**Risk Assessment Guidance**

The assessor can assign values for the hazard severity (a) and likelihood of occurrence (b) (taking into account the frequency and duration of exposure) on a scale of 1 to 5,



then multiply them together to give the rating band:

|  |  |
| --- | --- |
| **Hazard Severity (a)** | **Likelihood of Occurrence (b)** |
| **1 – Trivial** (eg discomfort, slight bruising, self-help recovery)  **2 – Minor** (eg small cut, abrasion, basic first aid need)  **3 – Moderate** (eg strain, sprain, incapacitation > 3 days)  **4 – Serious** (eg fracture, hospitalisation >24 hrs, incapacitation >4 weeks)  **5 – Fatal** (single or multiple) | **1 – Remote** (almost never)  **2 – Unlikely** (occurs rarely)  **3 – Possible** (could occur, but uncommon)  **4 – Likely** (recurrent but not frequent)  **5 – Very likely** (occurs frequently) |

The risk rating (high, medium or low) indicates the level of

response required to be taken when designing the action plan.

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| --- | --- | --- |
| **Rating Bands (a x b)** | | |
| **LOW RISK (1 – 8)** | **MEDIUM RISK (9 - 12)** | **HIGH RISK (15 - 25)** |
|  |  |  |
| Continue, but review periodically to ensure controls remain effective | Continue, but implement additional reasonably practicable controls where possible and monitor regularly | **-STOP THE ACTIVITY-**  Identify new controls. Activity must not proceed until risks are  reduced to a low or medium level |

**Fatal**

**Remote**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **1** | **2** | **3** | **4** | **5** |
| **2** | **4** | **6** | **8** | **10** |
| **3** | **6** | **9** | **12** | **15** |
| **4** | **8** | **12** | **16** | **20** |
| **5** | **10** | **15** | **20** | **25** |

**Trivial**

**Minor**

**Moderate**

**Serious**

**Unlikely**

**Possible**

**Likely**

**Very likely**

**Risk Assessment Record**

|  |  |  |
| --- | --- | --- |
| **Risk Assessment of: Table Tennis** | **Assessor(s): Addi Duhan/Tim Walters** | **Date:**  03/06/2022 |
| **Overview of activity / location / equipment /**  **conditions being assessed:** | Table tennis sport located in the Founders hall. Most equipment is in good condition, except for 2 tables, which are to be repaired. | |
| **Generic or specific assessment? Specific for the 2021/22 Academic Year (Semester 1)** | **Context of assessment** (delete as appropriate): Session planning | |

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| --- | --- | --- | --- | --- | --- | --- | --- |
| **#** | **Hazard(s) identified** | **Persons affected** | **Existing controls & measures** | **A** | **B** | **AxB** | **Additional controls required** |
| 1 | Players could fall/slip during play. Tables have sharp edges. | Players | * Appropriate indoor footwear is required. * Play suspended if committee member deems floor/playing surface insufficient in grip, or insufficient light levels. * Play suspended if committee member determines playing surface damaged, obstructed, or non-uniform. * Committee supervision on correct equipment and technique of play to minimize potential for injury. | 3 | 3 | 9 |  |
| 2 | Inappropriate handling of equipment | Anyone handling equipment | * Correct handling of equipment is shown to all users and majority of equipment is setup by committee during sessions. * Table locks are removed to reduce risk of damaging tables during setup. * Committee supervision on the correct set-up of the tables, especially of the broken tables. These may be hazardous if not set-up correctly. | 2 | 4 | 8 |  |
| 3 | Trip hazard on table tennis barriers | Players | * Setup of barriers is done by committee in a coherent manner to reduce trip hazard during play. * Barriers inspected during assembly and disassembly to ensure no ‘exposed’ or sharp elements/protrusions. | 2 | 3 | 6 |  |
| 4 | Interference of other activities in hall as balls escape to other hall quadrants. | Players and other users of the hall | * Barriers setup to stop rogue balls and tables positioned further away from dividers to reduce risk. * Committee supervision for safe retrieval of loose balls. * Play suspended if trip hazard develops or objects interfere with usual flow of play. | 2 | 3 | 6 |  |
| 5 | Collisions during play | Players and bystanders | * Rotation of players on each table during busy sessions to reduce number of bystanders around tables but controlled on the side. | 1 | 2 | 2 |  |
| 6 | Accidents/Injury | Players | * If injury occurs STV staff are notified- See Below Document regarding First Aid Incidents   [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-Sulis-poster.pdf)  [**https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf**](https://www.thesubath.com/pageassets/resources/sport/First-Aid-STV-poster.pdf) | 2 | 2 | 4 |  |
| 7 | Injury Prevention | Players | * Make sure all players do a suitable warm up before play | 2 | 2 | 4 |  |
| 8 | Tables being damaged when transported outside of Founders hall | Committee transporting bystanders | * Tables outside Founders hall must be managed by at least 2 people and only hard ground to roll tables on | 2 | 2 | 4 |  |
| 9 | Inappropriate kit | Players | **Please refer to the guidelines set by the University Sports Department.** <https://www.thesubath.com/pageassets/resources/sport/Facility-Rules-Regulations-2019-20-Clubs-Groups-and-Organisations.pdf> | **1** | **1** | **1** |  |
| 10 | Dehydration/Exhaustion/Weather | Players | Insist on water being brought to matches and practice by all players. Act on the advice of coaches and officials if the player is unfit to continue.  Apply appropriate protection in the form of sun cream. | **2** | **1** | **2** |  |
| 11 | People participating who are not medically fit | Players | Ensure participants are eligible to participate – age, ability etc relevant to the session  Ensure participants are medically fir to participate, enquire in sensitive and confidential | **3** | **3** | **9** |  |
| 12 | Fire Evacuation Procedures | Everyone Present | Fire evacuation procedures in place on site, participants to follow the instruction of facility staff members. | **4** | **1** | **4** |  |
|  | **Assessor Name:**  Addi Duhan/Tim Walters | | **Review date:**  03/06/2022 | | | | |

**Risk Assessment Action Plan**

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| --- | --- | --- | --- | --- | --- |
| **Action Plan in respect of: Table Tennis Club** | | | | | **Prepared by: Addi Duhan** |
| **Ref**  **no.** | **Action to be taken, incl. Cost** | **By whom** | **Target**  **date** | **Review**  **date** | **Outcome at review date** |
| 1 |  | Addi Duhan | 03/06/22 | NA |  |
| 2 |  | Tim Walters | 03/06/22 | NA |  |
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|  |  |  |  |  |  |
| Responsible manager’s signature: Addi Duhan  Print name: Addi Duhan Date: 03/06/22 | | | | Responsible manager’s signature:  Print name: Date: | |