

Complying with Legislation

Do you often think that the UK and EU legislation covering Health and Safety, protecting the environment and employing personnel is very hard to keep up with? Recently, EU Regulations have imposed onerous legislative practices on many companies and golf clubs.

To ensure that legislation is not overlooked or not complied with we recommend that you consider setting up a system that clearly and simply manages complying with the law. At present there are 18 pieces of identifiable legislation applicable to running a golf club. Each and every piece of legislation should be complied with and a clear audit trail available.

Our recommendation to golf clubs is to take a little time to do the following:

- Identify the 18 pieces of legislation.
- Cross check at your club which legislation you know you are fully complying with and tick this off the list. Identify the gaps.
- Once the gaps are identified formulate a 'simple plan' with dates and action parties to comply with the legislation.

- Ensure this plan is published to all departments which should include Head Greenkeeper/Course Manager, Catering, Bar Stewards, Club Committee, sub committees, professional etc. Ensure all departments accept the plan and enrol onto it.
- Close out the plan by producing the key documents and requirements of the legislation and review this regularly to ensure no new legislation has been published.

In the event of an unfortunate accident it is imperative to show that the club fully complied with all aspects of the current law. Unfortunately, from experience we estimate that only 60% of UK clubs can demonstrate this. Don't let it be yours that gets prosecuted as the penalties can included prison.

Jerard Winter is Senior Health and Safety Advisor at Haztek International and can be contacted on 0208 905 7552 or email: Jerrard@haztekinternational.com.

Quick Guide To Paternity Pay

SPP is paid to employees whose wife or partner is expecting a baby.

HOW DO I QUALIFY FOR STATUTORY PATERNITY PAY (SPP)?

To qualify for SPP you must:

- Be the biological father of the child.
- The mother's spouse or partner.
- Have been employed by the same employer for at least 26 weeks up to and including the 15th week before the baby's due (ie when the mother is 25 weeks pregnant).
- Average weekly earnings must be at least equal to the lower earnings limit for National Insurance purposes (£82 a week from April 2005).

HOW LONG CAN I HAVE OFF WORK AND WHEN?

You can choose to take either one or two consecutive weeks (not odd days). Leave can also start on any day of the week. You can also choose to start leave:

- From the date of the child's birth.
- From a chosen number of days or weeks after the date of the birth, it must, however, be completed within 56 days of the birth.
- From a chosen date later than the first day of the week in which the baby is expected to be born.
- If the baby is early leave must be completed 56 days after the first day of the expected week of birth.

HOW MUCH MONEY WILL I GET?

The rate of SPP is **£106 a week** (from April 2005) or 90% of average weekly earnings if this is less than £106.

TELLING YOUR EMPLOYER

You must inform your employer that you intend to take SPP by the end of the 15th week before the baby is expected (ie by the end of the 25th week of pregnancy) unless this is not reasonably practical. You must tell your employer:

- The week the baby is due.
- Whether you wish to take one or two weeks leave.
- When you want leave to start (You can change your mind on the date you wish to commence leave but you must give your employer 28 days notice unless this is not reasonably practical)

You must give your employer a self-certificate as evidence of your entitlement to SPP.

This information should not be treated as a complete and authoritative statement of the law. For further information go to the department of work and pensions website www.dwp.gov.uk.