



# Ride-on Golf Buggy, Safety Policy

April 4

# 2022

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A document outlining the criteria and standard safety operations

Operational Standards



## **BROADLEES GOLF RIDE-ON BUGGY SAFETY POLICY JULY 2021**

### **1. Introduction**

The purpose of this policy document is to set down the minimum criteria to be applied and conditions to be met in order to establish a standard for the safe operation of all ride-on buggies on Broadlees Golf, Nine Hole Golf Course.

This document applies to users of both company-owned and privately-owned ride-on golf buggies.

A copy of this policy is available to all visitors and is posted on Broadlees Golf website. The use of ride-on golf buggies at Broadlees Golf is restricted to those who need vehicular assistance to navigate the course.

This includes:

- Those with a recognised disability as defined by the Equality Act 2010.
- Those who although not officially recognised as being disabled still require vehicular assistance to enable them to play golf.

The Equality Act 2010 concerns itself with anyone who has a disability as defined by this legislation. Under the Act, all premises, including private/community sports clubs, have a legal duty to produce a policy which allows equal access to individuals who have a recognised disability as defined by Section 6 of the Act. This policy document is part of Broadlees Golf's response to this legislation to ensure that all reasonable action is taken and arrangements made to allow those with a disability to play Golf.

#### **1.1 Authorisation for Ride-on Buggies**

The safety of everyone using Broadlees Golf is of paramount importance. All visitors will only be authorised to use a ride-on buggy on Broadlees Golf's nine hole course, if they can satisfactorily demonstrate that they can use it safely.

##### **1.1.1 Capability to operate a ride-on buggy**

Any person operating a ride-on buggy on Broadlees nine hole Golf Course must demonstrate that they have the knowledge, training and skill to safely operate the vehicle and be fully accountable for their actions and the consequences thereof. The safe operation of ride-on buggies on Broadlees Golf Course requires conscientious application and adherence to the minimum standard of care prescribed in this policy document. Ride-on buggies must be operated in accordance with the requirements of the following sections of this policy:

- Appendix 1. Broadlees Golf Ride-on Golf Buggy Conditions of Use
- Appendix 2. Broadlees Golf Ride-on Buggy Safe Operating Practices
- Appendix 3. Broadlees Golf Ride-on Buggy Route Guidance



A hard copy of these appendices will be issued to each authorised ride-on buggy user and placed on Broadlees Golf Health & Safety notice board (in reception) and on Broadlees Golf's website. The appendices will be updated and re-issued as and when Course conditions change. It is the duty of the buggy user to check with the Reception Staff or Management that they are in possession of the current up-to-date appendices before they take a ride-on buggy onto Broadlees Golf's nine hole Golf Course.

Non-compliance with these requirements may result in Broadlees Golf Management withdrawing authorisation for use of a ride-on buggy on Broadlees Golf's nine hole Golf Course course.

### **1.1.2 Broadlees Golf Company-owned ride-on buggies**

The use of all Company-owned ride-on buggies:

- Requires authorisation by the Management and or Reception Staff , for the use of a company-owned buggy by a visitor
- Will be restricted to visitors who genuinely require vehicular assistance to enable them to play golf
- Will require completion of a: Broadlees Golf company-owned ride-on golf buggy acknowledgement and acceptance Form (Appendix 4)

### **1.1.3 Privately-owned ride-on buggies**

The use of all privately-owned ride-on buggies:

- Requires authorisation by the Management and or Reception Staff who will make approval for the use of a privately-owned buggy by the owner
- Will be restricted to visitors who genuinely require vehicular assistance to enable them to play golf
- Will require completion of a: Broadlees Golf privately-owned ride-on golf buggy acknowledgement and acceptance form (Appendix 5)

If privately-owned and buggies are 'loaned' by the owner to others (e.g. visitors), each user will require formal authorisation by the Management who will issue approval on completion of Broadlees Golf privately-owned ride-on golf buggy acknowledgement and acceptance form (Appendix 5)



## APPENDIX 1

### Broadlees Golf Ride-on Golf Buggy Conditions of Use;

1. Buggy-users must be accompanied on the Broadlees Golf nine hole Golf Course at all times by an ambulatory adult. This can be another player or an appropriate non-playing person
2. Broadlees Golf accepts no responsibility for ensuring the safe operation of ride-on buggies on or beyond the confines of the Broadlees nine hole Golf Course and Broadlees Golf car-parks or for any loss or damage caused to any property other than that arising from the negligent use of a ride-on buggy by their employees
3. Users of ride-on buggies must have relevant and specific insurance which covers at least third party injury and damage

To promote safe use of ride-on golf buggies all users should comply with this  
**CODE OF CONDUCT:**

### Ride-on buggy users should:

1. Demonstrate the utmost courtesy, care and consideration for the safety and convenience of other course users
2. Give right-of-way to pedestrians at all times
3. Not drive under the influence of alcohol or drugs
4. Be seated whilst the buggy is in motion and hold on to the controls at all times
5. Keep hands, feet and head 'inside' the parameters of the ride-on buggy at all times while the buggy is in motion
6. Not drive or park the buggy on or across tees or greens
7. Not drive or park the buggy within 2 metres of any bunkers, ditches or slopes leading to them
8. Adhere to all signage on Broadlees Golf course which provides guidance about routes that reduce potential risks to buggy-users, other golfers and pedestrians
9. Reduce potential damage to the course and to the buggies
10. Only use buggies between dawn and dusk; times issued by Broadlees Golf Management
11. Adhere to mandatory routes defined in the Broadlees Golf Ride-on Buggy Route Guidance (Appendix 3) and by course signage
12. Use the buggy to progress the game and avoid driving the buggy up and down excessively, e.g. when looking for golf balls
13. Check behind the buggy before reversing
14. Operate and park the buggy in such a manner so as not to impede or interfere with normal pedestrian or vehicular flow on roadways, paths, tracks, car parks, or pavements



15. Engage the parking brake before leaving the buggy and engage the parking brake, turn the operating key to the off position and remove the key when the buggy is left unattended for any lengthy period of time
16. Consider the terrain, vehicular and pedestrian traffic and environmental factors/conditions that might affect their ability to operate the buggy safely
17. Show practical understanding of the buggy's limitations and manufacturer's instructions regarding driving the buggy safely on slopes (including up and down severe slopes)
18. Slow down and drive with caution at potential hazards such as dropped kerbs, corners, junctions, bridges and changes of terrain
19. Stop the buggy at intersections with paths and roadways and always proceed with caution
20. Avoid sudden stops or changes of direction

Broadlees Golf Management has the authority to immediately prohibit any individual from using a ride-on buggy. Application for reinstatement of permission can only be made to the Broadlees Golf Management Committee.



## APPENDIX 2

### **Broadlees Golf Ride-on Buggy Safe Operating Practices**

It is the duty of the ride-on buggy user to adhere to the restrictions and mandatory routes defined within Broadlees Golf's Ride-on Buggy Route Guidance (Appendix 3) at all times.

#### **2.1 Drivers' Competence**

No person under the age of 17 years old is permitted to drive a ride-on buggy. All ride-on buggy drivers must demonstrate that they can locate and competently operate;

- Ignition switch and immobiliser key
- Accelerator
- Footbrake
- Parking brake (this should always be engaged before leaving the ride-on buggy)
- Reversing Control.

#### **2.2 Storage and Maintenance**

1. Only Company owned ride-on golf buggies will be stored at Broadlees Golf
2. All privately owned ride-on buggies must be properly maintained and be fit for purpose over Broadlees Golf's nine hole Golf Course
3. All users of ride-on buggies must sign a Golf Buggy Safety Policy Acknowledgement Form (Appendix 4 or 5) before they are allowed to operate a ride-on buggy on Broadlees Golf's nine hole Golf Course
4. A ride-on buggy shall be used only by people who are authorised by Broadlees Golf Management and or Reception Staff
5. Ride-on buggy users will be responsible for the security of ignition keys for the period that the buggy is used.
6. Broadlees Golf staff may have the need to move any ride-on buggy left at the premises, due to an emergency situation, safety issue or logistical issue. For this reason, users of privately owned buggies must deposit a spare ignition key, a key to any security chain or wire plus details of any immobilisation device with the Reception Staff. By doing so they have acknowledged that they have tacitly given their permission for Broadlees Golf staff to move their ride-on buggy if required without recourse to contacting them
7. Company-owned ride-on buggies must be immobilised and secured in the buggy park after use
8. When the buggy is finally parked, the parking brake must be engaged and the operating key turned to the off position, removed and returned (if company-owned buggy) to Reception Staff



## APPENDIX 3

### *Broadlees Golf Ride-on Buggy Route Guidance*

Broadlees Golf has a duty of care to all golfers using the course. This duty of care also applies to members of the 'public' walking on the course. The topography of certain areas of Broadlees Golf's nine hole Golf Course is such that caution and prudence must be shown by users of a ride-on golf buggy.

#### **3.1 Course Conditions**

Throughout the year Broadlees Golf staff will make decisions on a daily basis concerning the safety and suitability of the Course for ride-on buggy users. There will be times when conditions are such that it is necessary to restrict access for ride-on buggies to specific parts of the course or to close the whole course to ride-on buggies. Ride-on buggy users must ensure that they comply with any buggy restrictions and with relevant course signage. Where such conditions arise Broadlees Golf will review the situation on a daily basis and will keep visitors informed on the home page of Broadlees Golf's website.

Broadlees Golf will endeavour to ensure that restrictions placed on buggy users will be kept to a minimum. Guidelines about restrictions on the use of a ride-on buggy are provided in:

- **Broadlees Golf Ride-on Buggy Route Guidelines (Appendices 2 & 3)**

Information about short-term restrictions on the use of a ride-on buggy is displayed on:

- Broadlees Golf health & safety notice board (in reception)
- Signage on the course
- homepage of [www.broadleesgolf.co.uk](http://www.broadleesgolf.co.uk)

It is the responsibility of all ride-on buggy users to check for any restrictions before they commence their golf.

#### **3.2 Consideration for course**

In dry conditions, when the ground is hard, the green-keeper will permit ride-on buggies to use the fairways. In wet conditions, when the ground is soft it is preferable for ride-on buggies to be predominantly driven at the edge of the fairway or in the semi-rough (avoiding deep rough). In these circumstances the ride-on buggy should be stopped and parked at the side of the fairway or in the semi-rough and the buggy user should walk onto the fairway, to play the shot.

Some disabled golfers may not be able to avoid driving the buggy on the fairways even in wet conditions. In such cases they should attempt to:

- Drive to the fairway at 90 degrees from the semi-rough and return to the semi-rough using the most direct route
- Avoid travelling the same path across the fairway to avoid excessive damage.



### 3.3 Broadlees Golf ride-on buggy route guidance (informed by full risk assessment of course)

Hole	Route Guidance
Car park	<p>All buggy users are required to read the Code of Conduct in Broadlees Golf's Ride-on Golf buggy policy before they are authorised to use a ride-on buggy at Broadlees Golf. The Code of conduct states that buggy users should:</p> <p><i>14. Operate and park the buggy in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, paths, tracks, car parks, or pavements</i></p> <p><i>16. Consider the terrain, vehicular and pedestrian traffic and environmental factors/conditions that might affect their ability to operate the buggy safely</i></p>
1	<ul style="list-style-type: none"> <li>Buggies should be driven from Buggy Park along ash path and stop at side of 1<sup>st</sup> tee. Buggy should be driven up the fairway at edge of rough. Please be aware of ditch on R.H.S. of the corner of Dogleg and ditch on R.H.S. of fairway, opposite corner of dogleg and on approach to 1<sup>st</sup> Green. Please be aware of bunkers and keep the buggy an appropriate distance away. Do not drive buggy through 'out of bounds' area and please do not drive buggy on or near the green.</li> </ul>
2	<ul style="list-style-type: none"> <li>Drive Buggy down the ash path towards 2<sup>nd</sup> tee area, stopping before red stakes. Buggy can be taken down towards teeing area. Please endeavour to drive the buggy up the R.H.S of fairway at edge of rough. Please DO NOT leave buggy sitting on hill towards 3<sup>rd</sup> hole. You must ensure you drive to the top and walk back to 2<sup>nd</sup> green. Please be aware of bunkers and keep the buggy an appropriate distance away. Do not drive buggy on or near the green.</li> </ul>
3	<ul style="list-style-type: none"> <li>Drive buggy towards relevant teeing area. Where possible Buggy should be driven down the R.H.S. of fairway and then onto the ash path. Please do not take buggy any closer to the green. If you have had to drive up the L.H.S. of the fairway, please ensure you always aim to return the buggy to the ash path as quickly as possible. Please be aware of bunkers and keep the buggy an appropriate distance away. Do not drive the buggy near or on the green.</li> </ul>
4	<ul style="list-style-type: none"> <li>Drive along ash path to relevant teeing area. Drive along path and then along the fairway either side at the edge of the rough. Please be aware of ditch on L.H.S. of fairway. Please be aware of bunkers and keep the buggy an appropriate distance away. On approaching the 4<sup>th</sup> green the buggy must be driven on the R.H.S. of the green but please be aware of play for the 7<sup>th</sup> Green. Do not drive the buggy near or on the green.</li> </ul>
5	<ul style="list-style-type: none"> <li>Drive towards ash path and then over bridge to the teeing area. Please be aware of ditches on both sides of the fairway. Buggy should be driven along fairway close to the edge of the rough. Please be aware of bunkers and keep the buggy an appropriate distance away. Do not drive the buggy near or on the green.</li> </ul>





6	<ul style="list-style-type: none"> <li>• Drive buggy down fairway close to the rough edge. Please be aware of ditches on both sides of the fairway. Please be aware of bunkers and keep the buggy an appropriate distance away. Please drive the buggy to the back fence of 6<sup>th</sup> green and follow ash path. Please do not drive buggy near or on the green.</li> </ul>
7	<ul style="list-style-type: none"> <li>• Drive buggy along ash path crossing 2<sup>nd</sup> bridge only, onto the fairway. Please drive close to the edge of the rough. Please be aware of ditch on R.H.S of fairway. Do not take buggy onto marshland on R.H.S. of fairway. Buggy must be left at least 10 yards from the ditch surrounding the 7<sup>th</sup> Green. Do not attempt to drive buggy over the bridge at the 7<sup>th</sup> green. Park buggy and walk to 8<sup>th</sup> teeing ensuring the buggy is not in line of your tee shot.</li> </ul>
8	<ul style="list-style-type: none"> <li>• Drive buggy along fairway at the edge of the rough. Do not drive buggy into the young tree plantation on the L.H.S. of fairway. Please be aware of bunkers and keep the buggy an appropriate distance away. Do not drive the buggy near or on the green.</li> </ul>
9	<ul style="list-style-type: none"> <li>• From the teeing area, please drive along fairway close to the edge. Please be aware of bunkers and keep the buggy an appropriate distance away. Do not drive buggy on marshland along the L.H.S. of the fairway. Please drive buggy to the back of the green (gap between the trees). Please do not drive near or on the green.</li> </ul>
Transition to Car Park	<ul style="list-style-type: none"> <li>• Keep to red ash path until practice putting area, cut through FootGolf car park, cross over farm road into main car park. Be aware of other road users and pedestrians and keep your speed to a minimum. Please Park buggy in Buggy Park and apply handbrake and switch off buggy. Remember to hand the key back to reception.</li> </ul>



**Appendix 4: Broadlees Golf COMPANY-OWNED Ride-on Buggy Safety Policy Acknowledgement Form**

*All golfers must complete this form prior to operating a company-owned ride-on golf buggy at Broadlees Golf.*

Any person who operates a ride-on buggy on Broadlees Golf's 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 require adherence to the minimum standard of care prescribed by the policy.

<b>Name of User:</b>	
<b>Address:</b>	
<b>Contact No.</b>	
<b>Date of Buggy Use:</b>	
<b>Tee-off time:</b>	

By signing below I acknowledge that:

I have read, understand and accept Broadlees Golf's <b>Ride-on Golf Buggy Conditions of Use (Appendix 1)</b>	
I have read, understand and accept Broadlees Golf's <b>Ride-on Buggy Safe Operating Practices (Appendix 2)</b>	
I am competent to drive a golf buggy and hold a valid UK Driving Licence	
I have paid the appropriate Green Fee to Broadlees Golf	
I have read, understand and accept the Broadlees Golf's <b>Ride-on Buggy Route Guidance (Appendix 3)</b>	
I am aware of the areas where I am unable to take a Ride-on buggy	
I agree to indemnify Broadlees Golf against all claims, costs and demands made against the company arising out of or in connection with the use of their ride-on golf buggy on its premises. Minim cost being £250 excess.	
I acknowledge that Broadlees Golf does not accept any responsibility for any 'player' or 'personal property' risks arising from my use of their ride-on Golf Buggy on Broadlees Golf's nine hole Golf Course	
I have been given the opportunity to ask questions related to Broadlees Golf's Ride-on Golf Buggy Safety Policy and have received answers which clarified and fully answered any questions which I raised.	

<b>Signature of user:</b>	
<b>Signature of Broadlees Golf Staff:</b>	



## Appendix 5: Broadlees Golf

### PRIVATELY-OWNED Ride-on Buggy Safety Policy Acknowledgement Form

*All Golfers must complete this form prior to operating a privately-owned ride-on golf buggy at Broadlees Golf.*

Any person who operates a privately-owned ride-on buggy on Broadlees Golf's 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 require adherence to the minimum standard of care prescribed by the policy.

<b>Name of User:</b>	
<b>Address:</b>	
<b>Contact No.</b>	
<b>Date of Buggy Use:</b>	
<b>Tee-off Time:</b>	

I sign below to acknowledge that:

I have read, understand and accept Broadlees Golf's <b>Ride-on Golf Buggy Conditions of Use (Appendix 1)</b>	
I have read, understand and accept Broadlees Golf's <b>Ride-on Buggy Safe Operating Practices (Appendix 2)</b>	
I am competent to drive a golf buggy and hold a valid UK Driving Licence	
I have paid the appropriate Green fee to Broadlees Golf	
I have read, understand and accept the Broadlees Golf's <b>Ride-on Buggy Route Guidance (Appendix 3)</b>	
I am aware of the areas where I am unable to take a Ride-on buggy	
I agree to indemnify Broadlees Golf against all claims, costs and demands made against Broadlees Golf arising out of or in connection with the use of my privately-owned golf buggy on its premises.	
I acknowledge that Broadlees Golf does not accept any responsibility for any 'player' or 'personal property' risks arising from my use of my privately owned Golf Buggy on Broadlees Golf's nine hole Golf Course or premises	
I have been given the opportunity to ask questions related to Broadlees Golf's Ride-on Golf Buggy Safety Policy and have received answers which clarified and fully answered any questions which I raised.	
I confirm that I have a current insurance policy (minimum third party liability indemnity) with a company of repute to cover my personal liability for any loss, damage or injury arising from the use of my privately-owned golf buggy at Broadlees Golf <b>Ride-on Buggy Route Guidance (Appendix 3)</b>	
I will ensure that my privately owned, ride-on buggy is maintained and operated in	



accordance with the Broadlees Golf's Ride-on Buggy Conditions of Use (Appendix 1)	
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Signature of user:	
Signature of Broadlees Golf Staff:	