of House and his/her committee will be responsible for hiring staff to clean the club house and set out the table arrangements for functions held at the club.

The cleaning person in conjunction with the Chairman of House will undertake risk assessments of all activities performed by the cleaning person.

The cleaning person is responsible for performing tasks in a safe manner as outlined by the risk assessments.

## **4. BAR**

### **4.1 Background**

The Club operates a licensed bar selling variety of drinks for consumption on the premises.

### **4.2 Responsibilities**

## **The Steward is responsible for:-**

In conjunction with the Chairman of House and the director responsible for Health and Safety, reviewing and updating the risk assessment at least every 3 years or whenever changes occur to equipment, layout or tasks.

Informing staff of the risk assessment and the controls and precautions required to reduce the risks to them and others.

Ensuring that the rules for safe working practices are included in staff training.

## **Bar Staff are responsible for:-**

Complying with the controls and precautions outlined in this document.

## **5. DRINK HAZARDS**

### **5.1 Background**

The Club has inspected the stages involved in the delivery, storage, handling and dispensing of drinks at its premises, identifying the necessary controls and monitoring procedures needed to ensure safety.

The careful implementation of the requirements outlined in this document should help to ensure that the drinks served to members and visitors to the Club are safe and are of good quality.

## 5.2 Responsibilities

### The Steward is responsible for: -

- \* Ensuring that bar staff are appropriately trained in handling and dispensing beer and other drinks, including good hygiene practices relating to the cellar and bar.
- \* Ensuring that the cellar and its equipment are maintained in a clean, hygienic and tidy state, that beers are handled and dispensed in accordance with accepted practices and that beer lines are cleaned with detergent at least weekly.
- \* Ensuring that the bar area and associated facilities and equipment are kept clean and tidy.
- \* Ensuring compliance with the procedures relating to ice and glasses, including handling procedures and the cleaning and maintenance of associated equipment.
- \* Reporting to the Chairman of House any deficiencies in cellar or bar equipment, facilities or resources, especially those that may affect drink safety or quality.

### Bar staff are responsible for: -

- \* Complying with the requirements outlined in this document and with the specific instructions of the Steward
- \* Covering all cuts and abrasions on exposed areas of the body with sterile, waterproof dressings.
- \* Ensuring clothing hygiene standards are maintained.
- \* Washing hands regularly, especially before work, after using the toilet and between tasks.
- \* Not storing outdoor clothing, shoes and bags in the cellar or bar.
- \* Not eating food or chewing sweets whilst working.

## 6. KITCHEN

### 6.1 Background

The Catering Contractor prepares and serves food from its kitchen.

### 6.2 Responsibilities

#### The Catering Contractor is responsible for: -

- \* Carrying out a Risk Assessment covering the Kitchen and eating areas.
- \* Reviewing the Risk assessment on a regular basis (at least every 3 years).
- \* Informing staff of the risk assessment and the controls and precautions required in order that the risks to them and others can be minimised.
- \* Ensuring that the rules for safe working practices are included in staff training.

## **Catering staff are responsible: -**

- \* For carrying out the controls and precautions detailed in this document.

## **7. FOOD HAZARDS**

### **7.1 Background**

The Food Safety (General Food Hygiene) Regulations 1995 require that:

- \* Potential food hazards in a food business operation are analysed.
- \* Control points in those operations where food hazards may occur are identified.
- \* Those points that are critical to ensuring food safety are defined (critical control points).
- \* Effective control and monitoring procedures at control points are identified and implemented.
- \* The analysis of food hazards, control points and control and monitoring procedures are reviewed periodically (at least every 3 years) to take account of any changes in the business.
- \* The Catering Contractor is required to comply with these regulations by analysing the stages involved in the delivery, storage, preparation and serving of food at the premises, defining the control points needed to ensure safety and identifying the necessary control and monitoring procedures.

The careful implementation of the requirements outlined in this document should help to ensure that the food served to members and visitors to the Club is safe and of good quality.

### **7.2 Responsibilities**

#### **The Catering Contractor is responsible for: -**

- \* Ensuring that all catering staff are appropriately trained in food hygiene and the requirements outlined in this document.
- \* Buying food only from suppliers capable of meeting the necessary food safety and quality standards.
- \* Ensuring compliance with the standards and procedures outlined in this document that relate to food, including the specified checks and audits.
- \* Reporting to the Chairman of House any deficiencies in catering equipment, facilities or resources, especially those that may affect food safety and quality.
- \* Ensuring that in-house menus accurately describe the products on sale.
- \* Ensuring that catering staff are aware that some people are allergic to certain foods (e.g. nuts, seafood and milk). If asked, staff must be careful to give accurate information on the ingredients in a particular dish. If in doubt, they must say so and not guess - someone's life may be at stake.
- \* Keeping the Food Hazard Analysis and Risk Assessment procedures under review.

## **Catering staff are responsible for:-**

- \* Complying with the requirements outlined in this document and with the specific instructions of the Caterer.
- \* Reporting to the Catering Manager if they are suffering from any illness, especially vomiting and diarrhoea.
- \* Covering all cuts and abrasions on exposed areas of the body with sterile, waterproof dressings.
- \* Wearing clean protective clothing, as appropriate.
- \* Washing hands regularly, especially before work, after using the toilet and between tasks.
- \* Not storing outdoor clothing, shoes and bags in food preparation rooms, the cellar or bar.
- \* Not eating food or chewing sweets whilst working.

## **8. Club House Cleaner**

The Chairman of House will be responsible for ensuring the cleaner complies with all Health and Safety requirements.

The Chairman of House together with the Cleaner and the director responsible for Health and Safety will do risk assessments of all work activities and review these at least every 3 years.

## **9. Club House General**

The Chairman of house with his/her committee will be responsible for ensuring all portable electrical equipment used in the Club House is P.A.T. tested on a regular basis.

The Chairman of House with his/her committee will be responsible for ensuring appropriate COSHH assessments and Safety Data Sheets are available for all hazardous materials used in the Clubhouse. Records will be kept in the main office and all personnel made aware of these documents.

## **10. Emergency Procedures**

The Chairman of House will be responsible for:-

Monthly checks on escape routes.

Alarms are checked on a regular basis.

Emergency evacuation testing at least once per year.