

## Ride On Buggy Policy

### 1.0 Introduction

- 1.1 Use is regulated by Great Aycliffe Town Council's policy, with due regard to Section 6 of the Equality Act 2010.
- 1.2 During normal conditions, the use of the buggies will be allowed, subject to the conditions outlined within this policy.
- 1.3 At certain times, the general condition of the Oakleaf Golf Course may not allow use. However, it is recognised that some golfers would be unable to play without such facility. During adverse conditions, use will be subject to health and safety criteria and accessibility to the whole or parts of the course. Potentially unsuitable conditions include, but are not restricted to, waterlogging, frost, snow and reduced visibility. Where parts of the course are affected, a shortened course may be in operation. If a shortened course is required then justification will be recorded detailing time, date and reasons for such action within the golf buggy file.
- 1.4 A hole-by-hole risk assessment identifies hazards, some being particular to the use of ride on buggies. A general set of safety instructions are included within the policy. It is recognised that at the time a specific appraisal of the whole or part of the course should be undertaken – for example in extreme wet conditions / when there is ice or snow.
- 1.5 Such restrictions apply equally to any person who has their own buggy. Any person wishing to use their own buggy at the Oakleaf Golf Complex must make advance written application to the Golf Shop. Such applications must clearly demonstrate that personal / third party and public liability insurance are in place. Where permission is granted, any trailer used to transport the buggy must be left in the car park.

### 2.0 General Qualification

- 2.1 Use of a private ride-on buggy will not be allowed unless authorised by the Council and will be restricted to members, visitors and guests who comply with the Council policy, safety instructions and are able to safely use the same.

### 3.0 Specific Qualification

- 3.1 At times when the general provision of ride on buggies has been suspended, the Council recognises that some golfers may be unable to play. **Players who demonstrably have a genuine incapacity to play golf unless aided by the use of the buggy will be allowed use, but may be required to use**

**a specific route, and / or find that a shortened course is in operation.** The use of the 90 degree rule may also apply. In order to qualify for use during such times, users must be in possession of a medical certificate which has been duly signed by the applicant's doctor. Suitable forms are available from the Oakleaf Golf Complex website or the Golf Shop. Blue Badge holders are not exempt from the need to obtain a medical certificate. (See also 'Use in General Play and Competitions' below).

- 3.2 The Council reserves the right to withdraw authorisation if the medical condition or disability necessitating the use of a ride-on buggy ceases, or the conditions for its use are not fully complied with.
- 3.3 Any person who operates a ride-on buggy on the golf course is deemed by so doing to have the knowledge, training and skill to safely operate this vehicle and be fully accountable for their actions and the consequences thereof.
- 3.4 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.
- 3.5 Ride-on buggies must be operated in accordance with the requirements of the following:
  - Golf Buggy Safety Policy
  - Golf Buggy Safe Working Practice
  - Golf Buggy Safety Policy Acknowledgment Form
- 3.6 In order that these can be met in practice, the Golf Shop staff must whenever possible be given prior notice of a requirement by a member, visitor or guest to use a ride-on buggy. The Council reserves the right to refuse permission if some or all of the conditions stipulated are not complied with.
- 3.7 The Greenkeeper or nominated individual may determine that course conditions or the weather are such that safety or conditions may be unacceptably compromised if a ride-on buggy is used. This might apply to the whole or just part of the course. Potentially unsuitable conditions include waterlogging, frost etc and may require complete or partial closure. Where such conditions arise, the Council will review the situation. Such conditions must be recorded in the buggy policy file. (see also Use of Motorised Buggies in the Winter Period).

#### **4.0 Use in General Play and Competitions**

- 4.1 During general (non-competition) play, a ride-on buggy may be used by abled or disabled members, visitors and guests authorised to do so who comply with the policy.
- 4.2 The use of ride-on buggies is generally prohibited in competitions. Players should walk at all times unless permission to ride has been given by the



competitions committee. Such permission will only be granted in exceptional circumstances.

- 4.3 Ride-on buggies may be used during closed and open competitions by those suffering from a disability within the meaning of Section 6 of the Equalities Act 2010 who comply with the policy and medical certification.

## **5.0 Golf Buggy Safety Policy**

- 5.1 The Council has a duty of care to all users of the golf course. The topography of certain areas of the course is such that caution and prudence must be shown by the user of a ride-on buggy. It is also necessary for the Council to provide adequately safe means of access for all golfers, including those given permission to use buggies. Moreover, the Council 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. This duty of care also applies to members of the public using the various rights of way.

- 5.2 To assist the safe use of ride-on buggies, all potential users (members, visitors and guests) shall comply with the following conditions.

- a) Ride-on buggies on Council property are only for the use of members and visitors or disabled persons within the meaning of the Equality legislation.
- b) 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. Specific mention is made of the public footpaths throughout the course and the road leading from the 18<sup>th</sup> Green to the car park and Golf Shop.
- c) The instructions employed warn buggy users of potential danger areas, or areas forbidden to ride-on buggies because of concerns about danger, or the potential to cause unacceptable wear and tear to the course, must be followed at all times.
- d) Ride-on buggies must be operated and parked in such a manner that they do not impede or interfere with normal pedestrian or vehicular flow on roadways, ramps or pavements.
- e) Ride-on buggy operators will be responsible for the security of ignition keys and buggy for the period that the buggy is on the property owned by the Council.
- f) The Council has no responsibility for ensuring the safe operation of private ride-on buggies on or beyond the confines of the course and the car park other than those operated by Council Staff. The Council will accept no responsibility for any loss or damage caused to any property by their servants or agents.



- g) No ride-on buggy will be operated in excess of 15km per hour. All speed limits must be observed.
- h) Ride-on buggies shall be used only between dawn and dusk.
- i) Ride-on buggies must be operated in compliance with the common 'rules of the road' regardless of whether ride-on buggies are operated on pavements or roadways.
- j) Operators must stop the buggy at blind intersections and proceed with caution.
- k) The consumption of alcohol and/or the improper use of drugs is not permitted when using the ride-on buggy.
- l) Golf Shop staff have the authority to immediately prohibit any individual from using or being carried on a ride-on buggy. Application for reinstatement of permission can only be made to the Council.
- m) When applicable, ride-on buggies must follow the designated route defined by **orange** stakes.
- n) Where a shortened course is in operation, users must comply with such instruction including any specific route and or 90 degree rule. Only designated bridges to be used – marked by **orange** stakes.
- o) Private buggies must be fit for purpose and maintained as per manufacturer's instructions.

## **6.0 Safe Working Practice**

- Ride-on buggy operators must not be under the influence of alcoholic drinks or drugs.
- Hirers must be aged 25 years. Children are not allowed to be passengers unless supervised by an adult who takes responsibility for all incidents or accidents.

### **Before Use**

- All operators of ride-on buggies must sign a Safety Policy Acknowledgement form before they are allowed to drive the buggy.
- A ride-on buggy shall only be used for the number of occupants it was designed to carry and only by people who are authorised to use one.
- The operator must be conversant with the controls, ie ignition switch and immobiliser key, accelerator, foot and parking brake, reversing control.



## During Use

- Do not move off until all occupants 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.
- Ride-on buggies must not be driven in any prohibited areas.
- The vehicle must be used to progress the game and must not be driven up and down excessively, eg when looking for golf balls.
- The buggy must be kept on pathways or fairways and must not be driven in tight circles.

Note: Rough areas will be used in winter – see ‘Use of Motorised Buggies in the Winter Period’ for further information.

- The vehicle must not be used on tees, greens or the slopes leading up to them.
- The vehicle must not be used within 2 metres of any bunkers, ditches or ponds or slopes leading to them except when using the designated bridges
- Check the area behind the vehicle 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.

When in operation, the designated buggy routes, shown by **orange** stakes on the course, should be used. Note: only bridges designated by **orange** stakes to be used. At times the 90 degree rule may also be applied.

- Drive the vehicle only as fast as the terrain and safety considerations allow.
- To avoid tipping over, drive the buggy straight up and down slopes.
- Slow down before corners.
- All turns must be executed at reduced speed.



- Avoid sudden stops or changes of direction that may result in loss of control.
- Be extra careful when the course is wet, muddy or frosty.
- Be aware of bodies of water, such as ponds and ditches and keep away from edges.

### **After Use**

Hire buggies should be parked at the front of the Golf Shop entrance, with the parking brake engaged and the operating key removed and returned to the Golf Shop.

All keys must be returned to the Golf Shop.

Any incident must be immediately reported to the Golf Shop

### **Golf Buggy Safety Policy Acknowledgement**

Any person who operates a ride-on buggy on the Oakleaf Golf Complex 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 requires conscientious application and adherence to the minimum standard of care prescribed by this policy.

All buggy users must, prior to use, agree to the policy and comments below and will be required to sign a Buggy Safety Policy Acknowledgement Form to acknowledge the following:

- I have read and understand the Oakleaf Golf Complex Buggy Safe Working Practice.
- I have read and understand the terms and conditions of Oakleaf Golf Complex's Buggy Policy.
- I have been given the opportunity to ask questions related to this Policy.
- I confirm that I will comply with safety signage and instructions on the course and I am aware of the areas where I am unable to take a buggy.
- I will ensure that the buggy will be used in accordance with the Oakleaf Golf Complex's Buggy Policy.
- I confirm that I have a current and valid insurance policy to cover liability for risks to third parties (if private buggy).
- I confirm my buggy (if private) is fit for purpose and maintained as per manufacturer's instructions.
- I agree to indemnify Great Aycliffe Town Council against all claims costs and demands made against the Council arising out of, or in connection with, the use of the golf buggy.



## **Where Applicable**

- I possess and have produced a copy of certified evidence that I have a disability within the meaning of Section 6 of the Equality Act 2010, which disables me from playing golf without the use of a ride-on buggy.
- I have lodged with the Golf Shop a copy of my valid insurance policy to cover liability for risks to third parties.

Users of golf buggies do so at their own risk. The Oakleaf Golf Complex will not accept liability for any loss or damage to the golf buggy or any other property arising from the negligence of the Club or any of its servants or agents.

