

# Durham County Golf Union

## Event Risk Assessment



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**NEXT ASSESSMENT:** This risk assessment will be reviewed annually or following a reported incident which identifies a new risk.

**Document Control**

<b>Version</b>	<b>By Who</b>	<b>By</b>	<b>Reason</b>
Initial Draft	Apr 22	R Lotz	First Draft
Version 1.1	Jun 22	R Lotz	Following peer review
Version 1.2	Dec 2022	R Lotz	Insertion of South Shields data previously omitted
Version 1.3	June 2023	R Lotz	Updates on spectator safety, club responsibility and evacuation of course
Version 1.4	Sep 2023	R Lotz	Update the South Shields risk to take account of a new tee box on the adjacent Whitburn course which increases risk of ball strikes
Version 2.0	November 2023	R Lotz	End of season review - Additions to adverse weather issues identified at Whickham during thunderstorm. New Safeguarding Officer Document Tidy Up
Version 3.0	November 2024	BG Hudson	End of season review. Risks from Blind Holes Risks from Medical and Other Emergencies clarified.

## **RISK ASSESSMENT**

### **1. Purpose of the Assessment**

This risk assessment describes how the Durham County Golf Union (DCGU) will manage health and safety in order to minimise the risk of accidents at all events organised by DCGU.

### **2. The Health and Safety Sub Committee of the Durham County Golf Union (DCGU)**

The Health and Safety Sub Committee of the Durham County Golf Union will be responsible in conjunction with affiliated clubs for ensuring that Health and Safety is at the core of all activities undertaken by the Union.

### **3. All golfers, volunteers and spectators**

Are responsible for ensuring they do not endanger themselves, other golfers or other members of the public while playing, organising, observing or volunteering at any of the events organised by the Union.

All accidents or dangerous occurrences which happen on the golf course during play must be reported to an official of the Health and Safety Sub Committee as soon as possible after the event, an Incident Report Form will be completed for every incident.

### **4. DCGU Roles and Responsibilities**

The Health and Safety Sub Committee will be responsible for identifying and assessing sources of risk

- Prepare a written risk assessment for the prevention and/or control of the risk
- Implement, manage and monitor all precautions taken
- Keep accurate records of all precautions
- Keep records of reported issues and risks
- Report to the Executive Committee when appropriate. with any recommended risk assessment changes and improvements.
- Confirm that clubs have a risk assessment or Health and Safety Policy in place, obtain copies if possible
- Share this risk assessment with affiliated clubs and associations

The risk assessment shall be reviewed regularly, or if any of the following apply:

- new information available about risks or control measures
- changes to key personnel
- in response to accidents or incidents that may occur

### **5. Communication:**

Communication is a key factor in the risk assessment process. The risks need to be identified to allow the prioritisation of remedial actions to control the identified risks. The risk assessment process will allow the Executive to create and maintain a start

sheet for all DCGU events, this will cover generic risks and any course specific risks identified.

This risk assessment will be placed on the DCGU internet website and all Executive members, volunteers, players and spectators will be directed to it. A copy of the Risk assessment will be made available at the event registration desk.

## **6. Incident Reporting**

All incidents that occur during a Durham County Golf Union event will be reported using the Incident Report Form (Appendix 4). An incident log will be maintained (Appendix 5).

**DURHAM COUNTY GOLF UNION RISK ASSESSMENT**

	RISK	WHO'S AT RISK AND RESPONSIBILITIES	MITIGATION	LEVEL
1.	Taking part or assisting in golf competitions	Golfers, Green Staff, Officials, Volunteers and Spectators	Adherence to the Rules and Etiquette of Golf, observe all signs and be aware of rules concerning cessation of play in dangerous weather or conditions Ensure all competitors are made aware of risks and issues via the competition start sheet Spectators and officials to understand that in elite events, the ball may travel further than expected	Low
2.	Teeing Off (Miss hit tee shot hit left or right)	All Golfers, Officials, Volunteers and spectators on adjacent greens, fairways or paths	Don't tee off until you are sure that the group in front are out of range. Don't tee off if any of your playing partners are standing forward of you. Don't tee off if anyone is walking toward the tee from any adjacent holes Don't stand forward of a player teeing off Don't walk towards a tee when someone is preparing to drive Pay attention when playing stroke and shout fore if ball drifts to the left or right and there is any likelihood of hitting someone. Take care on steps to and from tee box if appropriate Spectators and officials to be aware that in elite events to ball will travel further than expected Where there are adjacent golf clubs or golf courses, be aware of mis-hit shots from outside the golf course in play, such as South Shields GC where there are adjacent tees on Whitburn GC course increases risk of ball strikes.	Medium

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	RISK	WHO'S AT RISK AND RESPONSIBILITIES	MITIGATION	LEVEL
3.	Rights of way	Members of public and dog walkers on paths or fairways	Pay attention when playing shot and shout fore if there is any likelihood of hitting someone.	Medium
4.	Fairway to Green	All Golfers, Officials, Volunteers and Spectators on adjacent greens, fairways or paths	Don't take a stroke until you are sure that the group in front are out of range. On blind shots, do not play until sure the potential landing area is clear or indicated as clear by a designated Marshall. Don't take a stroke if you're playing partners are forward of you and in range Stand in a safe position when a playing partner is taking a stroke. Spectators and officials to be aware that in elite events the ball will travel further than expected.	Medium
5.	Miss hit approach shot to green	All Golfers, Officials, Volunteers and Spectators on adjacent greens, fairways or paths	Be aware of players in this area and shout fore if hitting to left or right past green and there is any likelihood of hitting someone. Spectators and officials to be aware that in elite events the ball will travel further than expected.	Medium
6.	Streams, Ponds and Lakes	All Golfers, Officials, Volunteers and Spectators	Be aware of the dangers of streams, lakes, ponds including slipping down banks, deep water and slippery bridges. Don't step on ice covered ponds or lakes. Use ball retrievers whenever possible.	Medium
7.	Blind Shots including Hidden Greens	All Golfers, Greens Staff	On blind shots, do not play until sure the potential landing area is clear or indicated as clear by a designated Marshall. Don't play to Greens until you are sure that the group in front have left. Greens that may be hidden from view for approach shot.	Low
8.	Trees and other fixed hazards	All Golfers, Officials, Volunteers and Spectators	When playing near trees beware of balls ricocheting.	Low

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	RISK	WHO'S AT RISK AND RESPONSIBILITIES	MITIGATION	LEVEL
9.	Undulating ground, hollows, hills	All Golfers, Officials, Volunteers and Spectators	Take care when walking over undulating ground especially in wet or icy conditions. Take care around holes and depressions caused by animals.	Medium
10.	Steep banks and bunker surrounds	All Golfers, Officials, Volunteers and Spectators	Take care on steep banks, enter bunkers from their back, do not climb steep slopes.	Medium
11.	Driving Buggies	All Golfers, Officials, Volunteers and Spectators	Take care on hills, hollows and undulations. Take special care traversing bridges or near to open water courses. Keep pace to minimum. Drive on designated paths where available, keep to fairways	Medium
12.	Juniors		Current DBS checks in place for key people Steve Tait is responsible for Safeguarding issues within the Union	Medium
13.	Health Risks relating to the weather	Executive	Advice given to wear sunscreen/ appropriate clothing Use County Gazebo to protect starter if required. Indicate procedures for suspension and termination of play due to adverse weather conditions or change of course conditions making the course unsafe Ensure that all players are aware of the suspension / abandonment of play especially if distance from the clubhouse. Ensure sufficient sirens are available	Medium
14.	Medical or other emergencies	Executive and Entry Desk Team	Be aware of the Host Club's procedures, trained personnel and available equipment to be used in the event of a medical emergency. Provide players and visitors with the contact number of the duty official for contacting emergency services and support.	Low

## Club Specific Risks

Club	Public Footpath on course	Public footpath adjacent to course	Housing on or adjacent to course	Major Road within range	Minor Road within range	Lakes/ Ponds	Rivers/ Streams	Steep slopes / banks	Hazardous vegetation
Barnard Castle		X			X	X	X	X	
Beamish Park	X	X				X		X	
Billingham	X		X		X	X	X	X	
Birtley		X	X		X			X	
Bishop Auckland		X					X	X	
Blackwell Grange	X		X			X	X	X	X
Boldon		X	X		X			X	
Brancepeth Castle			X				X	X	X
Castle Eden		X	X					X	X
Chester le Street	X	X	X		X		X	X	X
Consett and District	X	X	X		X			X	
Crook	X		X		X	X		X	
Darlington	X	X	X		X	X			
Dinsdale	X	X	X		X	X		X	
Durham City	X	X	X		X	X	X	X	
Eaglescliffe	X	X	X		X	X	X	X	X
Garesfield	X			X	X	X		X	
George Washington		X	X	X		X	X	X	
Hartlepool	X						X	X	
Headlam Hall	X	X	X		X	X	X	X	
Heworth		X	X	X	X			X	
Hobson	X	X	X	X		X	X	X	



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Houghton le Spring		X			X	X	X	X	
Ineos		X			X			X	
Ingleby Barwick			X				X	X	X
Knotty Hill	X	X	X	X		X	X	X	
Oakleaf	X	X	X	X		X	X	X	
Ramside Cathedral		X	X		X	X	X	X	
Ramside Prince	X		X		X	X		X	
Ravensworth	X		X		X	X		X	
Rockliffe		X				X	X	X	
Roseberry Grange	X	X	X		X	X		X	
Ryton	X	X			X	X	X		
Seaham		X	X					X	X
Seaton Carew	X	X				X		X	
Sharpley Springs			X	X	X	X		X	
South Moor	X	X					X	X	
South Shields	X	X	X					X	
The Wynyard			X		X	X		X	
Tyneside	X	X			X				
Wearside		X	X		X		X	X	X
Whickham					X	X	X	X	
Whitburn		X	X		X	X		X	
Woodham			X	X	X	X	X	X	

### **Competition Start Sheet**

Welcome to (*Insert Golf Club*) for the (*Insert Competition or Event*).

#### **Competition Format**

This is (*insert format*) competition, it (is/is not) intended to be a qualifying competition for handicap purposes under World Handicapping System Rules.

#### **Rules of Golf**

All Distance Measuring Devices may be used, however, any function that gauges Gradient, Wind Speed or Temperature must be disabled otherwise the player will be in breach of Rule 4.3.

Please confirm that you are playing with conforming equipment and that you have no more than 14 clubs in your bag.

Please identify your ball to your playing partners and further identify any other ball that you put into play during the round.

If you suspect that your golf ball may not easily be found, please play a provisional ball, declaring it as such to ensure a good pace of play.

Please return your signed scorecard to the scorer without undue delay on completion of your round. Alterations to your card cannot be made once you have left the scoring area, so please wait until your card details have been recorded by an official to your complete agreement.

#### **Golf Course Specific**

Marker posts measure 100 yards, 150 yards to the centre of the green

If applicable, Red, Yellow and White flags indicate front, centre and back hole locations.

Players should make themselves familiar with the local rules on the supplementary card sheet or on the scorecard.

Please respect the course, it is not acceptable to take trollies onto tee boxes or between green side bunkers and the green

#### **Risk Issues**

Pace of play will be monitored, please keep up with the group in front and let the group behind through if need be

Play "Ready Golf" when possible, ensuring playing partners and groups ahead are not in danger.

Shout "FORE" if your ball is heading towards any person on the course

In the event of adverse weather, Rule 5.7b requires players to stop playing immediately. The following signals will be used:

Immediate stop – one long note on the siren

Normal stop – three consecutive notes on the siren

Resume play – two short notes on the siren

The organisers on the day should try to ensure that players on holes distant from the clubhouse are aware of the suspension / abandonment of play

Be aware that play may be suspended for reasons other than adverse weather

In case of emergency, please call (insert phone number of official on duty) who will summon the appropriate services.

### **Course Specific Risks**

Please be aware of the following risks on this course (insert risks from Hazard Matrix)



**DURHAM COUNTY GOLF UNION  
INCIDENT REPORT FORM**

<b>Date of Incident:</b>	
<b>Golf Club:</b>	
<b>What happened:</b>	
<b>Was anyone injured / Who:</b>	
<b>Witnesses:</b>	
<b>Risk Assessment Updated:</b>	

**Incident Log**

<b>Date</b>	<b>Golf Club</b>	<b>What Happened</b>	<b>Anyone Injured</b>	<b>Witnesses</b>	<b>Risk Assessment Updated</b>
15/7/2023	Whickham	<i>Thunderstorm during Saturday round, horns were sounded to suspend play and later abandon, players on distant holes may not have heard siren</i>	No	Organisers	Yes