

FAQ (Frequently Asked Questions)

1. In how many computers can I install the software?

In the full program, you can install the Program in as many computers as you want to run health & safety at your Golf Club.

The program is subject to copyright. Please do not give it out to other Clubs as they have not paid for the program or its development and in fact would break the law should they use it without permission.

2. Will the changes I make now be saved in the program?

In the full 2010 edition of the MHSgolf Program , every time you save an Excel file it will be saved permanently with the changes you have made. If you need to get back to the original, please re-install from the disc. If you already have saved information, please save to a different directory as the existing files will be copied over when re-installing

3. Will the MHSgolf Program be updated through the year?

Yes, the program will be updated by a small program sent out to you by Email. Only the files which have updated will be changed, the other files will remain unchanged. You will be informed of the files which will be changed to allow you to save your changed version elsewhere or not update at that time. All updates will be included in the MHSgolf 2011

4. Cost of the Program

The cost of the program is £215.00 per annum. This includes updates, Newsletter, and telephone or email queries. Through the year I would like to call in to discuss with you the program and your needs

If you require me to do an Official H&S Audit, I will have to charge you at £150 per half day visit (if you are beyond 30 miles from Cupar, I will have to charge you for expenses for travelling and overnight stay if required.)

4.



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Hi

Please find enclosed the **2010 Demo of the MHSgolf Health & Safety Program**. The program will cease to work on the date shown on the disc.

Last year, in response to many requests, we developed the program into a library of linked Excel Files. The program can run from the disc or be installed on your computer from the second page of the Program with an icon on the desktop named mhsgolf 2010. In the full program, the files can be changed and saved. Next year the icon & files will be in a directory 2011 which will allow you to keep your work and updates from previous years

Please read the rest of this newsletter as it explains some key workings of the program. I hope to come out to see most of you sometime in the spring to make sure you know the extent of the information at your fingertips!

If you find the MHSgolf 2010 program of interest, please contact us at the above address.

Douglas

Douglas Shearer
MHSgolf

1.

To load MHSgolf 2010 Program

The disc should automatically load from the disc when put into your CD Drive. If it does not, please go to your CD Drive in MS Explorer and double click MHSgolf2010.exe.

Information page in Section 1 Health & Safety Policy

In the full program, all the files have certain basic information linked into them. This as all taken from the Information Page on the C_Index Safety Policy.xls workbook. In your copy of the MHSgolf Program, we have entered the information as we have it. If the titles used are not correct, please go to this page and change the titles to suit. These will be reflected in all Excel Files e.g. if Head Greenkeeper is the title used in this information page, then it will be used in all relevant files: if this is changed in this information page to Course Manger, then Course Manager will appear in all relevant files. If you change the information page could you please let us know so that we can update my records.

Updating the program.

With the new program we will be able to update the program by supplying a small program by email that replaces the updated files on your computer. We will inform you of the files this will update so that you can choose whether or not to update. You may have made many changes in your copy of that file and do not wish these changes lost.

Could you please send us an email to confirm the Email address to be used to send the update and other information to you.

Step by Step approach to health & safety

We have produced a Step by Step guide to those who are starting from scratch. It is worth your while to glance through this, as it may explain things you have not used to date.

2.

Compliance records for clubhouse & Greenkeeping Facility

We have produced some pages to allow you to easily file information which you are required to keep – both in the clubhouse and in the Greenkeeping Facility.

Filtering

Some of the files now have lists that can be filtered to suit your golf club. An example of this is the Pesticide Generic COSHH Assessments. In this we have over seventy pesticides used on golf courses. However, most golf courses only use about eight pesticides. We have placed a filter on the index page of the file which will allow you to list only the pesticides you use, and allow these to be handled with ease.

Pesticide COSHH Assessment (accessed through Section 5 Risk assessments)

On the left hand column of the index spreadsheet you are asked to type a **1** against each of the pesticides you use. Once you have done this, click the down arrow at the top of the column, **de-select 'All " >> select 1 >> select OK**. Magically you will only see the pesticides you have selected.

The same applies to the
Staff Competence : Section 4b> Individual Training Manual>Index & Skills Audit
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Overall risk assessments: filter for task, equipment and work area

3.