



## WHITSTABLE GOLF CLUB

### BUGGY POLICY

#### Introduction

The purpose of this document is to establish a standard for the safe operation of all ride-on buggies used by members and visitors at Whitstable & Seasalter Golf Club. Three broad categories of buggy use are covered –

- a) Club Members and Visitors using Privately Owned Buggies
- b) Club Members using the Club's Hire Buggies on a routine basis
- c) Visitors using the Club's Hire Buggies on an occasional basis

Any person who accepts the privilege of operating a ride-on buggy on the golf course is deemed by doing so, 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 conscientious application and adherence to the minimum standard of care prescribed by this policy.

Measures to mitigate these risks are detailed within the risk assessment and all buggy users should be aware of these risks and comply with all safety requirements to ensure their safety and the safety of others.

Ride-on buggies must be operated in accordance with the requirements of the following documents:

- Golf Buggy Safety Policy
- Golf Buggy Safe Operating Practice

In the interest of safety, or if necessary to prevent course damage, the Club may impose additional restrictions on use of ride-on buggies whenever in its absolute discretion it deems it appropriate to do so. This might apply to the whole or just part of the course, when potentially unsuitable conditions are prevalent e.g. waterlogging, frost, etc.

#### Reasonable Adjustment - Equality Act 2010

To satisfy the Club's obligations under the Equality Act 2010, it's necessary to consider and make reasonable adjustments that permit golfers with a disability (as described within section 6 of the Equality Act) to use ride on buggies when buggies might otherwise be prohibited for members without a disability.

The Club has determined that golfers with a relevant disability will be permitted to drive their privately owned buggies on the course at times when use of privately owned buggies is otherwise prohibited (except when ground conditions are deemed to be "**extremely wet**"), using the Club's advertised designated buggy route. This route requires buggies to stay off fairways, tees and greens.

**For safety reasons golfers on any type of buggy are prohibited at all times from driving on the path around the 4<sup>th</sup>/ 13<sup>th</sup> green and on the paths adjacent to teeing areas for holes 4 /13; 5/ 14 and 6 /15.**

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### **Conditions for use of Privately Owned Buggies (Members and Visitors)**

Neither visitors nor Club members are permitted to use privately owned buggies on the course, without the Club's prior agreement. Applications for use of privately owned buggies should be submitted in writing to the Clubhouse Manager; and if applicable, include information concerning any disability requiring special adjustment.

All applicants must meet the following conditions, **prior** to using their buggy use on the course: -

- i) Provide a current certificate of public liability insurance that covers the use of their privately owned buggy
- ii) Provide evidence that the buggy to be used is designed for golf course use; N.B. Conventional mobility scooters are not suitable and any requests for any use of such vehicles on the course will be denied on safety grounds.
- iii) Provide a current driving licence
- iv) If applicable provide evidence of any disability requiring special adjustment under the Equality Act 2010
- v) Provide a written signed statement, confirming copies of the following Club documents have been read and understood: -
  - a) Buggy Safety Policy,
  - b) Buggy Safe operating Practice document,
  - c) Hole by Hole Buggy Use risk assessment,
  - d) Buggy safety route course map.

The golf club management team will have systems in place to ensure these checks to be carried out and recorded annually, and will be responsible for providing confirmation for applicants of any time period (usually one year) for which approved use of their privately owned buggy has been granted.

The Club also reserves the right to withdraw any buggy authorisation, if it believes the medical condition or disability necessitating the use of a ride-on buggy ceases.

### **Conditions for members and visitors using the Clubs hire buggies**

When a members or visitors occasionally hiring a Club buggy, it will be necessary for the hiree to: -

- i) Provide evidence of a current driving licence
- ii) Sign a written statement to confirm they have read and understood the following Club documents: -
  - a) Buggy Safety Policy,
  - b) Buggy Safe operating Practice document,
  - c) Hole by Hole Buggy Use risk assessment,
  - d) Buggy safety route course map.

For those members who routinely hire Club buggies i.e. weekly or monthly, these checks will be conducted annually.

The golf club management team will maintain systems to ensure these checks are carried out and recorded.



## **Whitstable & Seasalter Golf Club**

### **Golf Buggy Safety Policy**

The Club 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 care must be shown by all users of ride-on buggies. It is also necessary for the Club to provide adequately safe means of access for all golfers including those given permission to use buggies. Moreover, the Club has to ensure the safety of golfers who do not wish to use ride-on buggies but who might be at risk from a mechanically defective ride-on buggy or its careless use.

#### **Risk Assessment**

In the interest of safety, the Club has completed a hole-by-hole risk assessment of buggy use and identified the following risks-

- A) Risk of injury or death to drivers and passengers if applicable, as a result of: -
  - 1) Buggies tipping over on sloped ground
  - 2) Buggies being driven into ditches
- B) Risk of injury or death to golfers and members of the public as a result of being struck by a buggy being driven: -
  - 1) On the golf course
  - 2) In the car park
  - 3) Over the causeway (public right of way) adjacent to the fourth hole.
  - 4) On pedestrian paths and patio area around clubhouse
- C) Risk of injury or death as a result of members losing control of privately owned buggy being loaded or unloaded from private vehicles within the car park

The various hazards identified, require buggy users to use the course map provided, which shows the safe buggy route to be used and locations of hazards to be avoided.

- Do not drive buggies onto sloped banks anywhere on the course
- Steer clear of all ditches and only drive on the official buggy route i.e. semi rough at the edge of fairways or on fairways when ground conditions permit this during the summer months.
- Do not drive into areas of long grass where some narrow ditches can't easily be seen.
- Do not drive buggies into any sand bunkers
- Drivers must maintain a safe minimum distance between their buggy and other golfers/pedestrians.
- Drivers must drive at a very slow speed when close to pedestrians who always have right of way.
- Buggy drivers must not drive onto the clubhouse patio or onto paths around the clubhouse
- Buggy drivers must stop before crossing the causeway and drive across at dead slow speed. Pedestrians on causeway always have the right of way.
- Buggies must not be driven in the car park
- Privately owned buggies transported to and from the Club should be unloaded and reloaded in the designated buggy parking area.



## GENERAL SAFETY REQUIREMENTS

1. Ride-on buggies must be operated with the utmost courtesy, care and consideration for the safety and convenience of pedestrians. Pedestrians must be afforded the right-of-way at all times.
2. 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.
3. Ride-on buggy operators will be responsible for the security of the vehicle whilst in use on the course. They must prevent unauthorised use.
4. Whitstable Golf Club is responsible for providing buggies that are fit for use and correctly maintained. It is the responsibility of approved users to notify the office of any problems with a buggy owned by the Club.
5. Whitstable Golf Club has no responsibility for the maintenance of buggies owned and operated by individuals. Members and visitors who are operating their own buggies are responsible for ensuring that their buggy is fit for use and correctly maintained.
6. The Club will accept no responsibility for any loss, damage or injury caused other than that arising from the negligent use of a ride-on buggy by the club's servants or agents.
7. The course is undulating and uneven in most areas. Buggies should always be driven slowly in a manner appropriate for these conditions.
8. Ride-on buggies shall be used only between dawn and dusk.
9. Ride-on buggies must be operated in compliance with the common` rules of the road`
10. The consumption of alcohol and/or the improper use of drugs are not permitted when using the Ride-on Buggy.
11. There may be occasional times relating to course conditions or weather, when the use of buggies may be suspended on the grounds of course protection or health and safety.

### **Maintenance Arrangements for the Clubs Hire Buggies**

All buggies offered by the Club for hire will be subject to routine maintenance in accordance with manufacturers advice

A basic daily safety check will be carried out by greens-staff when taking buggies from secure storage.

Addition routine monthly checks will be carried out by appointed volunteers in accordance with the manufacturer's advice.

Six monthly and Annual maintenance checks will be carried out by an external contractor.

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## **Whitstable Golf Club**

### **Golf Buggy Safe Operating Practice**

- Ride-on buggy users must not operate buggies when under the influence of alcohol or drugs.
- Children are not permitted to use a member's private buggy or the Club's hire buggies.
  - Users of privately owned buggies should never carry passengers
  - Users of the Clubs Hire buggies should never carry more than one passenger.

#### **BEFORE USE**

- All drivers of ride-on buggies must sign a Safety Policy Acknowledgement form before they are allowed to drive their buggy on the course.
- Drivers of Club Hire Buggies must familiarise themselves with buggy controls (particularly brake, accelerator and steering) before driving a buggy onto the course.
- Buggies should only be used by the individual authorised to use them and users should not in any circumstances offer a lift to any other individual unless the buggy is designed to carry more than one person.
- A privately owned ride on buggies, whether or not approved for use by a member with a disability, may only be used by the owner of that vehicle

#### **DURING USE**

- Do not move off until you are seated.
- Always remain seated and hold on while the vehicle is in motion.
- Hands, feet and head must be kept inside the buggy at all times while the vehicle is in motion.
- Always carry and refer to the map showing safe route and hazards that will be issued when you have permission to use a ride on buggy.
- Ride on buggies must be used to progress the game and must not be driven off approved routes to look for golf balls.
- Ride-on buggies must not be driven in prohibited areas.
- The vehicle must not be used on tees, greens or the slopes leading up to them.
- The vehicle must not be taken inside any white line protecting the approach to a green.
- The vehicle should not be used close to bunkers, ditches or banked areas that have steep slopes.



- Check the area behind your buggy before reversing.
- Set the parking brake before leaving the vehicle.
- Always consider the terrain, existing vehicular and pedestrian traffic conditions as well as environmental factors that may affect your ability to operate the vehicle safely.
- Maximum speed is 15Km per hour – drive more slowly than this when terrain and safety considerations require a slower speed.
- Slow down before corners.
- Execute all turns at reduced speeds
- Avoid sharp turns when on the course
- Avoid sudden stops or changes of direction that may result in loss of control.
- Be extra careful in wet conditions and check whether any buggy restrictions are in place
- Avoid driving in any way likely to result in damage to grass / turf

#### **AFTER USE**

Club buggies are to be returned to the buggy parking area and keys should be handed into the office or bar, if office is closed. Any incidents or mechanical issues noticed during use must be reported to the Clubhouse Manager or bar staff. In the event that the office and bar are closed, details should be sent by email to [secretary@whitstable-golfclub.co.uk](mailto:secretary@whitstable-golfclub.co.uk).

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