

Activities covered by this assessment:	U11 U13 U16 & U19 Girls/Boys Table Tennis		
Site Address/Location:	Knighton Park Table Tennis Club	Department/Service/Team:	Active Together
Note: A person specific assessment must be carried out for young persons, disabled staff and new and expectant mothers conducting this activity.			

Hazard (Something with a potential to cause harm)	Who Might be Harmed & How?	Existing Controls	Initial Risk Rating (SxL)			Further Controls Required (Consider Control Hierarchy)	Final Risk Rating (SxL)			Action Required		
			Severity	Likelihood	Risk rating		Severity	Likelihood	Risk rating	Who: (Initial)	Date By: (--/--/--)	Done? ✓/✗
Activity surface and tables Conditions	Event Staff Comp Staff Volunteers Public Participants Slips / Trips / Falls Personal Injury Injury to Others	<ul style="list-style-type: none"> Check floor clear prior to set up Stop activity and clear / move to another playing area if required Suitable footwear to be worn by all participants All surfaces to be checked before and during play for changes in condition Tables to be set up with a gap between to prevent collisions and being played in the same direction to aid visibility of others. All tables to be checked that they are fit for play 	M	L	L	First Aid trained staff and kit on site						
Equipment - Lifting & Moving	Event Staff, inc. volunteers, Participants Personal Injury Injury to Others Collapse	<ul style="list-style-type: none"> Staff to only carry items that are within their capabilities Manual handling guidance to be undertaken by anyone carry heavy items. Split loads, push, pull or roll equipment where possible. Ensure promotional banners and branding is properly secured. 	L	L	L	First Aid trained staff and kit on site						

<p>Sports Equipment Faulty Equipment Dirty Equipment Equipment misused</p>	<p>Participants, Event staff, Comp Staff, Volunteers</p> <p>Personal Injury Faulty Equipment Dirty Equipment Equipment misused Slips / Trips / Falls and Collisions</p>	<ul style="list-style-type: none"> • Staff are trained on correct use of equipment • Staff inspect equipment before use • Faulty equipment is reported and replaced/removed • Equipment should be checked, secure and stable 	M	L	L	<p>First Aid trained staff and kit on site</p>						
<p>Environmental Risks</p>	<p>Event Staff, inc. volunteers, Participants, Volunteers, Contractors</p> <p>Dehydration, Exhaustion Slips / Trips / Falls and Collisions</p>	<ul style="list-style-type: none"> • Encourage breaks and regular water intake. • Water provided to all participants and staff/volunteers. • The fixture list will reflect that adequate rest is given. • Pre-event information will advise appropriate clothing and footwear is worn. • Verbal briefing delivered prior to event starting to participants and volunteers. 	M	L	M	<p>First Aid trained staff and kit on site</p>						
<p>Spectators</p>	<p>Participants, Spectators and Staff.</p> <p>Personal Injury, Safeguarding</p>	<ul style="list-style-type: none"> • Activity will be taking place in a secure area • Volunteers will be briefed on the safety procedures and their responsibilities on the day • Spectators to be seated / stood in appropriate area(s) • Teams/coaches will only be allowed into playing areas when they are due to play /at start/finish of the competition for presentation 	L	L	L	<p>First Aid trained staff and kit on site</p> <p>Necessary DBS / Safeguarding policies in place</p>						
<p>Participants moving between activity areas during, before and between sessions.</p>	<p>Comp Staff Participants Volunteers</p> <p>Various injuries (Including strike or blow from equipment and collision with other participants).</p>	<ul style="list-style-type: none"> • Comp Staff to ensure that participants are supervised or appropriately briefed and managed at all times. Comp staff and volunteers to co-ordinate safe crossing to other activity areas. • Centrally timed activities 	L	L	L	<p>First Aid trained staff and kit on site</p>						



<p>Access Routes & Entrances</p>	<p>Event Staff Comp Staff Volunteers Public Participants</p> <p>Slips / Trips / Falls Litter / Sharp Objects</p>	<ul style="list-style-type: none"> • Clear floor space & access routes of obstructions, tripping or slipping hazards. • Impose order to walk, not run • Be aware of surface conditions 	L	L	L	First Aid trained staff and kit on site						
<p>Participants moving from parking to event venue and returning back to transport at the end of the event.</p>	<p>Participants</p> <p>Participant walking into / being struck by a car on the road on campus, or becoming lost on campus</p>	<ul style="list-style-type: none"> • Prior notice to Team Managers that teams will be required to walk from parking. • Signage pointing out safe walking route on the day of the event. • Member of event staff to support signposting team managers to the route. 	H	L	M	First Aid trained staff and kit on site (EMS contacted if required)						
<p>Injuries due to inappropriate wearing of clothing/footwear/jewellery/long hair</p>	<p>Staff and Participants. Personal Injury Injury to Others</p>	<ul style="list-style-type: none"> • Pre-activity check. • Ensure appropriate footwear and clothing is worn for the activity. • Ensure all jewellery is removed and long hair is tied back. 	M	M	M	First Aid trained staff and kit on site						
<p>Pre-existing medical conditions</p>	<p>Staff and Participants. Injury and Illness.</p>	<ul style="list-style-type: none"> • All participants to have completed medical consent form. School Team managers aware of known medical conditions prior to event. 	H	L	M	First Aid trained staff and kit on site						

To add more rows to the risk assessment, tap the → button until the cursor sits at the end of the row, then press return key.

<p>During this activity, what could go wrong resulting in an emergency situation?</p>	<p>Participant illness/unknown conditions/participant injury</p>
<p>How could this emergency situation be prevented / controlled?</p>	<p>School staff to have access to Medical Consent of parents/guardians of participants, emergency procedures in place, staff and participant briefing ahead of the event, First Aid trained staff and kit on site</p>
<p>Who should respond to a potential emergency situation and how? Have staff been trained to respond to this emergency situation?</p>	<p>First Aid trained staff / mobile phones used to contact Emergency Medical Technician or depending on severity contact emergency services directly by mobile phone / Briefing provided for all staff.</p>
<p>Could any non-routine changes affect the safety arrangements in place for this activity? (Weather, People, etc.) What can be done?</p>	<p>Unknown medical conditions of participants – each participant/team will complete medical consent prior to the event and first aid provision on site Faulty equipment – equipment checked before use, faulty equipment to be removed and replaced immediately. Weather – N/A due to indoor event</p>

Delivered by



Risk Assessor(s) Name(s):	Matt Hackfath	Risk Assessor(s) Signature(s):	<i>M. Hackfath</i>			
Authorised By:	G. Maltby	Authoriser Signature:	G. Maltby			
Date Conducted:		Date Review Required:		Date of Last Review:	28/9/23	Initial

Potential Severity of Harm	High Death, paralysis, long term serious ill health.	Medium	High	High
	Medium An injury requiring further medical assistance or is a RIDDOR incident.	Low	Medium	High
	Low Minor injuries not resulting in any first aid or absence from work.	Low	Low	Medium
	Low The event is unlikely to happen.	Medium It is fairly likely it will happen.	High It is likely to happen.	
	Likelihood of Harm Occurring			

Risk Rating Definitions	
Low	This is an acceptable level of risk. No further controls are required as the risk rating cannot be reduced any further. However, it is advised that continual monitoring occurs in order to ensure that no changes / deviation of control measures occur.
Medium	It is advised that further controls are implemented to reduce the risk rating to as low a level as possible. If the risk cannot be reduced to lower than a medium, then on site monitoring should occur to ensure that all stipulated controls are being adhered to.
High	This is an unacceptable risk rating. Urgent interim controls should be implemented to reduce the risk so far as is reasonably practicable. If the risk rating cannot be reduced to lower than a High, then a documented safe system of work should be implemented to control the activity. It may be necessary to seek further professional advice. Serious consideration should be given to the validity of carrying out the activity at all. Monitoring of the activity should occur.