

**Date of Risk Assessment: March 2023**

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
<b>Vehicle Movement</b>	Pedestrians could suffer serious injury if struck by cars entering/leaving car park or moving in it.	<p><b>Car park well lit.</b></p> <p><b>Members are made aware of car park layout and pedestrian movements.</b></p>	<b>None</b>			
<b>Slips, trips, falls and other injuries of site users.</b>	<b>Players may slip, fall and collide with other players and objects.</b>	<p><b>We require players to wear clothing and footwear appropriate to playing table tennis.</b></p> <p><b>We require that players do not eat and drink or wear earphones or operate mobile phones whilst</b></p>	<b>Reminding players of requirements.</b>	<b>Club Secretary</b>	<b>As soon as risk assessment is approved.</b>	

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		<p><b>playing.</b></p> <p><b>The playing area must be free of obstacles before play is allowed.</b></p> <p><b>No encroachment on playing areas is allowed during play except at the request of the player or in an emergency.</b></p> <p><b>Juniors and other players are required to follow the instructions of the coaches and supervisors at sessions.</b></p> <p><b>Supervisors and coaches are required to carry mobile phones to contact emergency</b></p>		<p><b>Coaches and Supervisors.</b></p>		

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<p>Poor ventilation may spread airborne disease</p>	<p>Any member attending when the Hall is not ventilated.</p>	<p>services if necessary.</p> <p>The carpeted seating area should not be used for storage except for seats and a maximum of two tables. Storage for excess tables is available in the Store adjacent to the club store.</p>	<p>Suggesting that windows at either end of the Hall are open to ensure a through flow of air when necessary to ventilate the Hall properly.</p>	<p>Coaches, supervisors and captains</p>	<p>As soon as the risk assessment is approved</p>	

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		<p><b>Opening doors and windows.</b></p> <p><b>Ensuring members are provided with seating at each end of the Hall during club sessions to prevent overcrowding in the carpeted area and, therefore, to limit the adverse effects of any poor ventilation issues.</b></p>				

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Fire	If trapped, site users could suffer fatal injuries from smoke inhalation/burns	<p><b>Fire extinguishers in place.</b></p> <p><b>Fire exits clearly marked.</b></p> <p><b>Signs showing assembly areas in the event of a fire are in place.</b></p> <p><b>Making sure that there are no</b></p>	<p><b>Reminding members of what we are doing re fire hazards</b></p> <p>The shutter over the fire doors in the main Hall should be raised fully to ensure the fire doors are not</p>	<p><b>Treasurer checks fire alarms work.</b></p> <p><b>Coaches, supervisors and captains to carry out actions.</b></p> <p><b>Secretary to</b></p>	<p><b>Weekly</b></p> <p><b>As necessary</b></p> <p><b>As soon as the risk assessment has been</b></p>	
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		<p><b>obstructions to fire exits or passage throughout the Pavilion and that the shutters over them are fully raised whilst there are people present.</b></p> <p><b>Checking that fire alarms work.</b></p> <p><b>All members who open up have instructions on opening and closing.</b></p>	<p>restricted.</p> <p>In the event of an alarm sounding coaches, supervisors or captains should conduct a sweep of the premises to ensure everyone has evacuated and should direct them to the designated gathering place.</p>	<p><b>remind them of the actions.</b></p>	<p><b>approved.</b></p>	
<p>Manual handling of tables and chairs</p>	<p>May suffer back pain if they try to lift objects that are too heavy or</p>	<p><b>Tables only to be erected by a Supervisor, Coach or Captain or by a member under</b></p>	<p><b>Reminding members</b></p>	<p><b>Club Secretary</b></p>	<p><b>As soon as risk assessment is approved.</b></p>	<p><b>Health and safety guidelines, including information on</b></p>

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	awkward.  <b>Falling tables may injure those handling tables.</b>	<b>supervision by one of those.</b>  <b>Maintaining tables annually.</b>  <b>All tables are designed to be raised and put down by one person.</b>				<b>table moving, are posted on the club notice board in the Hallway.</b>
<b>Kitchen / food preparation</b>	People in/around food preparation areas may suffer burns and injuries from kitchen utensils spillages, hot water/equipment etc.	<b>Relevant safety warning signs displayed.</b>  <b>Access to kitchen to be limited to those with need to access.</b>  <b>First aiders on hand in case of injuries when possible. First aid kit available.</b>	<b>No further action needed.</b>			
<b>Players collapsing</b>	<b>Any member or</b>	<b>A defibrillator has been installed in</b>	<b>Training members</b>	<b>Treasurer or Parish Council</b>	<b>Training supervisors and</b>	

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	<b>visitor present.</b>	<b>the entrance hall. Members with first aid qualification are often at hand.</b>	<b>annually in the use of the defibrillator. Members qualified in first aid should be allowed to treat collapsed players in accordance with their training.</b>	<b>rep.</b>	<b>coaches in November. Training all members by Easter 2023 and repeating training annually.</b>	

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<b>Noise and other antisocial behaviour of Outsiders, including theft and damage of</b>	<b>Any member by verbal assault or, possibly, physical assault and</b>	<b>Ignoring outside noise. Ensuring the main door is locked at times.</b>	<b>Making sure the main door is locked during coaching, open session and match nights when it is considered that there is a risk</b>	<b>Coaches, supervisors and captains to open and lock the main door as</b>	<b>As soon as the risk assessment is approved.</b>	



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<b>property.</b>	<b>property loss.</b>		<b>from outside antisocial behaviour.</b>	<b>necessary.</b>		
<b>Personal Security</b>	<b>Juniors, if coaches and session supervisors do not know who is picking them up.</b>	<b>Requiring parents of juniors to sign a membership form for their child saying that they would pick them up from sessions.</b>	<b>Requiring parents of juniors to inform the club who is picking up their child if it is not them.</b>	<b>Club Secretary</b>	<b>As soon as risk assessment is approved.</b>	<b>Membership application form requires parents/guardians to pick up juniors or to inform the club who will do that if it is not them.</b>
<b>Smoking can injure your health</b>	<b>Any Member</b>	<b>Discouraging members from smoking.</b>	<b>To make clear that smoking is banned within the building.</b>	<b>Club Secretary</b>	<b>As soon as the risk assessment is approved.</b>	
<b>Players attending when in apparent ill health</b>	<b>Other players may contract the illness</b>	<b>Advising players to stay away from the club if they are ill.</b>	<b>Advising all members that they can choose not to play someone who they think is unwell and may transmit an illness to them.</b>	<b>Club Secretary.</b>	<b>As soon as risk assessment is approved.</b>	

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<p><b>Unwanted photography may be interpreted as voyeurism.</b></p>	<p><b>Particularly juniors</b></p>	<p><b>Juniors' parents are requested to allow photography</b></p>	<p><b>Ensure every prospective new member is asked, when applying for membership, whether they would permit being photographed.</b></p>	<p><b>Treasurer</b></p>	<p><b>Ongoing</b></p>	

Appendix 3