

RISK ASSESSMENT

Organisation: Kidlington Table Tennis Club

Risk Assessment For: The Pavilion Exeter Close,

Date of Risk Assessment: January 2018

What are the hazards?	Who might be harmed and how?	What are you already doing?	What further action is necessary?	Action by whom?	Action by when?	Done			
Vehicle Movement	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	Car park well lit. Members aware of car park layout and pedestrian movements.	None						
Slips, trips, falls and other injuries of site users.	Players, spectators, and other site users may suffer injuries such as fractures or bruising if they slip, e.g. on spillages or trip over objects.	External surfaces and clubhouse maintained to good standard. Good lighting in car park and all rooms and corridors in clubhouse. Spillages inside will be cleared up immediately. No storage in corridors. No trailing electrical leads/cables. Access to drinking water tap will be kept clear of	Volunteers at sessions to fill in accident report forms for the Parish Council. Maintain a supply of accident report forms.	John Duncalfe to remind all members, again, about the accident report forms in the file in the Store room and other matters in this section.	In February 2018.				

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		<p>obstructions.</p> <p>Tournament area will be kept clear from food provision.</p> <p>First aiders on hand in case of injuries when possible.</p> <p>Maintain a first aid kit.</p>							
Fire	If trapped, site users could suffer fatal injuries from smoke inhalation/burns	<p>Fire extinguishers in place.</p> <p>Fire exits clearly marked.</p> <p>No obstructions to fire exits or passage through Pavilion. Ensuring that the main door shutter is raised for an extra 5 seconds after it is fully raised to make sure that the fire door shutters are raised enough to not restrict the fire doors.</p> <p>Checking that fire alarms work.</p>	<p>Ensure that exits remain obstruction free on the days of event.</p> <p>Aim to synchronise the external shutters so there is no possibility of fire doors being restricted.</p>	<p>Karl Bushell checks fire alarms work.</p> <p>All members opening the main door carry out the required action.</p> <p>Kidlington Parish Council to investigate the possibility of synchronising the external shutters.</p>	<p>Weekly</p> <p>KPC to investigate shutter synchronisation this Winter.</p>	<p>All members who open up have instructions on opening, closing and running sessions.</p>			
Manual handling of	May suffer back pain if they try	<p>advised to work in pairs when moving</p>	<p>No further action</p>	<p>John Duncalfe to inform all</p>		<p>Health and safety guidelines,</p>			

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tables and chairs	to lift objects that are too heavy or awkward. Falling tables may injure those handling tables.	tables and to ask for assistance. Maintaining tables annually. All tables are designed to be raised and put down by one person.	needed.	members of procedures when moving tables.		including information on table moving, are posted on the club notice board in the Hallway.
Kitchen / food preparation	People in/around food preparation areas may suffer burns and injuries from kitchen utensils spillages, hot water/equipment etc.	Relevant safety warning signs displayed. Access to kitchen to be limited to those with need to access. First aiders on hand in case of injuries when possible. First aid kit available.	No further action needed.			

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Personal Security	<p>All members if their whereabouts are not known if a fire alarm sounds. Juniors, if coaches and session supervisors do not know who is picking them up and whether medical attention is needed or photography is planned.</p> <p>Juniors may suffer be suffering from child abuse either at the club or elsewhere.</p>	<p>Maintaining attendance registers at all sessions. Requiring full names to be used on attendance registers.</p> <p>Requiring parents/guardians of juniors to sign a membership form for their child saying that they</p> <ol style="list-style-type: none"> 1. would pick their child up from sessions; 2. require their child to abide by club rules and codes of conduct; 3. will, or will not, give permission for their child to receive appropriate urgent medical treatment, including anaesthetic; 4. will, or will not, allow photographs of their child to be taken during club activities to be used in club publicity material, press releases and on the club or Table Tennis England's websites. <p>Parents/guardians are contacted by phone in the event of any incident.</p> <p>The club maintains child protection reporting forms and any committee member will complete a form if possible child protection issues are reported to them and will send it to the</p>	<p>A notice will be posted on the club notice board asking that parents/guardians provide their child with appropriate emergency equipment as appropriate and that they inform the club committee that their child may need to use this. These parents/guardians should be asked to attend whilst their child is at an activity or a proxy is present to administer any emergency medical treatment.</p> <p>The club should inform parents/ guardians that any possible child protection issue should be reported to a committee member and that that member is required to complete a child protection reporting form and send the form to the relevant authorities.</p>	<p>The committee will post the notice and advertise the medical procedures on the website.</p> <p>The committee will inform parents/guardians of juniors of the child protection procedures.</p>	This Winter	Membership application form requires parents/guardians to sign for the 4 items on the membership form.

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Hazards when playing.	Players may slip, fall and collide with other players and objects.	<p>We require players to wear clothing and footwear appropriate to playing table tennis.</p> <p>We require that players do not eat and drink or wear earphones or operate mobile phones whilst playing.</p> <p>New tables do not need to be locked. The playing area must be free of obstacles before play is allowed.</p> <p>No encroachment on playing areas is allowed during play except at the request of the player or in an emergency.</p> <p>Juniors and other players are required to follow the instructions of the coaches and supervisors at sessions.</p> <p>Supervisors and coaches are required to carry mobile phones to contact emergency services if necessary.</p> <p>The club posts Health and Safety guidelines on the club notice board covering the points made in the risk assessment.</p>	Updating of the Health and Safety Guidelines.	John Duncalfe to do the Updating.	This Winter.	

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Hazards when playing	Any player may suffer a heart attack.	A defibrillator is on the wall near the entrance to Exeter Hall. There is a notice on the wall in the Hall giving the location of the defibrillator.	All members should be reminded that the defibrillator is at Exeter Hall and that they should use it if there is an incident in the Hall that requires it. They should be told that they can only use it in conjunction with a mobile phone.	The club Secretary to inform members of the presence of the defibrillator, and when to use it and to use it in conjunction with a mobile phone.	February 2018.	