

Policy document, including risk assessment, in accordance with The Equality Act 2010 whereby Beeston Fields Golf Course provide the following instructions to members and visitors on the use of ride on buggies on the golf course and grounds.

Golf Course Traffic And Buggy/ Trolley Policy

Antony Ryder Director of Golf Oct 2023

Table of Contents:

1.	Policy Introduction & Statement of Intent	. 3
2.	Club Duties, Health and Safety	. 4
3.	Policy Contents	. 5
	3.1. Use of Ride-on Buggies on the Golf Course	5
	3.2. Golf Buggy Policy	7
	3.3. Safe Working Practices	8
	3.4. Checklist for Users of Ride-on Buggies	8
	3.5. Golf Buggy Safety Acknowledgment Form	9
4.	Appendix	11
	4.1. Hole-by-Hole Risk Assessment	11

1. Policy Introduction & Statement of Intent

The following Policy has been prepared using guidelines and published advice from the England Golf ("EG") and National Golf Club Advisory Association ("NGCAA").

Furthermore, this Policy and Hole-by-Hole Risk Assessment applies to all persons intending to use ride-on buggies on the course or grounds; that is any member of BFGC, visitors to BFGC and all staff and volunteers at BFGC.

BFGC presently owns and operates its own buggies, this Policy refers therefore to recognised 3-4 wheeled, 2-seater and single seat golf buggies, which must be manufactured to the British Standards Institution accredited standards. All references to buggies throughout this Policy mean only those buggies specified above, that is a 3-4 wheeled, either 2-seater or single-seat ride-on buggies.

BFGC recognises that a public right of way crosses the golf course whereby all buggy users must give priority right of way to all users of this public footpath and take caution when crossing between 9 and 10, and 17 and 18.

Throughout the policy, all risks identified are categorised as 'high' risk to the buggy user and any other player, visitor or public using the course.

There is a reasonable assumption that all persons using buggies on the course are potentially at risk in respect of each of the risks identified within this Policy.

BFGC does not bear any cost incurred by the user of any buggy.

Course damage is another key feature that is considered. During the winter months the course applies pedestrian traffic control on several holes to minimise wear and ensure safe passage.

The Sports Turf Research Institute ("STRI") has provided guidance to the EG on course wear and damage under all conditions. Their recommendations have been included in the Hole-by-Hole Risk Assessment and cover traffic flow, spread, wear and what, if any, actions can be taken to minimise risk to individuals and course.

This Policy does not currently recommend the design or introduction of dedicated buggy paths.

This has been excluded on the basis that the cost of such a path throughout the course will be prohibitively expensive, that it would absorb too much playing surface and that it will not overcome topography that is identified as high risk.

In summary the following conditions will apply:

- 1. The user understand that paths are not always provided, and certain areas of the course are inaccessible by buggies
- **2.** Responsibility rests exclusively with the user and they will be required to sign a Golf Buggy Safety Acknowledgement Form to this effect
- **3**. The user accepts that this Policy relates only to on-course traffic and use of ride-on buggies and does not extend to cover access to the professional shop, the changing rooms or the clubhouse

2. <u>Club Duties, Health and Safety</u>.

The legal duties imposed upon BFGC in the Equality Act 2010, Section 6 Disability, only applies to those members, visitors and guests of the club who are disabled within the meaning of the Act and who cannot play golf without the use of a ride-on buggy. The club is therefore free to formulate whatever policy it so wishes for able bodied golfers.

This Policy therefore requires any disabled golfer, as defined above, to adhere to the Policy in full and it is the club's preference that any able-bodied golfer does not use ride-on buggies for their golfing experience at BFGC. Should an able-bodied golfer insist on using a ride-on buggy, they too will be bound by the conditions contained within this Policy.

Furthermore, in respect of health and safety, the club has a duty of care to users of ride-on buggies and has therefore:

- > Conducted an on-course hole-by-hole risk assessment.
- Identified remedies to minimise or eradicate any risk and considered any reasonable adjustments that are needed to enable disabled people to access the course and facilities

BFGC has also applied restrictions to sensitive areas of the course, taking consideration of material published by the STRI, to minimise the damage to the course under dry, wet or frozen ground conditions and this Policy includes possible risks from those affected areas.

3. Policy Content:

- 3.1. Use of Ride-on Buggies on the Golf Course
- 3.2. Golf Buggy Policy
- 3.3. Safe Working Practices
- 3.4. Checklist for users of Ride-on Buggies
- 3.5. Golf Buggy Safety Acknowledgement Form
- 3.6. Use of Buggy Medical Confirmation

3.1. <u>Use of Ride-on Buggies on the Golf Course</u>

The aim of BFGC is to keep the course open as much as possible for as many as possible throughout the year. The following parameters have been agreed at management level to conform to the Equality Act 2010, decisions on the course will be made daily.

Wet Conditions:

The policy of BFGC is to keep the course open as much as possible in poor weather conditions. However, when the use of trolleys or buggies would damage the course beyond reasonable expectations, the Course Manager, Deputy Course Manager, General Manager, and Director of Golf will decide based on the following:

> Carry only, Buggies & Trolleys

If the course is deemed to be in such a condition, that play with a trolley or buggy is damaging, a "carry only" policy will be encouraged for those who are able bodied whilst allowing those who need the use of a trolley or buggy access to the course.

The qualification for the use of a trolley/buggy is "demonstrably having a genuine incapacity to play golf unless aided by the use of a trolley/buggy".

> Traffic Light System

<u>GREEN</u>

No Restrictions

AMBER

Full course available to all, however those using a trolley or buggy must use the 90degree rule (trolleys/ buggies must stay in the rough and use paths where provided)

<u>RED</u>

There may be times where some holes are closed due to the conditions. In these cases, access to holes that are open will be restricted but the course manager and his team will do their best for access to be achieved. These access points and hole closures will be updated on the course status.

For those who carry, the full course will be available when open.

Those who need the use of a buggy or trolley must use the 90-degree rule. You must follow any directional signage and use pathways where provided.

Use of a ride-on buggy will not be permitted unless authorised by BFGC and will be restricted to members, visitors and guests demonstrably having a genuine incapacity to play golf unless aided by the use of a buggy.

Any person who operates a ride-on buggy on the golf course is deemed by so doing to have the knowledge, training, and skill to safely operate their vehicle and be fully accountable for their actions and the consequences thereof. The safe operation of ride-on buggies on the course requires the conscientious application and adherence to the minimum standard of care prescribed by this Policy.

Ride-on buggies must be operated in accordance with the requirements of the following sections of this Policy:

- Golf Buggy Policy
- Safe Working Practices
- Golf Buggy Safety Policy Acknowledgement Form
- Use of Buggy Medical Confirmation

In order that these conditions can in practice be met, the General Manager or their approved nominee (Professional) must be given prior notice of a requirement by a member, visitor, or guest to use a ride-on buggy.

BFGC reserves the right to refuse permission if some or all, of the conditions stipulated are not complied with and from time to time.

BFGC staff may determine that the state of the course or the weather is such that safety on, or the condition of, the course may be unacceptably compromised if a ride-on buggy is used.

During all play, a ride-on buggy shall only be used by those authorised to do so in accordance with this Policy.

3.2. <u>Golf Buggy Policy</u>

BFGC has a duty of care to all users of the golf course. The topography of certain areas of the course is such that caution, and prudence must always be shown. It is also necessary for BFGC to provide adequate safe means of access for all golfers including those given permission to use buggies. Moreover, the club must ensure the safety of golfers who do not wish to use ride-on buggies but who might be at risk from a mechanically defective buggy or its careless use.

To assist with the safe employment of ride-on buggies all potential users shall comply with the following conditions:

- Ride-on buggies at BFGC are only for the use of members and visitors
- Private ride-on buggy users must supply the club management with a copy of their third-party liability insurance prior to use
- Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must always be afforded the right of way
- Any signs and instructions employed on the course to warn buggy riders of potential danger areas or areas forbidden to use ride-on buggies because of concern about danger or the potential to cause unacceptable wear and tear to the course must always be followed
- Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements
- Ride-on buggy operators will be responsible for the security of ignition keys for the period that the buggy is on the property owned by BFGC
- BFGC has no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the course and the club car parks other than those operated by their staff or agents. BFGC will not accept responsibility for any loss or damage caused to any property other than that arising from the negligent use of a ride-on buggy by an employee
- No buggy can be recovered from the course due to damage or power / fuel failure out of normal club operating hours and the user is not permitted to use other vehicles to recover their buggy. In such circumstances they must notify any club official on site or wait until the club professional opens again. Any cost incurred by the club in recovering a buggy will be the responsibility of the user
- No ride-on buggy will be operated in excess of 10 mph and all speed limits must be observed
- Ride-on buggies shall be used only between dawn and dusk
- Ride-on buggies must be operated in compliance with the common 'rules of the road'
- Operators must stop the buggy at blind intersections and proceed with caution
- The consumption of alcohol and / or the improper use of drugs is not permitted when using the ride-on buggy
- Children under the age of 17 are not permitted to drive the ride-on buggy at any time
- The General Manager, Course manager or Professional has the authority to immediately prohibit any individual from using or being carried on a buggy

3.3. <u>Safe Working Practices</u>

- A ride-on body shall only be used for the number of occupants it was designed to carry and only by people who are authorised to use one
- Ride-on buggies must not be driven in prohibited areas
- The vehicle must be used to progress the game and must not be driven up and down excessively, for example when looking for golf balls
- The vehicle must not be used on tees, greens approaches, greens or any slope leading up to them
- The vehicle must not be used within two metres of any bunkers, ditches, ponds or any slope leading to them except when using any designated bridge or path
- Always consider the terrain and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate a vehicle safely
- > Be extra careful when the course is wet and muddy

3.4. <u>Checklist for Users of Ride-on Buggies</u>

This section is designed to ensure all buggy users confirm they are acquainted with the operating controls of their own buggy.

Know the controls and how to use them (where applicable):

- Ignition switch and immobiliser key
- Accelerator Footbrake
- > Parking brake, which must be set before leaving the buggy
- Reversing control

Know your driving conditions:

- > During use do not move off until the occupant(s) are seated
- > Always remain seated and hold on while the vehicle is in motion
- Hands, feet and head must always be kept inside the buggy, if relevant, while the vehicle is in motion
- Drive the vehicle only as fast as the terrain and safety conditions allow to avoid tipping over
- Drive the body straight up and down slopes
- Slowdown before corners
- > All turns must be executed at reduced speeds
- > Avoid sudden stops or changes of direction that may result in loss of control
- Check the area behind the vehicle before reversing
- > Set the parking brake before leaving vehicle
- After use when the vehicle is left unattended turn the operating key to the off position, remove the key and engage the parking brake

3.5. <u>Golf Buggy Safety Acknowledgement Form</u>

All golfers must complete the form below prior to operating a buggy.

Any person who operates a ride on a buggy at BFGC is deemed, by so doing, to have the knowledge, training and skill to safely operate the vehicle and shall be fully accountable for their actions and consequences thereof.

The safe operation of ride-on buggies requires conscientious application and adherence to the minimum standard of care prescribed by this Policy.

Users of golf buggies do so at their own risk. BFGC will not accept any liability for any loss or damage to the golf buggy or any other property other than arising from the negligence of the club or any of its representatives or agents. Private ride-on buggy users must supply the club management with a copy of their insurance certificate.

Golf buggy safety policy acknowledgment form			
All golfers must complete this form prior to operating a golf buggy			
BEESTON FIELDS			
Any person who operates a ride-on-buggy on the Beeston Fields Golf club premises is deemed to have knowledge, training, and skill to safely operate the vehicle and shall be fully accountable for their actions and consequences thereof. The safe operation of ride-on buggies require adherence to the minimum standards of care described by the policy.			
User Name			
Address			
Autross			
 By signing below, I acknowledge that: I have read The Beeston Fields Golf Club buggy policy. I am competent to drive a golf buggy {+17 years old/ not disqualified driver} I understand the terms and conditions of The Beeston Fields Golf Club buggy safety policy. I have been Given the opportunity to ASK questions related to this policy. I am fully aware of areas I can and are unable, to drive the buggy. I will ensure that the buggy will be maintained and operated in accordance with Beeston Fields Golf Club buggy safety policy. I have lodged with the general manager a copy of my valid insurance policy to cover liability for risk to third parties. I agree to indemnify The Beeston Fields Golf Club against all claims, costs and demands made against The Beeston Fields Golf Club arising out of or in connection with the use of the golf buggy. Failure to comply with conditions outlined in our policies may lead to the hirer and his/her playing partner being asked to leave the course by the designated official, with their decision being final. Offenders may be dealt with by the relevant people in the club, e.g. General manager, and could face exclusion from future playing privileges. 			
Signature of user			
Signature of General Manager			
Date			
10 Page			

3.6 Use of Buggy - Medical Confirmation

The qualification for the use of a buggy during "Wet Conditions" as described within the Traffic Light System requires confirmation that the player has a genuine incapacity to play golf unless aided by the use of a buggy.

The form below, confirming this information, needs to be completed by a Doctor and provided to the General Manager.

USE OF BUGGY- MEDICAL CONFIRMATION
Medical form to be completed by applicant's doctor.
I, DR
Of
Certify that I have examined
Of
I can confirm my patient is suffering from a diagnosed mental/physical impairment which will substantially affect their ability to endure the full effects of golf without the use of a buggy/motorised trolley.
Signature
Dated

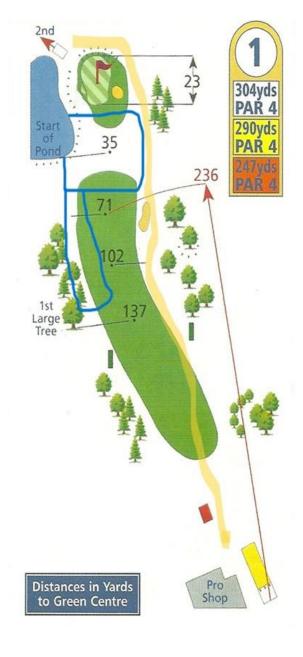
1. <u>Appendix</u> Hole-by-Hole Risk Assessment

The following Risk Assessment applies to all persons using ride-on buggies on the course namely, members, visitors to the club and to any staff members or agents.

BFGC recognises that a public right of way passes through the course and that pedestrians have priority on the path. This applies to the crossing on holes 9-10 and 17-18.

There is a reasonable assumption that all persons using buggies on the course are potentially at risk in respect of each of the risks identified within this Policy.

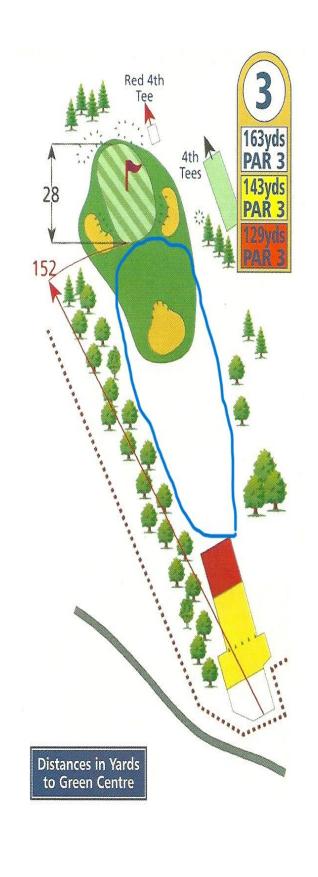
It should be noted that BFGC is an eighteen-hole course.



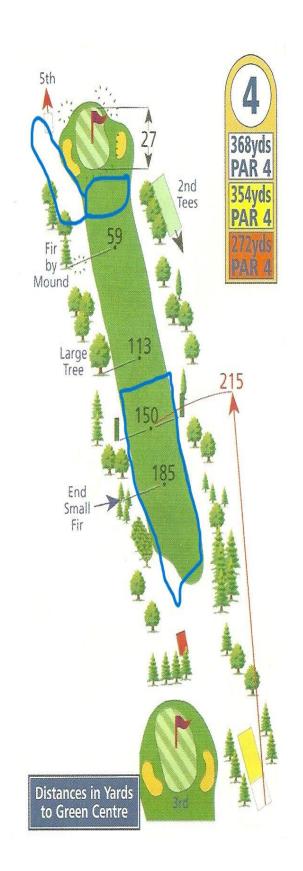
Hole 1	How is the risk controlled	Risk
GREEN	No restrictions, buggies keep to a minimum speed	Low
AMBER	 All golfers use paths provided Those who decide to carry can use whole fairway and rough Buggies & trolleys stick to rough only and use 90-degree rule 	Low
RED	 Those who carry do their best to avoid highlighted blue areas Buggies & trolleys must avoid blue highlighted areas use rough only and 90-degree rule Use paths when provided 	Low



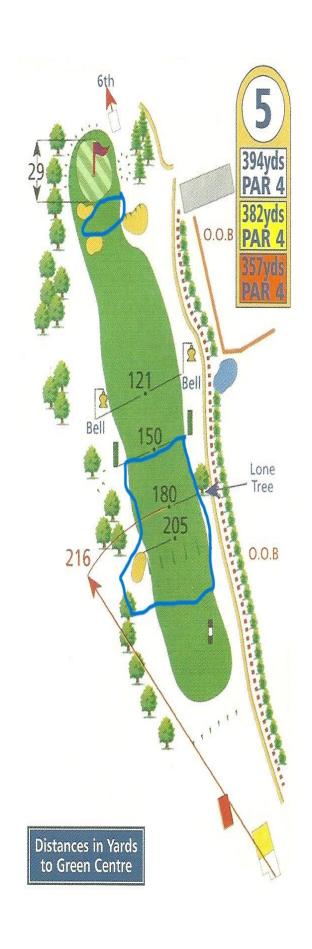
Hole 2	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use paths when provided 	Low
AMBER	 All golfers use paths provided Those who decide to carry can use whole fairway and rough Buggies & trolleys stick to the left hard fairway/ rough and use 90-degree rule up to the 150-yard marker Keep buggies & trolleys away from the highlighted blue area near the green 	Low/ Med
RED	 Those who carry do their best to avoid highlighted blue areas Buggies & trolleys must avoid blue highlighted areas use rough only up to the 150-yard marker Use paths when provided 90-degree rule applies Avoid blue highlighted area around the entrance to the green 	Low/ Med



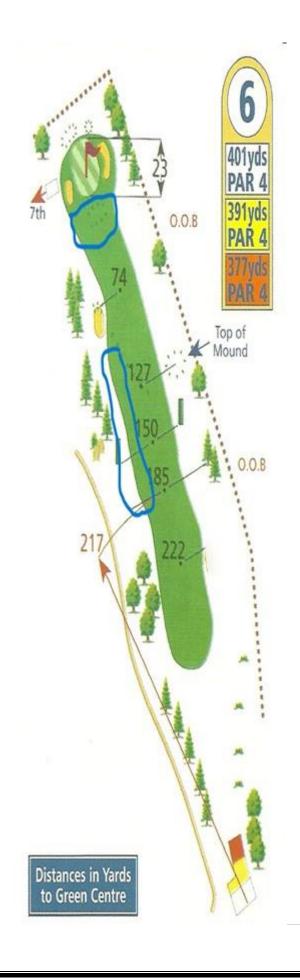
Hole 3	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use paths when provided 	Low
AMBER	 All golfers use paths provided Those who carry can use whole fairway and rough Buggies & trolleys avoid highlighted areas and use 90-degree rule 	Low
RED	 Those who carry do their best to avoid highlighted blue areas Buggies & trolleys must avoid blue highlighted areas 90-degree rule applies 	Low



Hole 4	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use paths when provided 	Low
AMBER	 All golfers use paths provided Those who carry can use whole fairway and rough Buggies & trolleys avoid highlighted areas and use 90-degree rule 	Low
RED	 Those who carry do their best to avoid highlighted blue areas, especially to the left side of the green Buggies & trolleys must avoid blue highlighted areas 90-degree rule applies 	Low/ Med

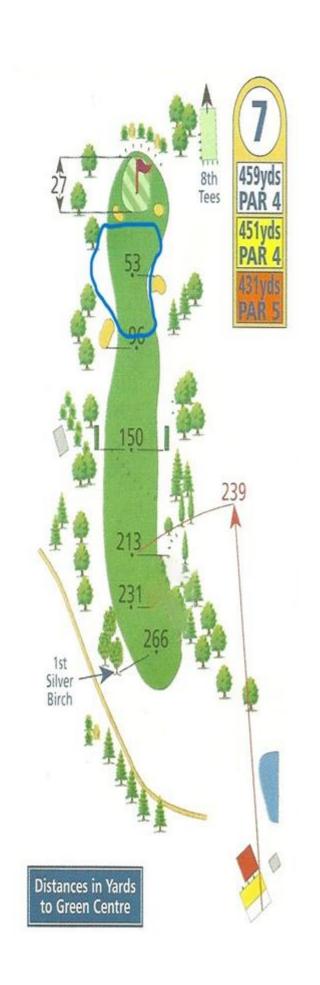


Hole 5	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use paths when provided 	Low
AMBER	 All golfers use paths provided Those who carry can use whole fairway and rough Buggies & trolleys avoid highlighted areas and use 90-degree rule 	Low
RED	 Those who carry do their best to avoid highlighted blue areas, especially the slope on the fairway to the left side near the fairway bunker Buggies & trolleys must avoid blue highlighted areas, use cart path on right side 90-degree rule applies 	Low/ Med

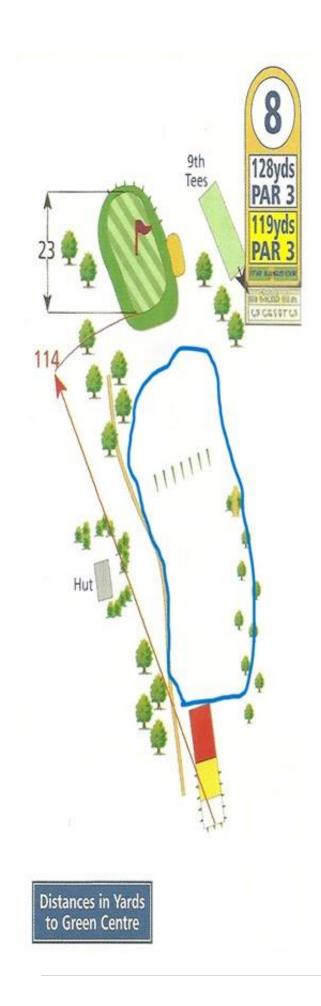


Hole 6	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use paths when provided 	Low
AMBER	 All golfers use paths provided Those who carry can use whole fairway and rough Buggies & trolleys avoid highlighted areas and use 90-degree rule 	Low
RED	 Those who carry do their best to avoid highlighted blue areas Buggies & trolleys must avoid blue highlighted areas 90-degree rule applies 	Low

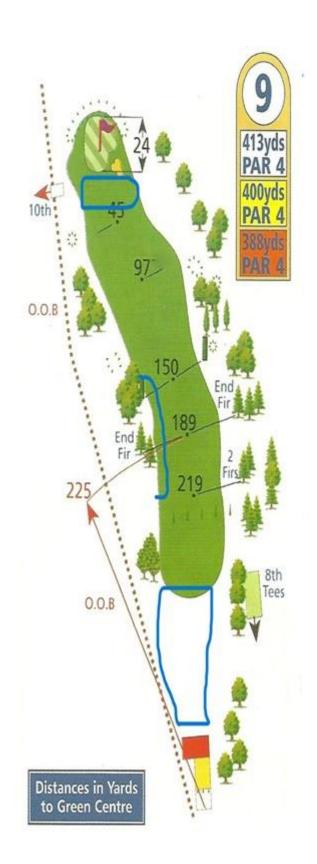
17 | Page



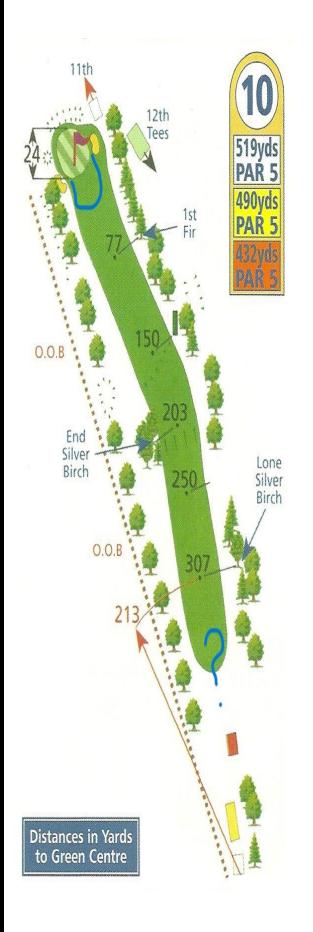
Hole 7	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use paths when provided 	Low
AMBER	 Those who carry can use whole fairway and rough Buggies & trolleys keep away from the front of green highlighted area and use 90-degree rule 	Low
RED	 Those who carry do their best to avoid highlighted area at the front of the green Buggies & trolleys use 90-degree rule and completely avoid highlighted area around the front of the green 	Low



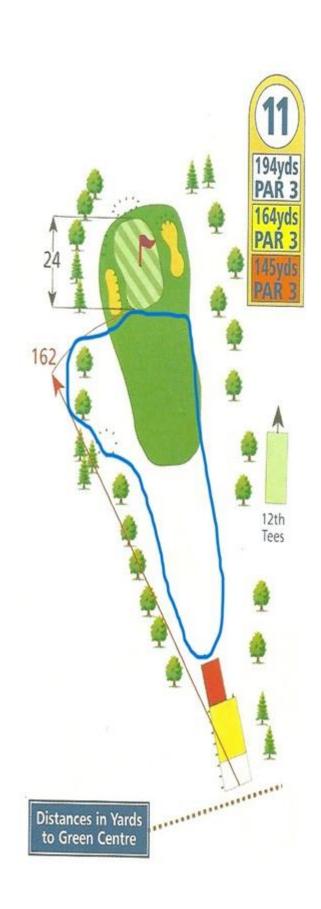
Hole 8	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed Use path on left side of hole, especially buggies 	Low
AMBER	 Those who carry can use whole fairway and rough but avoid wet areas Buggies & trolleys use path on left side only using 90-degree rule 	Low
RED	 Everyone must use path on left side using 90-degree rule, unless carrying Buggies & trolleys must use path on left and go around the back of the green to get to 9th tee 	Low



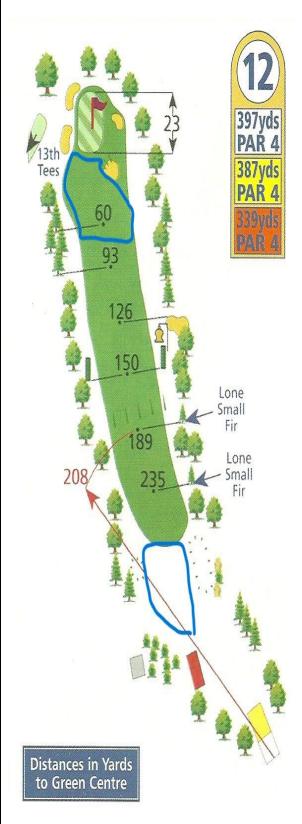
Hole 9		Risk
GREEN	 No restrictions, buggies keep to a minimum speed 	Low
AMBER	 Those who carry can use everywhere but please be careful of downslope after tee area Buggies & trolleys use right side of hole, especially on downslope and use 90-degree rule 	Low
RED	 Those who carry, please avoid highlighted areas where possible and be careful of downslope after tee Buggies and trolleys 	Low/ Med



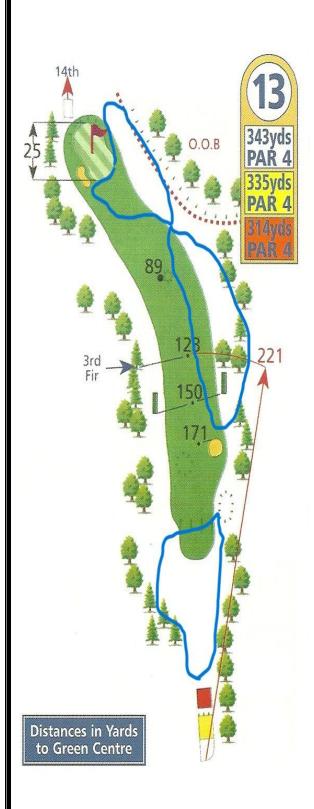
Hole 10	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed 	Low
AMBER	 Those who carry can use the whole fairway and rough Trolleys ok on the fairway, but please use rough where possible with 90-degree rule Buggies, use rough on either side of the fairway using 90-degree rule 	Low
RED	 Those who carry, please avoid highlighted areas at the front of the green Buggies and trolleys use rough only on both sides of the fairway, using 90- degree rule 	Low



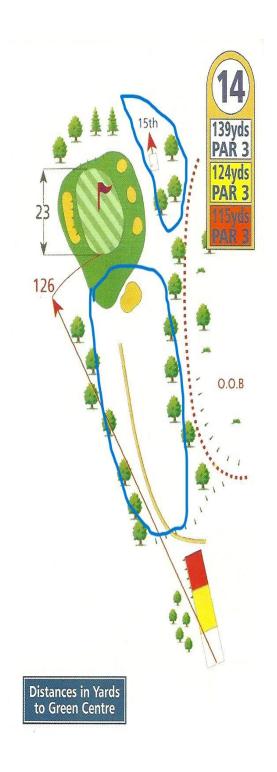
Hole 11	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed 	Low
AMBER	 Those who carry there are no restrictions. Trolleys are ok in all areas, but please do your best to avoid blue highlighted area Buggies, keep to the right side of the hole only avoiding blue highlighted areas using 90-degree rule 	Low
RED	 No restrictions for those who carry, but please be aware of wet areas in the highlighted area Buggies and trolleys use right side of hole only, using 90-degree rule 	Low



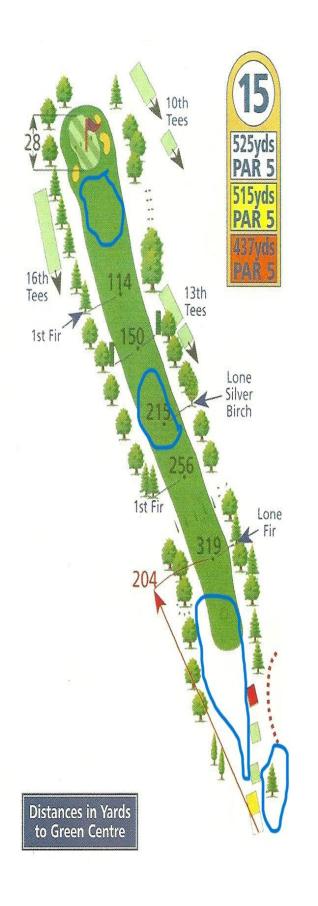
Hole 12	How is the risk controlled	Risk
GREEN	No restrictions, buggies keep to a minimum speed	Low
AMBER	 No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area near the green Buggies avoid blue highlighted areas and do your best to use 90-degree rule in all other areas. 	Low
RED	 No restrictions for those who carry, but please do your best to avoid highlighted areas Buggies and trolleys use rough only with 90-degree rule in effect 	Low



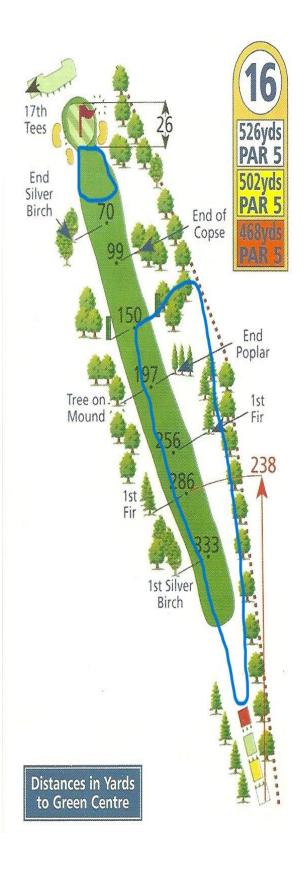
How is the risk controlled	Risk
 No restrictions, buggies keep to a minimum speed 	Low
 No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area, especially near the green Buggies use rough on left side of the hole only and incorporating 90-degree rule. 	Low
 Those who carry, please do your best to avoid highlighted areas Trolleys do your best to avoid highlighted areas Buggies must use left rough only with 90- degree rule 	Low
	 No restrictions, buggies keep to a minimum speed No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area, especially near the green Buggies use rough on left side of the hole only and incorporating 90-degree rule. Those who carry, please do your best to avoid highlighted areas Trolleys do your best to avoid highlighted areas Buggies must use left rough only with 90-



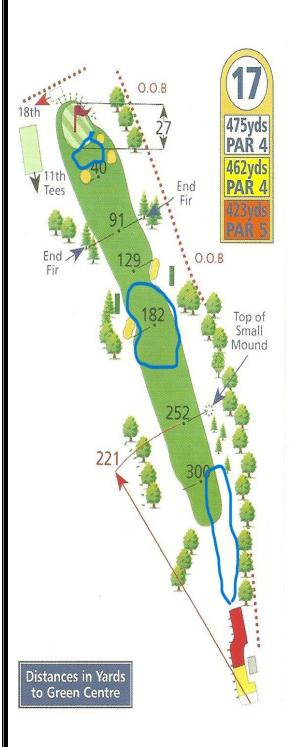
Hole 14	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed, especially on slope and stick to the cart path 	Low
AMBER	 No restrictions for those who carry but use path when possible Buggies and trolleys use the cart path, avoiding highlighted areas when passing the green to the 15th tee 	Low/ Med
RED	 All golfers to use cart path Buggies and trolleys avoid highlighted areas when approaching the 15th tee, 90-degree rule in place for all 	Low/ Med



Hole 15	How is the risk controlled	Risk
GREEN	No restrictions, buggies keep to a minimum speed	Low
AMBER	 No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area, Buggies, please use rough on both sides of fairway and use 90-degree rule 	Low
RED	 Those who carry please do your best to avoid highlighted areas Buggies and trolleys, please use rough on both sides of fairway and use 90-degree rule 	Low



Hole 16	How is the risk controlled	Risk
GREEN	No restrictions, buggies keep to a minimum speed	Low
AMBER	 No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area, Buggies, please use rough on left side of hole, and use 90-degree rule 	Low
RED	 Those who carry please be careful on wet highlighted areas Buggies and trolleys, avoid highlighted areas keeping to the left rough and use 90-degree rule 	Low



Hole 17	How is the risk controlled	Risk
GREEN	No restrictions, buggies keep to a minimum speed	Low
AMBER	 No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area when possible Buggies, please keep too rough on left side using 90-degree rule 	Low
RED	 Those who carry have no restrictions Trolleys ok in all areas apart from highlighted portions Buggies keep to left rough using 90-degree rule 	Low



Hole 18	How is the risk controlled	Risk
GREEN	 No restrictions, buggies keep to a minimum speed 	Low
AMBER	 No restrictions for those who carry Trolleys are ok in all areas, but please do your best to avoid highlighted area Buggies, use court path and keep buggies in left rough using 90-degree rule 	Low
RED	 Those who carry have no restrictions Trolleys do your best to avoid highlighted areas Buggies keep to left rough using 90-degree rule Exit around back of green to left side 	Low