



## Risk Assessment

Equipment / activity: Ping Pong/Table Tennis  
Date: 13/12/2023

Hazard	Who is at risk?	Possible effects/harm	Likelihood (high, medium, low)	Evaluation & Control Measures	Revised risk rating (high, medium, low)	Are there adequate control measures in place?
<b>Loading, handling and transportation of equipment</b>	Operator, spectator	Injury	Low	All staff to be trained in manual handling. Manual handling to be reduced to a minimum by use of trolleys/lifts. Loads to be properly secured. Where required, multiple persons must handle equipment.	Low	Yes
<b>Installation of equipment on site</b>	Operator, spectator, participants	Injury to operator, spectators or participants. Damage to venue.	Low	Operator must have clear, unhindered access to the setup area. Setup area to be clear and free from debris. Pre setup checks on equipment to check for damage. Equipment to be set up away from sources of water.	Low	Yes

<b>Installation of equipment on site (cont).</b>				Equipment should be assembled according to manufacturer's instructions, ensuring legs are fully locked in place and table is flat and stable.		
<b>Ground type</b>	Operator, spectator, participants	Injury to operator, spectators or participants.	Low	Equipment to be installed and operated on a hard standing	Low	Yes
<b>Operation of equipment on site</b>	Spectator, participants	Injury to operator, spectators or participants.	Low	Spectators not allowed in the operational area whilst someone is participating. Spectators to be kept at a distance from the equipment and not allowed to sit/rest, or interfere with the equipment in any way.	Low	Yes

<b>Operation of equipment on site (cont).</b>				Care should be taken to ensure that the loose objects of the game do not get thrown or used away from the equipment. Inappropriate behaviour should be reported to the event manager and any improper use should result in that person leaving the equipment.		
<b>User safety</b>	Organiser, spectator, participants	Injury to organiser, spectators or participants.	Low	Should any participant appear to be under the influence of alcohol/ drugs to the extent where they are posing a risk to spectators or themselves, the organiser will close the equipment. Children to be supervised by an adult at all times. Maximum of 2 users per game is permitted.	Low	Yes

<b>Weather</b>	Organiser, spectator, participants	Slip/trip	Low	The equipment can only be used in a dry environment, away from any sources of water/ humidity/ cold.	Low	Yes
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## Risk rating

### High

For example:

- fatality possible to one or more individuals however infrequent
- major injury to few individuals occurring frequently
- likelihood of long term muscular-skeletal problems affecting significant numbers of staff

**Immediate action required**

### Medium

For example:

- major injury to one/few individuals occurring infrequently
- likelihood of long term muscular-skeletal problems affecting some staff. Requires attention as soon as possible

### Low

For example:

- minor injury occurring infrequently to few staff.  
Not a priority, may need attention if not as low as reasonably practicable.