



**ARMY
GOLF**

**Army Golf
Association**

**Safety Management Plan
(SMP) 2023**

“Driving safety Tee to Green”

Foreword - Army Golf Association (AGA) Chairman

As Chairman of the AGA I have a strong commitment to Safety, as do all the members of the AGA Executive Committee (EC). Drawing from best practice laid down in JSP 815 we have captured our approach to the management of Safety into this one document - The AGA's Safety Management Plan - which aligns with safety management direction provided by HQ Army Sport. I will ensure that this document is regularly reviewed and updated; by making sure it is kept up to date, and 'readable', I want everybody involved in Army Golf to become increasingly familiar with it. We can try to improve safety by producing more rules, but unless we truly understand, and believe, the principles - 'the culture' - we will limit our progress. That is why this document has been written to appeal to the widest possible audience – its message of 'Safety Culture' applies to everybody.

Colonel Kieran Sheldon

Electronically Signed

23 Mar 2023

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Record of Amendments

Version	Section	Detail of Amendment
Ver 1.0 Initial release	All	<ol style="list-style-type: none">1. Incorporated all extant Risk Assessments in SMP.2. All assessments reviewed by Chairman and review dates and ALARP statement amended.
Ver 2.0	All	<ol style="list-style-type: none">1. General review and COVID-19 update.
Ver 3.0	All	<ol style="list-style-type: none">1. Post COVID Review
Ver 4.0	All	Increase risk prior to Inter Region Championships - Heat

AGA Safety Management Plan

- 1. Introduction.** To achieve the Secretary of State's policy outlined in JSP 815 we require a Safety Management Plan (SMP); put simply, the SMP is the Army Golf Association's approach to Safety, in terms of Policy, Organization, Activities and Performance measurement. It applies to all AGA members - safety is everyone's responsibility and this SMP is our way of communicating how the duty of care responsibilities are carried out.
- 2. Scope of Sporting Activity.** The AGA SMP has been formulated to define the Health and Safety (H&S) responsibilities and actions of all Service personnel organising and participating in competitive or development golf activities under the auspices of the AGA. The SMP is designed to be a living document and contains all of the generic/specific risk assessments. The SMP will apply to all those who are involved in the delivery of AGA activity¹; it is not limited to Army organising staff, but applies to all serving Army personnel, foreign nationals, civilian employees and contractors involved in AGA activities.
- 3. Out-of-Scope.** The AGA SMP does not reflect the conduct of other sporting/team building activities undertaken by personnel unless specifically referenced within this plan. It does not reflect the safety management of sport conducted at unit-level (although the SMP will be available to ALL Unit Golf Officers to avoid duplication of effort and to promote a common approach).
- 4. SMS Interaction.** The AGA SMP interacts with the Army Sport Direction on Sport SMS.
- 5. Tolerable and ALARP Statement.** The Chairman of the AGA made the declaration at the ECM on 29 Mar 23 that all health and safety risks are at least tolerable and As Low As Reasonably Practicable (ALARP). Tolerable, for AGA Golf, being defined as having an overall Risk Rating of Low. Further guidance can be found within JSP 375, Pt 2 Vol1, Ch 40 or ACSO 1200.
- 6. Compliance with Health and Safety at Work and National Governing Body (NGB) regulations.** The AGA will comply with the Health and Safety at Work Act 1974 (HSAW) through the duty of care principles of JSP 815 and using the guidelines in JSP 375. In addition, the AGA will comply the rules and regulations set out by the National Governing Standard, The Royal & Ancient Golf Club, St Andrews.
- 7. Responsible Person.** The CEO Army Sport has appointed the Chairman of the AGA as the Responsible Person (RP) for the safe conduct of Golf. The Army Golf Operations Manager is the designated Activity Leader as all AGA events.
- 8. Sports Safety Assurance.** The AGA will conduct 1st party sports safety assurance by completing the AGA Sports Assurance Self-Assessment Questionnaire as shown at Annex A on at least an annual basis, or as directed by the CEO Army Sport. The Self-Assessment Questionnaire will be reviewed annually through an ECM.

9. **NGB Insurance/Liability.** This does not interact with the Armed Forces Compensation Scheme. All personnel (military and civilian) participating in AGA events are strongly advised to have public liability insurance cover through the public liability insurance arrangements.

10. **Managing Risk.** To manage risks within Army Golf the following three levels of Risk Assessment will take place:

a. **Generic.** In accordance with the process mandated by CEO Army Sport the AGA uses the 4x4 Hazard Risk Matrix to capture risks. Any generic risks (i.e. H&S related) associated with playing Army golf will be included alongside specific risks in Annex B.

b. **Site Specific.** For AGA events and related activities the Specific risks highlighted at Annex B will apply. 'Away' fixtures and Overseas Visits are also subject to these specific risks as well being subject to Dynamic level risk assessments as outlined in para 10.c.

c. **Dynamic.** Although Army Golf is a low risk sporting activity there will be occasions when environment/weather conditions will need to be taken in consideration. An AGA Daily Risk Assessment Proforma at Annex C (JSP 419) is used at all events to record a Dynamic risk assessment that supplements the existing Army Golf Risk Assessments described at para b. On such occasions, information regarding adverse conditions will be obtained by the event organiser from the local subject matter experts i.e. Golf Club Secretary/Course Marshall.

11. Generic Risk Assessments and templates for Dynamic Risk Assessment as well as the associated *Actions on* IAW the Emergency Plan are contained within the Annexes of this SMP.

12. For the full list of 'MOD Form 5000 Series Health and Safety' forms please follow the link:

<http://defenceintranet.diif.r.mil.uk/Reference/DINsJSPs/Pages/JSP375HealthandSafetyForms.aspx>

13. It is a legal requirement to conduct a risk assessment for work-related activities (including sport). The degree of rigour applied by a manager to risk assess an activity is to be proportionate to the consequences of failure; to put that into context, the degree of risk in managing a coaching session on a driving range is less than the organisation and management of an overseas golf training camp where dynamic risk assessments are likely to be proportional in size and detail to the residual risk. Five steps are applied to ensure effective assessment and management:

a. **The hazards that may affect the activity (e.g. natural hazards such as weather) and are inherent within the activity are identified.** This hazard identification is undertaken as part of the Generic/Specific Risk Assessment activity. In addition, a Dynamic risk (sometimes termed 'daily') assessment is completed by the event organiser, which more accurately records the

personnel involved in the activity and the hazards specific to the activity on that particular day.

b. **Those who might be harmed, and the degree of harm, are identified.** Again the personnel likely to be involved and the degree of harm they are likely to sustain is articulated within the generic AGA risk assessments.

c. **The identified hazards are assessed for their severity and likelihood, H&S risks are evaluated, and controls and mitigations are developed that reduce safety risks ALARP.** Evaluation of the risk to life is undertaken within the venue specific risk assessments and the mitigations put in place are recorded in the AGA specific risk assessments. In terms of Army Golf activity, no risk to life above that tolerable by the Responsible Person is permissible².

d. **The result is recorded (as necessary) and implemented.** The whole process is recorded in the 3 levels of AGA Risk Assessments; the generic risk assessment, the specific risk assessment and the dynamic risk assessment. The completed generic and specific risk assessments are included as annexes to this SMP. Dynamic risk assessments are to be retained for a period of 24 months following the specific activity; the process for recording dynamic risk assessments is described in para 10.c.

e. **The assessment is reviewed: in particular controls and mitigations are monitored to determine their continuing effectiveness.** All AGA risk assessments are reviewed annually and a record of the review recorded on the risk assessments shown at Annex B to this SMP. Risk assessments will also be reviewed on the appointment of a new AGA Chairman.

Army Golf Safety Management Responsibilities

14. **Chair (or Vice Chair when Chair is not in attendance).** As the Responsible Person, the Chair of Army Golf is responsible for the formulation and management of the AGA SMP. Specifically, he is to:

a. Ensure that all personnel involved in the organisation, management and participation of Army Golf sponsored events conform to the HSAW and the AGA SMP.

b. Not permit any activity to take place that is graded very high risk. In such circumstances any risk assessment is, in the first instance, to be reviewed by the DDH and recommendations made to HQ Army Sport regarding whether the risk associated with continuing with the activity has been reduced to ALARP and the risk tolerated by HQ Army Sport.

c. Ensure a review of all dynamic risk assessments and post-accident reporting is undertaken at least annually and any reporting is completed through DURALS.

15. **Event Organiser.** Prior to any activity taking place at the championship/event the Event Organiser is to:

- a. Complete a dynamic risk assessment for each day of activity using the framework at Annex B. Low Risk is the highest level tolerable by event organisers; where Medium or High Risk is identified, the authority of the AGA Chair or Senior Representative present is to be sought prior to the activity taking place, who will ensure that the activity is commensurate with the level of risk that the CEO Army Sport has previously accepted. Very High risk is not tolerable. Completed dynamic risk assessments are to be retained for a period of 24 months by the AGA and where possible on Defence Connect.
- b. Check that each host Golf Club has a Health & Safety policy in place for its visitors and that a written brief covering possible dangers which may be encountered either in the Clubhouse or on the course will be available to players upon arrival at registration before commencement of play. This will be published on the event notice board daily.
- c. Brief all participants, as required, in relation to the hazards identified in the dynamic risk assessment compilation. Daily changes will be published on the event notice board.
- d. Ensure all personnel involved in the activity are members of the AGA and are covered through their own personal liability insurance.
- e. Ensure communications are available for contact with emergency services and basic first aid equipment is available at the venue.

16. **Accident/Incident Reporting.** In the event of an accident/incident leading to injury of a participant or a member of the public as a consequence of the Army Golf activity the event organiser is to ensure post-accident reporting is undertaken in accordance with the direction contained within DURALS and the appropriate follow up action is undertaken thereafter.

17. Reporting System, notifying the Ops Mngr AGA and the Sports Safety and Assurance Officer Army Sport. The Ops Mngr AGA will conduct regular reviews to analyse trends across Golf. The Executive Committee will review at least annually all reported accident/incidents to make sure control measures to hazards remain effective. A blank F7454 is available at Annex F and any questions relating to this process should be directed to the Sport and Safety Assurance Officer Army Sport.

18. **Golf Coaches/leaders.** All personnel acting in a coaching or leadership capacity either on or off the golf course are to ensure that the measures in Para 6 have been implemented and are to confirm with the event organiser that they are content with the dynamic risk assessment.

19. **Individuals/Competitors.** Competitors at AGA organised competitions and individuals participating in Army Golf coaching and development events have a responsibility towards the maintenance of their own personal safety and that of their fellow athletes and the general public. Although steps will be taken by event organisers to mitigate the associated risk there will always remain a residual risk to life or serious injury. Specifically, individuals are to comply with the following:

- a. **Personal Fitness and Medical Conditions.** Personnel with pre-existing injuries or medical conditions that may impact on their ability to participate safely during the Army Golf event are to declare the condition to the event organiser. Specifically, those personnel prone to seizures or epilepsy are not to participate in Army Golf activity unless they have declared their condition to the event organiser.
- b. **Insurance.** All participants at AGA events are advised to hold 3rd party personal liability insurance. This requirement is highlighted in the calling notice for all AGA competitions and events, and by signing the Participants Declaration shown at Annex E, personnel confirm that they hold 3rd party liability insurance through a privately arranged policy.
- c. **Personal Equipment.** All equipment and clothing worn by Army Golf competitors is classed as personal equipment regardless of whether the AGA supplied it originally or not. Personnel are responsible for ensuring that personal equipment is fit for purpose and that the appropriate attire (golf shoes etc.) is worn. It is a personal responsibility to ensure that personal equipment is fit for purpose and cleaned on a regular basis.
- d. **Climatic Illness.** All players are to be aware of the risk of Climatic Illness and should take all necessary precautions to protect themselves in both hot and cold playing conditions. This will include, but is not limited to, the provision of suitable amounts of liquid refreshments, suitable cold/wet/hot weather attire including hats, long sleeved clothing and the application of sun screen. Further detailed advice can be found in JSP 539. In Addition, all participants at AGA events are to have completed the following in accordance with [JSP375 Vol1 Chap41.pdf \(sharepoint.com\)](#):
- **Module 1 – All personnel involved in UK sport activity or an OSV must complete Module 1 - This effectively means every soldier who participates in sport.** This will help all personnel understand the causes and effects of heat illness, The training must be completed at the earliest opportunity and prior to departure or participation. It is a unit responsibility to ensure all personnel have completed this trg annually.
 - **Module 2 – All Activity (Risk) Owners, Activity Deliverers and Activity Leads of UK sport activity or an OSV must complete Module 2** to allow them to safely plan activities, assess the risks of heat illness and take action to reduce and prepare for those risks. Module 2 must be completed by all leads in advance of managing or planning any activity where a risk of heat illness could reasonably be expected.
- e. **Driving.** All players are to ensure that MT Driver Duty Hours are not exceeded either in travelling to or from the Golf Club and, if necessary, players are to book local military accommodation to avoid non-compliance with duty hours regulations.

20. **Amendment Process.** All generic/specific risk assessments will be reviewed at least every year by the Ops Mngr AGA. The risk assessments will also to be reviewed on appointment of a new Chairman. Amendments will be forwarded in the first instance to the AGA Chairman. The AGA SMP will also be reviewed annually.

¹ Only Army Golf Association approved and facilitated events supported by a calling notice issued by the Army Golf Association or one of its Regional or Corps Secretary/Organisers

² Any events that may encounter higher risks are to be discussed with the Sports Safety and Assurance Officer ASCB and AGA Chairman or Secretary during the planning phase.

Army Golf Association Sports Assurance Self-Assessment Questionnaire

Name of Sport: **Army Golf**

Name of Assessor: **Lt Col (Retd) Anthony Jackson (Sport, Safety and Assurance Officer)**

Date of Assessment: **29 Mar 2023**

Section	Y/N	Comments
POLICY		
Does the Association have a SMP that complies with ASCB Direction? And does it reflect the Association's Activity?	Y	The SMP has so far proven to be effective but it will take time for all elements of the plan to be fully embedded into Army Golf.
Is the SMP effective?		
Do members know how to access the SMP, including Risk Assessments?	Y	A link to the SMP can be accessed by all members via the AGA website. The Risk Assessments can be found at Annex B of the SMP.
Are safety positions within the committee filled?	Y	The AGA Chairman is the nominated RP and his Tournament Director or the Event Organiser (AGA Operations Manager takes on the responsibilities of a Safety Manager.
Are safety matters discussed at committee meetings such as ECMs? Is this frequent enough?	Y	Through briefing at Exec Meetings and regular communication between meetings.
RESPONSIBILITIES		
Does the Chair have a valid and current Letter of Authority from the CEO Army Sport?	Y	
Do Committee members have any specific safety responsibilities within their TORs? Is this a sufficient number of committee members?	Y	The AGA Operations Mnager has TORs covering Safety Manager responsibilities. Other committee members have been issued with their TORs. TORs are reviewed annually with the new review scheduled for 29 Mar 2023.
When were their TORs last reviewed?		
Are all Association members aware of their health and safety responsibilities? How is this recorded?	Y	All Association Members participating at AGA events confirm as such by signing in for the competition – see participant declaration form at Annex E of the SMP.

SAFE PERSONS

Is there a policy to determine how sportsmen/women are 'fit to participate' for your sport? (med chit). How do you record this information?	Y	All Association Members participating at AGA events confirm as such on signing in for the competition - see participant declaration form at Annex E of the SMP.
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SAFE EQUIPMENT

Does the Association use safety/protective equipment?	N	Not required
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If so, does the Association have a policy statement for equipment procurement? And equipment repair?	N	N/A
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If so, does the Association have an Equipment List?	N	N/A
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If so, does the Association have a Maintenance Log?	N	N/A
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If so, is there a record of all personnel responsible for the maintenance of safety/protective equipment?	N	N/A
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SAFE PRACTICE (Supervision and Instruction/Coaching)

Does the Association meet the levels of supervision when conducting sporting activity within National Governing Body regulations/guidelines?	Y	The AGA ensures that there are sufficient numbers of competition officials at all events.
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Have Association members completed any specific induction training?	N	N/A
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Have committee members received sufficient training (including refresher training) to carry out their roles?	Y	All committee members are SQEP as this is covered during the selection process.
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SAFE PLACE

Are the risk assessors competent (either through training or experience)?	Y	The Secretary AGA has 30 years' experience in managing and running Army sports events. All AGA officials have over 10 years individual experience officiating at AGA events.
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Have generic Risk Assessments been carried out? Are they current?	Y	Generic/specific risks dated Mar 2023, review scheduled for Mar 2024.
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Have site specific Risk Assessments been carried out? Are they current?	N	Will be carried out at event venues as required using a Dynamic Risk Assessment.
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Does the Association have a set format (e.g. Daily Risk Assessment or brief template) for conducting Dynamic Risk Assessments?	Y	As shown at Annex C to the SMP.
Does the Association have an Emergency Plan?	Y	As shown at Annex D to the SMP.
Are incidents/accidents reported? If so how?	Y	Using the Accident Reporting Form at Annex F to the SMP.

REVIEW

Does the Committee review key documents such as the SMP?	Y	Annually.
Does the Committee review risks?	Y	Annually.
Are these reviews effective?	Y	Additional scrutiny applied by Committee members adds rigour to the SMP.

AGA RISK ASSESSMENT FROM - 23 MAR 2023

<p>Key Guidance This section provides a quick overview of some of the key concepts in Army risk assessment. Refer to Notes section for further information. The first line of the risk assessment table, below, shows an illustrative example.</p> <p>Hazard is anything that may cause harm, e.g. working at height on a ladder.</p> <p>Risk is the chance that someone or something could be harmed by the hazard, measured by combining (multiplying) the likelihood of it happening with its impact (severity). For example, there may be a 'possible' likelihood that someone that is not competent could fall from a ladder (3 rating – see right) combined with a 'moderate' impact of multiple injuries (2 rating), which creates a score of 6 (low risk). However, the risk should be reduced to as low as reasonably practicable (ALARP) through the implementation of control measures, such as ensuring that only trained people climb the ladder.</p> <p>Dynamic Risk Assessment compliments generic and specific risk assessment. Regardless of completing this AF 5010, it is beholden on the person creating the risk to continue to monitor the activity and the control measures. Any changes to the activity (including the environmental conditions) or the control measures, must be addressed via the mechanism of a dynamic risk assessment such that risks remain ALARP.</p> <p>Note however that persons undergoing training cannot be deemed competent until their capability is properly assessed</p>	<p>Likelihood (L)</p> <p>1 – Remote / Rare 2 – Unlikely 3 – Possible 4 – Probable 5 – Highly Probable (Almost Certain)</p>	<p>Impact (I)</p> <p>1 – Minor 2 – Moderate 3 – Major 4 – Severe 5 – Critical</p> <p><i>Note: impact number is unlikely to change with control measures</i></p>	<p>Risk Score Calculation</p> <table border="1"> <tr> <td colspan="2"></td> <td colspan="5">Likelihood</td> </tr> <tr> <td colspan="2"></td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> <tr> <td rowspan="5">Impact</td> <td>5</td> <td>5</td> <td>10</td> <td>15</td> <td>20</td> <td>25</td> </tr> <tr> <td>4</td> <td>4</td> <td>8</td> <td>12</td> <td>16</td> <td>20</td> </tr> <tr> <td>3</td> <td>3</td> <td>6</td> <td>9</td> <td>12</td> <td>15</td> </tr> <tr> <td>2</td> <td>2</td> <td>4</td> <td>6</td> <td>8</td> <td>10</td> </tr> <tr> <td>1</td> <td>1</td> <td>2</td> <td>3</td> <td>4</td> <td>5</td> </tr> </table>			Likelihood							1	2	3	4	5	Impact	5	5	10	15	20	25	4	4	8	12	16	20	3	3	6	9	12	15	2	2	4	6	8	10	1	1	2	3	4	5
				Likelihood																																												
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	1	1	2	3	4	5																																										
<p>5 Step Process → Step 1 – Identify the hazards Step 2 – Decide who might be harmed and how Step 3 – Evaluate the risks and decide on precautions (control measures) Step 4 – Record your significant findings and include in Ex / Coord instructions as necessary. Implement control measures Step 5 – Review your risk assessment and update as necessary</p>																																																

Dept / Sub-Unit / Unit / Formation:	As required	Assessor (No, Rank, Name):	Lt Col (Retd) Steve Davis
Activity (SSW) / Exercise (SST):	Participation in Army Golf Association Events	Assessor's signature:	Electronically Signed
Generic or Specific Risk Assessment:	Generic RA	Assessment Date:	As required
Relevant Publications / Pamphlets / Procedures:	ABN 095/2020, PHE Guidance/COVID-19 Advice Note 11 (Defence Guidance) & JSP 375, JSP 800, JSP660	Review Date for GRA (Step 5):	Annually (or as guidance changes)

(a) Ref	(b) Activity / element (Step 1a)	(c) Hazards identified (Step 1b)	(d) Who or what might be harmed and how, e.g. • Military personnel - fatality • Civ staff / contractors - injury • General public - injury • Environment - spill (Step 2)	(e) Existing control measures (Step 3a)	(f) (g) (h) Assessment with existing controls			(i) Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above. If Yes, move to column (n). If No, identify additional controls (Step 3e)	(j) Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	(k) (l) (m) Reassessment with additional control measures			(n) List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
1	Site safety / equipment safety	Venue area cleanliness	Military personnel and officials	1. All access routes for daily use. 2. Adhere to venue direction and restrictions. 3. Only use personal equipment, do not borrow or use anything that does not belong to you.	3	3	9	No	Venue SD restrictions shall be incorporated into the online brief	2	3	6	
2	Sickness developing at venue	Possible spread of infection	Military personnel Civilian Staff and officials	1. Affected pers to stop activity immediately and inform colleagues in their vicinity and whom they	3	3	9	No	Deep clean of affected work areas. SP with COVID-19	2	3	6	

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Military personnel - fatality • Civ staff / contractors - injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above If Yes, move to column (n). If No, identify additional controls (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
				have come into contact with.									
3	General Play	Fatal/Major/Minor Injury	Military personnel and local civilians	<p>1. Golf Rules/etiquette develops common understanding of safe and unsafe zones.</p> <p>2. Golf rules and etiquette to warn other players or spectators to take cover.</p> <p>3. Golf Club rules to prevent play in mist / low visibility.</p> <p>4. Golf Etiquette to ensure players and spectators are out of range before playing a shot.</p> <p>5. Tournament Director to prevent play in conditions of low visibility.</p> <p>6. MOD rule pertaining to Hot and cold temperatures.</p> <p>7. Tournament Director to assess the course condition and appropriate condition for play.</p>	3	3	9	Yes		2	3	6	
4	Adverse Weather Conditions	Fatal/Major/Minor Injury	Staff, players and officials may be subject to injury or damage to health during adverse weather conditions. Lightning strike could cause death.	<p>1. Adverse weather policy in place, displayed in golf reception areas, locker rooms, Pro shop.</p> <p>2. In general, a decision to carry on playing during weather conditions is left to the discretion of the player, who MUST accept full responsibility for his/her safety.</p> <p>3. With the exception of Fog, lightning and very wet conditions, from time to time play will be stopped after it has started by sounding an air horn.</p>	3	3	6	Yes	<p>Tournament Director cancels all play until conditions deemed safe to continue.</p> <p>In extreme heat, additional water points may be positioned around the golf course.</p> <p>The use of umbrella to shield from the sun.</p>	1	1	2	

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Military personnel - fatality • Civ staff / contractors - injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above If Yes, move to column (n). If No, identify additional controls (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
				<p>4. FOG CONDITIONS – No play will take place on the course if a distance of 150yards cannot be seen.</p> <p>5. LIGHTNING CONDITIONS – After the initial clap of thunder or strike of lightening players must stop playing golf, play should not be resumed for 30mins.</p> <p>6. WET CONDITIONS – Very wet conditions may result in the course being closed to reduce slips and trips, although in this instance it is mainly closed to protect the golf course.</p> <p>7. HEAT ILLNESS. Extreme heat may result in individuals suffering from heat illness or in very extreme conditions the golf course may be closed for risk of bush fires.</p>									
5	Animal Holes and changes to the structure of the ground	Major/Minor Injury	Players and officials may be injured if they trip over objects or slip on uneven ground, wet ground or animal holes.	<p>1. Regular inspection by Greens staff and officials. Identified holes are immediately filled in.</p> <p>2. Greens staff fill in holes created by animals and natural erosion as soon as they are identified.</p>	3	2	5	Yes					
6	Compressed air shoe cleaner	Major/Minor Injury	Persons using the compressed air system could aim compressed air into skin, flying objects.	<p>1. Low pressure.</p> <p>2. Pressure system regularly inspected.</p> <p>3. Warning sign displayed near to shoe cleaner.</p>	3	2	5	Yes					
7	Slips and trips	Major/Minor Injury	Staff, visitors and contractors may be injured if they trip over objects or slip on uneven ground, wet ground or animal holes.	<p>1. A soft spiked shoe policy is in place.</p> <p>2. All outdoor grassed areas and around buggy paths are deemed as</p>	3	3	6	Yes					

(a)	(b)	(c)	(d)	(e)	(f)	(g)	(h)	(i)	(j)	(k)	(l)	(m)	(n)
Ref	Activity / element (Step 1a)	Hazards identified (Step 1b)	Who or what might be harmed and how, e.g. • Military personnel - fatality • Civ staff / contractors - injury • General public - injury • Environment - spill (Step 2)	Existing control measures (Step 3a)	Assessment with existing controls			Is residual risk acceptable in the context of risk appetite for the activity? (Yes / No) – Refer to Risk Score Calculation above If Yes, move to column (n). If No, identify additional controls (Step 3e)	Reasonable additional controls that can be implemented to reduce risk to ALARP (Step 3f)	Reassessment with additional control measures			List required action(s) to instigate controls (Step 3j)
					L (1 to 5) (Step 3b)	I (1 to 5) (Step 3c)	Score (L x I) (Step 3d)			L (1 to 5) (Step 3g)	I (1 to 5) (Step 3h)	Score (L x I) (Step 3i)	
				potential trip hazards – care must be taken whilst using the facilities. 3. Regular course inspection by Greens staff to identify and control trip hazards.									
8	Food / Beverages	Area SD measures	Military personnel	1, All personnel are to ensure that they follow guidelines set out by the venue's catering department and clubhouse direction.	2	2	4	No					

Authorising Officer / Warrant Officer (at unit level)	No, Rank, Name	Post	Date	Signature
Existing and additional controls agreed	Lt Col (Retd) Steve Davis	Operations Manager Army Golf	4 Sep 23	Electronically Signed
Where risk is elevated up the CoC, Chair to confirm additional controls implemented				

NOTES

Risk = Likelihood x Impact

Likelihood	Definition
5 Highly Probable (Almost Certain)	Is expected to occur in most circumstances
4 Probable	Will probably occur at some time, or in most circumstances
3 Possible	Fairly likely to occur at some time, or some circumstances
2 Unlikely	Is unlikely to occur, but could occur at sometime

Step 5 - Review the generic risk assessment and update if necessary - All generic risk assessments should be regularly reviewed at a frequency proportional to the risk prior to any controls being proposed. In practice generic risk assessments should be reviewed at least annually, or more frequently:

- where required by local instructions/procedures;
- if the safe execution of the activity relies on stringent supervision and/or adherence to a safe system of work;
- if there is reason to doubt the effectiveness of the assessment.
- following an accident or near miss.
- following significant changes to the task, process, procedure, equipment, personnel or management.
- following the introduction of more vulnerable personnel (e.g. persons under 18 or pregnant persons).

Risk Management

1	Remote / Rare	May only occur in exceptional circumstances
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Impact		Definition (Health Safety and Environment)
5	Critical	<ul style="list-style-type: none"> Multiple fatalities or permanent, life changing injuries. Permanent loss or damage beyond remediation of an important and publicly high-profile natural resource, area or species. Multiple incidents causing a major environmental impact.
4	Severe	<ul style="list-style-type: none"> A single death or multiple life-threatening injuries. Severe damage over a wide area and/or on a prolonged basis to a natural resource, including controlled waters, or geography requiring multi-year remediation. Single incident causing a major environmental effect or multiple incidents causing significant effect.
3	Major	<ul style="list-style-type: none"> Single life changing injury or multiple injuries which have a short-term impact on normal way of or quality of life. Moderate damage to an extended area and/or area with moderate environmental sensitivity (scarce/ valuable) requiring months of remediation. Single incident causing significant environmental impact.
2	Moderate	<ul style="list-style-type: none"> Multiple injuries requiring first aid. Moderate damage to an area, and that can be remedied internally. Multiple incidents causing minor environmental effect.
1	Minor	<ul style="list-style-type: none"> An Injury requiring first aid Limited short-term damage to an area of low environmental significance/ sensitivity Incidents causing minor environmental impacts

Risk Rating	Authorisation	How Risk should be managed
1 – 3 (Very Low)	OC	Review periodically to ensure conditions have not changed and working within ALARP and risk appetite.
4 – 9 (Low)	CO	
10 – 12 (Medium)	OF5 / 1* Bde HQ	Good risk mitigations to ensure that the impact remains ALARP and tolerable. Re-assess frequently to ensure conditions remain the same.
15 – 16 (Medium to High)	2* Div HQ	Requires active management – review of desired outcome with additional resources or change to output requirements.
20 (High)	3* – HQ HC & FA	Contingency plans may suffice together with limited risk mitigations to achieve risk ALARP and tolerable.
25 (Very High)	4* – CGS, Army HQ	Operational capability where the required outcome impacts on defined military capability.

Dynamic Risk Assessments

Army Golf is a low risk sporting activity but there will be occasions when environment/weather conditions need to be taken into consideration. The AGA Daily Risk Assessment Proforma is to be used at all events to record a dynamic risk assessment that supplements the existing Army Golf risk assessments shown in Annex B. Guidance material and the Proforma can be found below. Where required, event organisers should support their assessment with information provided by local subject matter experts i.e. Golf Club Secretary/Course Marshall.

Risk Assessment Scoring Guide

Local Weather

Points	Code	Description
1	Good/Fine	Calm weather conditions which will not impede the activity.
2	Changeable	Weather conditions such as rain, increased winds or changes in ambient temperature which may affect activity.
6	Adverse	Weather conditions that are likely to affect activity, such as thunder and lightning, high winds or large changes in ambient temperature (hot and cold). Weather conditions combined with certain environmental conditions such as humidity, wind chill and wet ground must be considered.
12	Extreme	Extremely poor weather conditions which will affect the activity, will increase the risk of cold or heat related injury/illness.

Environmental Conditions

Points	Code	Description
1	Comfortable	Environmental conditions that do not hinder the activity in any way.
2	Uncomfortable	Environmental conditions that may impede activity progress in some way. Competitors feel the effect of wind chill, heat etc.
8	Demanding	Competitors will require being dressed adequately for the conditions and upon stopping activity (waiting to play) will feel the cold immediately and/or exposure to heat and sun.
12	Hostile	Extremely poor conditions which will almost certainly affect the activity or will increase the risk of cold/heat related injury/illness. Mitigations must be in place under such conditions.

Hazards

Points	Code	Description
1	Nil	Other than natural/man made golf hazards (lakes, bunkers etc) there are no extra obstacles. A safe golf course that presents no additional hazards to those designed in the course.
4	Minor	Wet ground under foot, some ground under repair (GUR) which may include water in bunkers.
8	Major	Flooding in places, significant areas of GUR. Particular attention should be paid to the use of buggies and appropriate footwear.
12	Hazardous	An additional obstacle presents a 'risk to life' that the organiser must carefully control. AGA event organisers are to consult with the golf club ruling that the competition <u>should not go ahead</u> .

AGA Event Dynamic/Daily Risk Assessment Proforma

EVENT	Inter Region Golf Championships	ORGANISER	Lt Col (Retd) S Davis
COURSE	Workshop Golf Course	DATE	6 Sep 23
DAILY ORGANISATION	DESCRIPTION OF WEATHER CONDITIONS	NUMBER OF PARTICIPANTS	
		60	
		NOMINATED COACHES/LEADERS (Enter 'NONE' if in competition)	
	Increased Heat Risk	None	

AGA EVENT DAILY RISK ASSESSMENT								RISK FACTOR	
To be recorded and held by the event organiser (photos of the assessment can be filed via Sec AGA)									
Course Condition	2	Local Weather	6	Environmental Conditions	8	Course Hazards (GUR)	1	TOTAL SCORE	RISK GRADE
Dry	2	Good/Fine	1	Comfortable	1	Nil	1	7-13	LOW
Wet	4	Changeable	2	Uncomfortable	2	Minor	4	14-23	MED
Hazardous	8	Adverse	6	Demanding	8	Major	8	24-40	HIGH
Unplayable	16	Extreme	12	Hostile	12	Hazardous	12	41-68	VERY HIGH

Risk Factor: Med

Event Organiser's Signature: Steve Davis

AGA Chairman Additional Comments* - Any Risk estimate of HIGH or above must have a comment by the AGA Chairman

COMMENTS/ADVICE/MEASURES

1.

2.

3.

4.

EVENT
ORGANISER'S
NAME

EVENT
ORGANISER'S
SIGNATURE

INSTRUCTOR'S
SIGNATURE
(If applicable and
additional measures
agreed)

* Multi Organiser event; lead organiser to authorise.

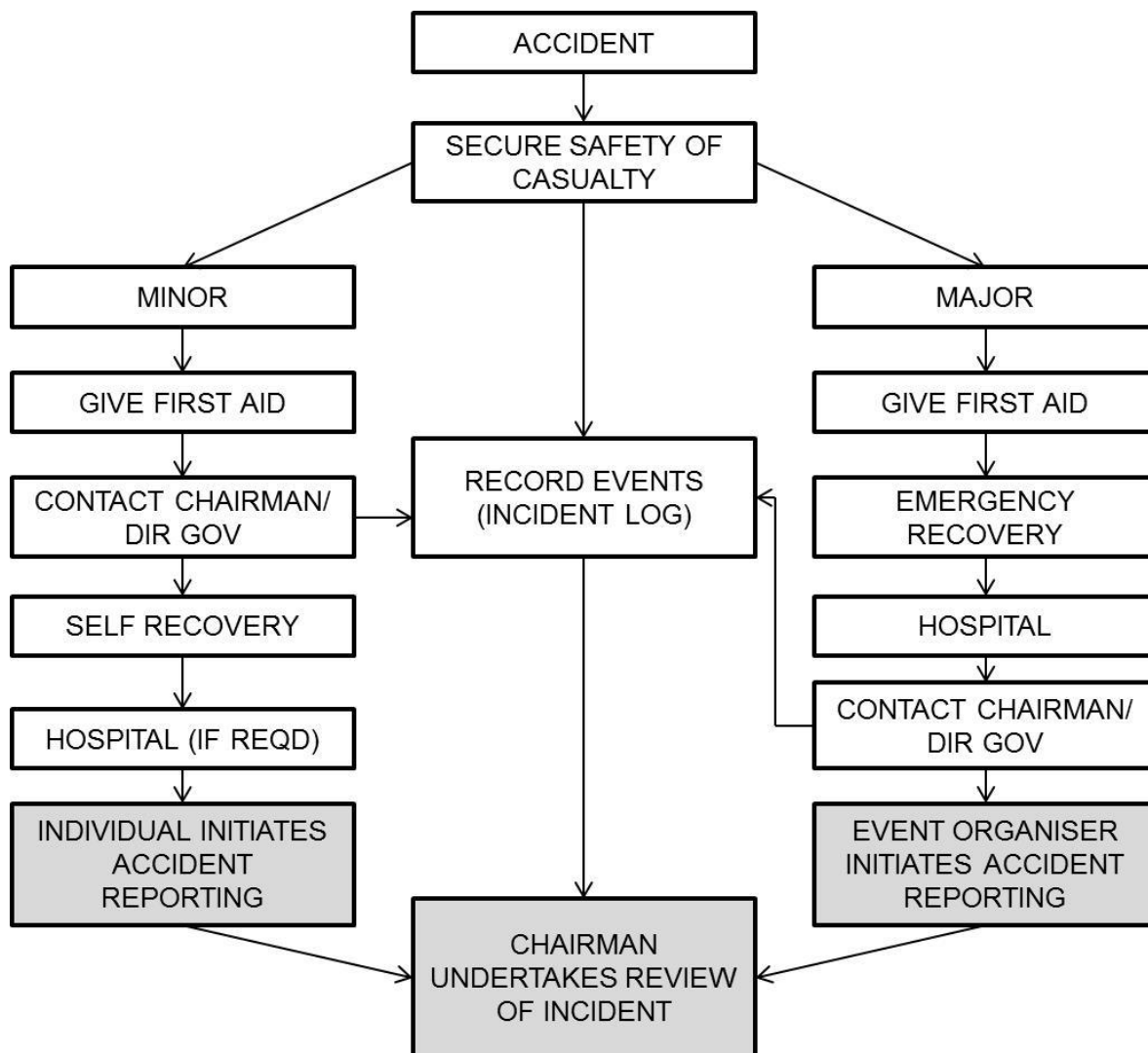
AGA Emergency Action Plan

Event	Action
Injury sustained in clubhouse	Treat according to first aid protocols. Evacuate for medical assistance if required. Event Organiser/Venue Support Staff; priority – isolate casualty from cold/heat by taking cover. Where possible help to recover casualty to clubhouse.
Injury sustained on golf course	Event organiser – render assistance as required. Coordinate assistance from clubhouse and medical emergency services as required. Contact Emergency Services.
Road Traffic Collision	Contact Event Organiser at earliest opportunity. Event Organiser to inform AGA Chairman iaw the details highlighted in the AIM Flow Diagram

Actions required of Event Organiser:

- Identify nearest hospital
- Identify golf course first aider and first aid kit
- Obtain postcode of golf club

AGA Incident Management Flow Diagram



ESSENTIAL CONTACT NUMBERS

Chair: + 44 (0) 7739 210584

Sport, Safety and Assurance: +44 (0) 7843 017372

Joint Casualty and Compassionate Centre (JCCC) provides a focal point for casualty administration and notification: +44 1452 712612 Ext 7325

Participant Declaration

Used only in the event of a further Pandemic Outbreak

Reference:

a. JSP 419 (Chapter 1-6 Para 30)

1. Prior to starting the competition all players have confirmed that they are aware of their health and safety responsibilities and have declared themselves fit to participate.

Region

Date

Location

Srl	Service No	Rank	First Name	Surname	AGA No.
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Organisers Declaration:

I confirm that everyone listed on this nominal roll has undertaken a COVID-19 FHP Brief prior to attending this event.

Electronically Signed

Event Organiser's Name

Accident Reporting

Guidance

1. Service and MOD civilians are responsible for informing their Line Manager immediately of any accident, injury, dangerous occurrence or work/duty related disease suffered by them whilst on duty. Any accidents that occur whilst participating in AGA events must be reported through parent units.
2. Line Managers are responsible for informing their Unit Safety Health Environment Advisor (SSHEA) immediately of any incident. Employees should then complete the Form 510. If the individual is unable to do so in person a third party may complete it on their behalf. In addition, a continuation form for witness statements can be completed as required. All forms must be sent to the SSHEA department within 3 working days. However, if the accident is serious the SSHEA Department should be informed immediately, and the completed forms should be returned to the parent unit SSHEA department as soon as possible.
3. To support the on-going development of the AGA SMP and associated risk assessments, near misses should be reported to the Secretary AGA Only report Near Misses if there was a 'lucky escape'. Cuts and bruises do not normally need to be recorded.