 Risk Assessment Table Tennis

Event name \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Event Date** |  | **Key Contacts**Event managers/ Coaches Mob.

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| Name | Club/School | Mobile |
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| **Event Address** |  |
| **Event Manager**  |  |
| **Total Number of athletes & volunteers** |

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| --- | --- |
| **Athletes** |  |
| **volunteers** |  |

 | **1:4 ratio reached** |
| **Primary First Aid Contact** | **Name:Mobile Number:** | **First aid kit location:Date of Expiry:** |
| **Emergency Numbers** | **Police/Fire/Ambulance -** 111**Poisons -** 0800 764 766 |

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| **High Risk** | **Medium Risk** | **Low Risk** |

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| **Risk**  | **Risk severity pre** | **Risk Reduction / Controls** | **Risk severity post** |
| **Venue Specific** | 1. Getting lost, not knowing venue facilities or meeting points.
2. General venue risks.
3. Natural emergency.
 |  | 1. Event manager or venue is required to do H&S induction and emergency evacuation procedures with all team managers before the beginning of the event.
2. Brief all team managers on the format for the day, facilities e.g. toilets and venue specific risks. Please see event briefing document for more guidance.
3. Site specific RAMS made available to all managers prior to event if required
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| **Sport specific**Table tennis | 1. Fingers trapped in table tennis tables on set up/ incorrect set up.
2. Hit by bat.
 |   | 1. Tables are checked before use each time. Only trained people to put them up/take them down.
2. Ensure only athletes playing the match are in range of match. Create safe zone.
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| **Risk**  |  | **Risk Reduction / Controls**  |  |
| **People** | 1. Participants unwell/sick.
2. Allergies/ Medical conditions.
3. Injuries.
4. Athlete experience level.
5. Poor communication.
6. General public.
7. Inexperienced staff/Volunteers.
 |  | 1. No participants/volunteers or staff are permitted into the event if they are feeling unwell and are to stay home. Contact Tracing is to be completed at every event. The use of the infrared thermometers is also to be used at every event. Cold like symptoms, and/or displaying a fever on the infrared thermometers is to result in removal from venue (and event) and contact tracing should be monitored.
2. Athletes/Coaches/Guardians to carry necessary medication & Medical forms.
3. Appropriate warm up and stretching.

 Coaches to bring along own first aid kits & ensuring dates have not expired.1. All athletes to have undertaken at least 10 weeks of training before competition. Event expectations and rules clearly outlined before attending, and during the event. Monitored closely from coaches throughout.
2. Clear & simple communication. Event manager to give brief to coaches prior to event.
3. Coaches/event manager to observe any personnel that look suspicious and unfamiliar. All reported to Event Manager to investigate immediately. Clear guidance to get into event with signs excluding public if necessary.
4. All volunteers need to be registered and completed a valid police check. All club volunteers to attend event briefing at the start of the event. No inexperienced volunteers to be left alone without help/direction prior.
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| **Environment**  | **Indoor & Outdoor**1. Transport / Parking.
2. Playing area.
3. Slippery surface.
4. Exposure to noise.
5. Natural disaster.
 |  |  1. Event signage outside for traffic if required. Extra vigilance when exiting and entering vehicles with athletes in cark parks and main roads to get to and from event.
2. Site inspection before, during and after the event.
3. If possible dry slippery surfaces or clearly mark hazard areas. If court is damp or wet, it must be dried immediately or play to cease on that court area until the surface is dry.
4. Appropriate sound levels used regarding venue.
5. Clearly marked entrances, exits, assembly point covered in H&S briefing.
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| **Equipment** | 1. Cluttered areas.
2. Faulty equipment.
3. Incorrect use of equipment.
4. Incorrect clothing / footwear.
5. Sound system.
 |  | 1. All equipment not in use stored correctly.
2. Ensure equipment is appropriate for competition and safe for athletes to use.
3. Ensure equipment in use has appropriate supervisors.
4. Club coaches/volunteers to check clothing and footwear is appropriate.
5. Ensure Sound system levels are clear and audible throughout the venue.
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| **Medical Incident Process** |
| All coaches should have copies of athlete’s medical forms on hand.**If there is a medical incident:** **Get the first aider, call 111.** **In the case of a serious incident please call your RSC or CEO as soon as reasonably possible**Volunteer to [**fill out an incident report**](file:///C%3A%5CUsers%5CDavidHibberd%5CDownloads%5CIncident-ampamp-Accident-Reporting-Fo%20%285%29.docx) and give to the Event Manager at the end of event> this is submitted to the RSC > logged into the H&S file > reviewed by H&S committee. |
| **Contact Tracing** |
| * A contact tracing register must be created and held at the event for the venue and events director of all those present
* Any athlete, coach or volunteer that is displaying any cold like symptoms are not permitted to attend.
* Each team will be responsible for replacing a coach/volunteer to ensure that the 1:4 ratio is maintained.
* Hand Sanitiser, soap and hand towels to be present at events to aid in preventing spread of any germs
* If an athlete or volunteer falls ill during the event the Events Manager is to be made aware and all precautionary measures taken if applicable, including alerting venue & MOH.
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I confirm that the above action items have been implemented and all measures have been taken to keep athletes and volunteers safe during the event.

Signed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (Event Manager ) Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_