



# **Llanymynech Golf Club**

## **Ride-on Buggy/Trike Policy**

2020/V7

## **1. Introduction**

The purpose of this policy is to establish a standard for the safe operation of all ride-on Golf Buggies and Trikes and in so doing to ensure compliance with both equality and health and safety legislation. The Policy aims to balance the requirements between equality, health and safety and protection of the course.

Llanymynech Golf Club is located on the top of a limestone escarpment with a topography of steep to undulating ground. Much of the course sits within a Site of Special Scientific Interest (SSSI) and Scheduled Ancient Monument (SAM) and is subject to legal and contractual obligations limiting the freedom of the Club to manage the course without consulting with, and obtaining consent from, the relevant statutory authorities.

## **2. Relevant Legislation**

### **2.1 Section 6 Equality Act 2010:**

Section 6 of the Equality Act 2010 applies to members, visitors and guests who are disabled within the meaning of the legislation and who cannot play golf without the use of a ride-on buggy or trike. A person has a disability under section 6 if they have a physical or mental impairment and that impairment has a substantial and long term adverse effect on their ability to carry out normal day to day activities. Some disabilities will be obvious in satisfying this test and no evidence will be required. In other cases medical evidence will be needed to understand the extent of the disability and what action should be taken to mitigate against the impairment. Llanymynech Golf Club can therefore require members, visitors and guests to provide medical evidence of disability before authorising the use of ride-on buggies or trikes (See Appendix I - Medical Request Form.)

### **2.2 Health and Safety:**

Llanymynech Golf Club has a duty of care to the users of ride-on buggies/trikes and in fulfilling this duty will carry out risk assessments for buggy/trike use, including general use risk assessments and daily risk assessments which will determine if, when and where buggies may be used on the course. The daily risk assessment will include a hole by hole visual inspection of the course considering any relevant weather conditions, the topography and ground conditions, and any other relevant considerations which could impede the safe use of a golf buggy/trike or impact on the safety of others. (see Appendix II - Hole by hole Visual risk Assessment for Ride-on Buggy/Trikes)

Private buggy/trike owners and drivers are responsible for ensuring that periodic safety inspections of their buggies/trikes are carried out by a competent person and are deemed fit for purpose and that personal and third-party insurance is not compromised.

### **3. Safety Statement**

Llanymynech Golf Club is an inclusive Club and will endeavour to maximise access for all golfers to its playing facilities whilst ensuring the safety of all those who use them. Where safety risks are identified following completed risk assessments of the course the Club will take reasonable steps to eradicate or minimise the risk. Where risks cannot be adequately mitigated the Club reserves the right to limit access to areas, and at times, strictly necessary for health and safety reasons or to avoid damage or anticipated damage to the course.

Whilst buggy/trike bans may be imposed for able bodied golfers, those that qualify for buggy /trike use under Section 6 of the Equality Act 2010 will be granted access to those parts of the course which are deemed not to be dangerous or susceptible to damage, and are open to walking golfers.

Before a decision to restrict buggies/trikes is taken consideration will be given to what reasonable adjustments can be taken to minimise damage to the course, these will include;

- \* Providing recommended buggy/trike routes to identify and avoid sensitive areas (See Appendix III - Recommended Routes for buggies/trikes in Bad Weather), by, for example, using roping to demarcate preferred routes.
- \* Introducing new or extending existing pathways where practicably possible and financially affordable, and subject to consent from Natural Resources Wales and/or CADW / English Heritage.
- \* 90° rule for non-Section 6 golfers (travel in rough until level with ball, park up buggy, walk to ball, play shot) where practical and safe to do so.
- \* A composite course layout where deemed safe and practical.

Day to day decisions in relation to golf buggy/trike usage or restrictions will be made by the Head Greenkeeper in consultation, when necessary with the Chair of Greens. Ultimately over-riding responsibility rests with the Management Committee of the Club.

Daily by 8.00 am; extension 5 of the Golf Clubs land line will communicate to members, visitors and guests the state of the course and when appropriate the level of permitted use for buggies/trikes. At times when the state of the course is an improving one (for example, frost lifting), the message will say when the status of the course will be up-dated enabling golfers to make a decision on whether or not to play.

#### **4. Safe Working Practice.**

To assist the safe employment of ride-on golf buggies/trikes all members, visitors and guests, including those who come under Section 6 of the Equality Act 2010, will be required to take personal responsibility for the maintenance, operation and insurance (where applicable) of their buggy/trike, and will be expected to comply with the following conditions;

**4.1** All users of a ride-on golf buggy/trike must sign a Buggy/Trike User Policy Acknowledgement Form (See Appendix IV) before operating a buggy/trike.

**4.2** Those who use privately owned ride-on buggies/trikes must have in place adequate personal and third party insurance (minimum one million pound cover) and must provide to the Secretary of Llanymynech Golf Club a copy of the certificate of insurance.

**4.3** Have the knowledge, training and skills to safely operate a ride on buggy/trike and be fully accountable for their actions and the consequences thereof.

**4.4** Operate the ride-on buggy/trike on the course with conscientious application and adherence to the minimum standard of care prescribed by this Policy.

**4.5** Operate the ride-on buggy/trike with the utmost courtesy, care and consideration for the safety and convenience of pedestrians, whether they be golfers, employees of the Club or third party personnel, such as walkers or contractors working on the course.

**4.6** Be observant of potential danger areas or areas forbidden to ride-on buggies/trikes for safety reasons or to mitigate against unacceptable wear and tear to the course and at all time adhere to recommended routes.

**4.7** The Permitted User Guidance Notes set out in Appendix V of this Policy.

#### **5. Terms of Use**

**5.1** Use of a ride-on buggy/trike is not permitted unless authorised by Llanymynech Golf Club and will be restricted to members, visitors and guests, including those who fall under Section 6 of the Equality Act 2010, who comply with the Club Policy, safety instructions and have the skills and training to use them.

**5.2** The Club reserves the right to withdraw authorisation to Section 6 users if the medical condition or disability necessitating the use of a ride on buggy/trike ceases, or the conditions for its use are not fully complied with.

**5.3** Ride-on buggies/trikes maybe used by both able and disabled golfers for all golf play who comply with the Policy, with the exception of the Club Championship where buggies/trikes may only be used by Section 6 golfers.

**5.4** Ride-on buggy/trike operators must at all times comply with the Permitted User Guidance Notes set out in Appendix V of this Policy.

## **6. Non-Compliance of Policy**

Breach of the Policy may result in sanctions dependant on the implications and seriousness of the breach. Sanctions will include immediate cessation of use of buggy/trike, withdrawal of consent for use of buggy/trike for a period of time, suspension from the Club for a period of time.

## **7. Appeals Procedure**

**7.1** Any member, visitor or guest who is refused permission to use a ride-on buggy/trike or is sanctioned for non-compliance of the Policy may appeal to the Chair of Greens.

**7.2** The appeal shall be made in writing within five working days of the date of the initial decision and shall include a statement by the player of the reasons why he/she is seeking to appeal the decision.

**7.3** The Chair of Greens will establish an Appeal panel of no less than two and no more than three members to consider the appeal and will communicate to the player within ten working days of the initial appeal the outcome, which is final and binding.

## **8. Communication of Policy**

**8.1** Members, visitors and guests using a buggy/trike will be provided with a copy of the Policy and will be required to complete and sign a Buggy/ Trike User Acknowledgement Form Prior to use.

**8.2** The Policy will be distributed to all relevant staff, such as Secretary, Greenkeepers and Pro-shop and relevant training will be provided where appropriate and needed.

**8.3** Communication of the Policy will make it clear that Llanymynech Golf Club may refuse permission for use of a buggy/trike if terms and conditions of use are not complied with by the user.



**MEDICAL REQUEST FORM**

**CONFIDENTIAL**

In Compliance with Section 6 of the Equality Act 2010. Llanymynech Golf Club 'Ride-on Buggy/Trike User Policy' enables golfers with disabilities, within the meaning of the legislation to use mechanical assistance which would not normally be allowed on the course for safety or adverse weather reasons.

If any members, consider they need mechanical assistance to play during these periods please ask your doctor to complete the following **MEDICAL FORM**.

Once completed the form should be returned, 'In Confidence' to:

Secretary, Llanymynech Golf Club, Pant, Nr Oswestry, Shropshire, SY10 8LB

I Dr \_\_\_\_\_

of \_\_\_\_\_

Certify that I have examined \_\_\_\_\_

Of \_\_\_\_\_

I am of the opinion that he/she is suffering from a long-term disability and is unable to play or has undue difficulty in playing golf without the use of mechanical assistance.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Name (Printed) \_\_\_\_\_

Surgery Stamp
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**HOLE BY HOLE VISUAL HEALTH AND SAFETY RISK ASSESMENT**  
**FOR BUGGIES / TRIKES**

- 1<sup>ST</sup> - Slope into dip, use road provided
- 2<sup>nd</sup> - Slope on fairway, stay to the right of the fairway.
- 3<sup>rd</sup> - Slope into dip and to green. Extreme caution when wet.
- 4<sup>th</sup> - Slope down to the start of fairway, use path provided.
- 5<sup>th</sup> - Slope to the Green from end of fairway, use path provided.
- 6<sup>th</sup> - Slope into dip, use path provided.
- 7<sup>th</sup> - Slope to start of fairway, use path provided.  
Ditch to left of fairway, no access for buggies to cross bridges.
- 8<sup>th</sup> - Ditch to left of fairway, no access for buggies to cross bridges.  
Slope from dogleg to green, use caution when wet.
- 9<sup>th</sup> - Slope from path crossing fairway to green, use caution when wet.
- 10<sup>th</sup> - Slope on to 10<sup>th</sup> tee, buggy users to park on path and walk to tee.
- 11<sup>th</sup> - Bank to the start of fairway - use path provided to the left.
- 12<sup>th</sup> - Bank to right of fairway - buggies to stay left of fairway.
- 13<sup>th</sup> - Slope to start of fairway - use path provided.  
Bank in fairway - stay in rough on left.
- 14<sup>th</sup> - Use caution when wet.
- 15<sup>th</sup> - Slope from start of fairway - proceed with caution when wet and use path provided to the green.
- 16<sup>th</sup> - Slope to green - use path provided and use caution when wet.
- 17<sup>th</sup> - Slope to right and left of fairway - buggy users to drive in the fairway.  
Slope to 18<sup>th</sup> tee - proceed with caution when wet.
- 18<sup>th</sup> - Slope to start of fairway - use paths provided.



COURSE HEALTH & SAFETY CHECKLIST

Date: \_\_\_\_\_

Member of Greenstaff: \_\_\_\_\_

HOLE	TROLLEYS	BUGGIES & SINGLE SEAT BUGGIES
1 <sup>st</sup>		
2 <sup>nd</sup>		
3 <sup>rd</sup>		
4 <sup>th</sup>		
5 <sup>th</sup>		
6 <sup>th</sup>		
7 <sup>th</sup>		
8 <sup>th</sup>		
9 <sup>th</sup>		
10 <sup>th</sup>		
11 <sup>th</sup>		
12 <sup>th</sup>		
13 <sup>th</sup>		
14 <sup>th</sup>		
15 <sup>th</sup>		
16 <sup>th</sup>		
17 <sup>th</sup>		
18 <sup>th</sup>		

Comments:





**RECOMMENDED ROUTES FOR BUGGIES / TRIKES IN BAD WEATHER**

<b>HOLE</b>	<b>ROUTES</b>
<b>1<sup>ST</sup></b>	Go down the road, being alert to vehicles arriving/leaving the Golf Club and head for the tree on the left, proceed to area left of the green.
<b>2<sup>ND</sup></b>	Proceed down the path and across the road, keep to the rough as much as possible
<b>3<sup>RD</sup></b>	Cross in front of the tee to the right to go down the bank, then cross to the left and go up the hill, keeping to the left of the tree towards the green.
<b>4<sup>TH</sup></b>	Follow the path and then keep to the rough on either side of the fairway as much as possible.
<b>5<sup>TH</sup></b>	Follow the path and keep to the rough as much as possible, taking the path up towards the winter 6 <sup>th</sup> tee, park the buggy and then play out the 5 <sup>th</sup> green. Ride-on buggies/trikes <b>must not</b> be driven up the grass slope to the front of the 5 <sup>th</sup> green.
<b>6<sup>TH</sup></b>	Stay on the path, park your buggy and walk to the 6 <sup>th</sup> green.
<b>7<sup>TH</sup></b>	Go down the path and cross to the right side of the fairway. Stay on the right if the fairway is very wet.
<b>8<sup>TH</sup></b>	Keep to the right of the fairway, especially when very wet.
<b>9<sup>TH</sup></b>	Keep to the rough and when you get to the road go up to the right and turn left towards the silver birch trees to approach the green.
<b>10<sup>TH</sup></b>	Use the path provided. At the termination of the path go to the left of the green towards the 11 <sup>th</sup> tee. Park up ensuring the buggy/trike does not impede the drives of the group following you.
<b>11<sup>TH</sup></b>	If you are able to drive your ball over the hill, take the path on the left, around the hill. If not, you need to drive up the bank and keep to the right, then as you go down to the green cross to the left of the fairway to put you in the correct position to go up the path to the 12 <sup>th</sup> tee.
<b>12<sup>TH</sup></b>	Go down the path keeping to the right and then turn sharp left keeping to the rough and then turn at 90° angle to approach your ball. At the green keep right passing with care behind the green. Park buggy/trike in front of thorn tree.
<b>13<sup>TH</sup></b>	Follow the path to 13 <sup>th</sup> tee. Travel down path with care, keep to left of fairway, park up 90° to ball. Travel around rear of green towards 14 <sup>th</sup> tee.
<b>14<sup>TH</sup></b>	Keep to the left of the fairway, park up 90° to ball. Park buggy/trike and walk to green.
<b>15<sup>TH</sup></b>	If playing from the back markers proceed to the top of the bank and then go right and follow the path. If playing from ladies/short 15 <sup>th</sup> tee proceed to top of bank and drive right with care to the stone path, park buggy/trike and walk up to the tee.
<b>16<sup>TH</sup></b>	Follow the path and turn left to approach the tee and turn around by the back markers. TAKE GREAT CARE not to interfere with the group teeing off in front of you. Follow the path up and turn right and then arc left in front of the green.
<b>17<sup>TH</sup></b>	Keep to the fairway but DO NOT go down the bank on the left.
<b>18<sup>TH</sup></b>	Keep to the path passing at the rear of the halfway house hut. Travel towards red and white marker post taking path down the bank to the left of it. Park buggy/trike at bottom of bank leading up to green.



**RIDE-ON GOLF BUGGY/TRIKE USER**  
**POLICY ACKNOWLEDGEMENT FORM**

Any person who operates a Ride-on buggy/trike on Llanymynech Golf Club premises 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/trikes requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

**All Buggy/Trike users must, prior to use, agree to the policy and comments below and will be required to sign this form to acknowledge the following:**

- \* I have read and understand the terms and conditions of the Llanymynech Golf Club Ride-on Buggy/Trike Policy.
- \* I have been given the opportunity to ask questions related to this policy.
- \* I am aware of the areas that I am unable to take a ride-on golf buggy/trike.
- \* I will ensure that the ride-on golf buggy/trike will be maintained and operated as deemed fit for purpose, in accordance with Llanymynech Golf Club's Ride on Buggy/Trike Policy.
- \* I agree to indemnify Llanymynech Golf Club against all claims, costs and demands made against Llanymynech Golf Club arising out of, or in connection with the use of the ride-on golf buggy/trike.
- \* Where applicable I have produced certified evidence that I have a disability within the meaning of Section 6 of the Equality Act 2010 which prevents me from playing golf without the use of a ride-on golf buggy/trike.
- \* Where applicable (i.e. for privately owned ride-on golf buggies/trikes), I have lodged with the Club Secretary a copy of my valid insurance policy to cover liability for risks to third parties.

Signed: \_\_\_\_\_ Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



## **PERMITTED USER GUIDANCE NOTES**

To assist the safe employment of Ride-on Golf Buggies/Trikes all members, visitors and guests, including those who come within Section 6 of the Equality Act 2010, shall comply with the following:

### **1. Before Use.**

- 1.1 All operators of Ride-on Golf Buggies/Trikes must sign the 'Golf Buggy /Trike User Policy Acknowledgement' Form before they are allowed to drive a buggy.
- 1.2 All potential users of a golf buggy/trike must be aged 18 years or over. Children are not allowed to be passengers unless accompanied and supervised by an adult who is held responsible for all incidents and accidents. Any person under 18 years of age and falling within the criteria of Section 6 of the Equality Act 2010 can ask a third person to drive the buggy provided that person holds a current 'Buggy/Trike User Policy Acknowledgement Form'.
- 1.3 Must not operate a ride on buggy/trike if under the influence of alcohol or drugs.
- 1.4 Only use the ride-on buggy/trike for the number of occupants it was designed to carry. Riding on the rear of a buggy/trike is strictly forbidden.
- 1.5 Not to use the ride-on buggy/trike beyond the confines of the course and the club car parks.
- 1.6 Only use the buggy/trike during daylight hours.
- 1.7 Be conversant with the controls i.e. ignition switch immobiliser key, accelerator, foot and parking break and reversing control. Responsibility for the security of the ignition key whilst on the course.
- 1.8 Be conversant with and adhere to any operating instructions displayed within or on the buggy/trike.

### **2. During Use.**

- 2.1 Ensure during operation and when parked that the buggy/trike does not impede or interfere with pedestrian or vehicular flow.

- 2.2 Drive the vehicle only as fast as the terrain and safety considerations allow and at no time should it be operated in excess of 10km per hour. Slow down before corners and execute all turns at reduced speeds.
- 2.3 Do not move off until all occupants are seated and at all times remain seated whilst the vehicle is in motion. Hands, feet and head must be kept inside the buggy at all times whilst the vehicle is in motion.
- 2.4 Buggies/Trikes must not be driven onto tees, greens or approaches or within 2 meters of bunkers, ditches or ponds.
- 2.5 To avoid tipping over buggies/trikes should be driven straight up and down slopes.
- 2.6 Avoid sudden stops or changes in direction and always check the area behind the vehicle before reversing.
- 2.7 Always set the parking brake before leaving the vehicle
- 2.8 Buggies/trikes should be used to speed up the game and should not be driven around excessively, such as when looking for golf balls.
- 2.9 If the course is open for buggy/trike use extra care should be taken if ground conditions are wet, muddy or frozen.
- 2.10 Ensure that all safety notices on the course are complied with.

### **3. After Use.**

- 3.1 Once operation of the buggy/trike is complete engage the parking brake, turn the operating key to the off position, remove the key and for hired buggies return the key to the Pro-shop. If the Pro-shop is closed the key should be deposited at the Clubhouse bar, or if the Clubhouse is closed the buggy key post box.
- 3.2 Hired Club buggies must be returned to and left in the buggy parking bays.
- 3.3 Any damage to the hired buggy or incidents whilst out on the course should be reported in the Pro-shop. If the Pro-shop is closed it should be reported to the bar staff in the Clubhouse.