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| ACTIVITY / SITUATION: ***Table Tennis***  SITE LOCATION: Laureate  RISK ASSESSMENT REF: ***TTEN*** SHEET: ***1 of 2***  REVIEW DATE: **SEPTEMBER 2023**  ASSESSOR: Chloe Barden | | | Persons at Risk | | | | | NOTES ON RISK RATES: **SEVERITY:**  A – Death, major injury, damage, loss of property  B – 3 days abs, moderate injury / damage  C – Minor injury, loss / damage  **LIKELIHOOD:**  1 – Extremely likely to occur  2 – Likely to occur  3 – Unlikely to occur  **RISK LEVEL:** H – High M – Medium L – Low | **Risk Rate** | | |
| Employees | Students | Other Users | Contractors | Public | Severity | Likelihood | Risk level (after control measure) |
| **ACTIVITY/ HAZARD** | **Haz No.** | IDENTIFIED RISK | PRECAUTIONS AND CONTROLS |
| Setting up tables | **1** | Dropping on part of body or loss of control and hitting another member of the team | ✓ | ✓ |  |  |  | Put out by trained staff taking care not to run over feet with the posts. | C | 3 | L |
| Equipment left by the side of the court | **2** | Slip/Trip | ✓ | ✓ |  |  |  | Reminder to consider spatial awareness at all times. Collect up equipment after use. Bags to be placed well away from playing area | C | 3 | L |
| During the Game | **3** | Injuries caused by being struck by ball particularly in doubles games |  | ✓ |  |  |  | equipment must be in satisfactory condition.  provide safe, well-lit environment.  limit numbers on Court.  define each player’s space.  provide space for least experienced players.  do not hit ball shuttle outside your zone. | C | 2 | L |
| During the game | **4** | Colliding injuries with other players, equipment or walls. | ✓ | ✓ |  |  | ✓ | students to be aware of other players.  clear any obstructions to playing surface.  posts and nets must be secure and in safe condition.  staff control games with set rules.  players not to impede opponents. | C | 2 | L |
| Spectators | **5** | Outside Spectators |  | ✓ |  |  |  | Spectators kept out of the playing area within safe distance. | C | 3 | L |
| Fire Escape | **6** | Children or parents exiting the door inappropriately. Blocking the exit with equipment. |  | ✓ |  |  | ✓ | Reminder to use the main exit doors and to keep the exit clear at all times | C | 2 | L |
| Toilets | **7** | Participants getting lost when going to the toilet | ✓ | ✓ |  |  |  | Toilet arrangements clearly pointed out participants know where to go. Member of staff from each school to accompany participants to the toilet to ensure safe passage to and from the activity | C | 3 | L |
| Unaccompanied children leaving the event without parental or school supervision | **8** | Children leaving un accompanied or with an adult not in direct supervision. Child exiting into carpark and not looking. |  | ✓ |  |  | ✓ | Briefing for school staff to ensure all children have designated meeting point for school and are not allowed to leave without prior agreement from school staff should a parent come to collect them from the venue | C | 1 | L |
| Child Protection | **9** | Staff and supervising adults | ✓ | ✓ |  |  |  | Ensure all staff and supervising adults adhere to schools own child protection and safeguarding policy | C | 2 | L |
|  | **10** | Children Photographed | ✓ | ✓ |  |  |  | Ensure all photographs shared with DSSN are compliant with own schools safeguarding protocols. Schools must tick the photo consent form on the registration form to allow DSSN to take photos. Otherwise no photos will be taken | C | 2 | L |