

# General Risk Assessment

## Work/Activity: Table Tennis Club Generic Risk Assessment 2019-20

**[Enter details of what activity you are risk assessing. Include locations, times, dates, numbers of people, duration and activity descriptions]**

This is a risk assessment of all considered hazards around the activities of **Southampton University Table Tennis Club**. We run weekly training sessions on Wednesday (not currently running during exam season), Saturday 13:00-15:30 and Sunday 13:00-15:30. All of our sessions are run in **The Cube**, with the training having around 15 people and the recreational and development sessions having 8-20 people. We occasionally run one-off sessions for tournaments or casual play.

As a society, we attend BUCS league both home and away matches, and do an overnight trip to Nottingham for a tournament there. This year we have entered 3 Men's teams and 2 Women's teams so the number of people travelling each Wednesday for BUCS matches is a maximum of 16 people. There will be a similar number of people travelling to Nottingham for the BUCS Nationals tournament. **UPDATES: All BUCS fixtures, including BUCS nationals have been cancelled. We may organise a tournament over the summer in conjunction with Southampton Table Tennis Association – but we will submit separate risk assessments for any extra activities of this kind.**

The whole committee will get shown the risk assessment and the assessor Alex Lane will make sure they understand it.

Group: University of Southampton Table Tennis Club

Assessor(s): Alex Lane

Contact: [al7g17@soton.ac.uk](mailto:al7g17@soton.ac.uk)

Guidance/standards/Reference documents

Competence requirements

**[Please enter any H&S guidance referred to when write this Risk assessment. This could be codes of practice from your NGB or industry body, group policies, instructions, manufacturer's guidance, advice from HSE, useful websites or copies of qualifications and certificates.]**

- [e.g]
- <http://www.hse.gov.uk/Risk/faq.htm>
  - <https://tabletennisengland.co.uk/wp-content/uploads/2020/07/Ready-to-Return-Official-Guidance-V20.1-11-05-21.pdf>

**Role:** [who has what H&S responsibilities for each task e.g. event stewards]

**Skills, experience or qualifications** [what training/experience has this person had to undertake their H&S responsibilities]

All Committee Members – Ensure safe operation of society events

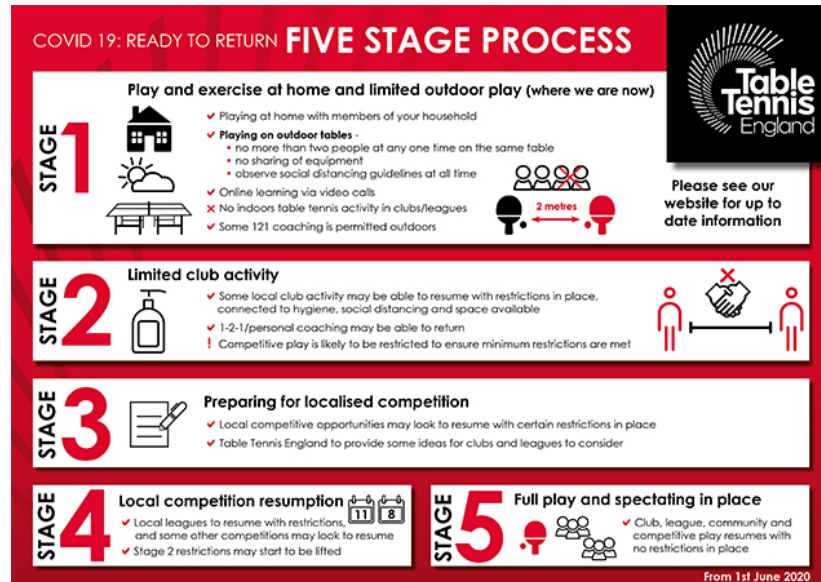
Each has experience in safely setting up the table tennis tables and have been responsible members of a table tennis club for at least a year.

# General Risk Assessment

Below find an outline of TTE's return to play plan. As of 17<sup>th</sup> May 2021, we are in STAGE 4. Referring to the document above, this theoretically does not put a cap on our numbers but we will keep our self imposed cap of 20.

N/A

N/A



**COVID 19: READY TO RETURN FIVE STAGE PROCESS**

**STAGE 1** Play and exercise at home and limited outdoor play (where we are now)

- ✓ Playing at home with members of your household
- ✓ **Playing on outdoor tables** -
  - no more than two people at any one time on the same table
  - no sharing of equipment
  - observe social distancing guidelines at all time
- ✓ Online learning via video calls
- ✗ No indoors table tennis activity in clubs/leagues
- ✓ Some 121 coaching is permitted outdoors

**STAGE 2** Limited club activity

- ✓ Some local club activity may be able to resume with restrictions in place, connected to hygiene, social distancing and space available
- ✓ 1-2-1/personal coaching may be able to return
- ! Competitive play is likely to be restricted to ensure minimum restrictions are met

**STAGE 3** Preparing for localised competition

- ✓ Local competitive opportunities may look to resume with certain restrictions in place
- ✓ Table Tennis England to provide some ideas for clubs and leagues to consider

**STAGE 4** Local competition resumption

- ✓ Local leagues to resume with restrictions, and some other competitions may look to resume
- ✓ Stage 2 restrictions may start to be lifted

**STAGE 5** Full play and spectating in place

- ✓ Club, league, community and competitive play resumes with no restrictions in place

From 1st June 2020

Risk assessments linked

[Identify areas of your activity which will fall under a different risk assessment. For example, fire risk assessments when using a building will have been covered by the premises operator.]

SUSU Premises Risk Assessments

Away-university Premises Assessments.

# General Risk Assessment

Task	Hazards	Who might be harmed and how	Current control measures	Current risk (Likelihood x Impact)/9	Additional control measures	Action by whom?	Residual risk /9	Check SA/D M
Emergency Procedures	Fire/flood etc	Members of clubs/Players of other teams/supporters/match officials/staff Physical injury/Distress/ill health - A major hazard like a fire can cause physical injury, mass panic and deaths. Similarly flooding can cause physical injury/panic and can carry disease.	First aid at facilities available in the building being used for practice.	1 x 3 = 3	Ensure that a designated member of the club knows the emergency procedures of the Students' Union Building.	Committee members	1 x 3 = 3	

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Sporting Activities - Environment	Uneven/slippery surfaces- this could be due to poor ground maintenance.	Members of clubs/Players of other teams/supporters/match officials/staff  Physical injury - due to falls/trips on uneven or slippery ground	First aid at facilities available in the building being used for practice.	2 x 2 = 4	Maintenance checks. A member of the club carries out a visual inspection of the area and report any issues to the Students' Union. Committee request players to wear suitable footwear when playing table tennis. Check the area for spillages and items that may be tripped over. Areas to be kept clear of excess equipment. The floor will need cleaning on a regular basis in order for it not to build dust and become slippery.	Committee members	1 x 2 = 2	
Sporting Activities - Environment	Poor playing technique	Members of clubs/Players of other teams/match officials/  Physical injury or distress - people with limited capabilities can cause injury due to poor technique which can distress other members	First aid at facilities available in the building being used for practice.	1 x 1 = 1	Ensure that committee members are present to help improve the technique of members. Members may also be paired up with suitable individuals for training.	Committee members	1 x 1 = 1	

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Sporting Activities - People/Objects	Collision or contact	<p>Members of clubs/Players of other teams/supporters/match officials/staff</p> <p>Physical injury - Collision/contact with other people/objects can cause physical injury if not wearing the correct kit or using the correct technique. Could injure spectators if they are not suitably far away/aware of the activity</p>	First aid at facilities available in the building being used for practice.	2 x 1 = 2	Ensure that committee members are present to help improve the technique of members. Members may also be paired up with suitable individuals for training. Make sure that the activity is clearly marked out and not in the way of spectators. Ensure that correct kit is worn and correct equipment is used. In event of injury, committee should be aware of nearest first aid staff and facilities.	Committee members	1 x 1 = 1	
Sporting Activities - Equipment	Equipment	Physical Injury - Equipment can cause physical injury is not set-up/worn/used correctly. e.g. a table falling on a person	First aid at facilities available in the building being used for practice.	1 x 2 = 2	Committee should check whether tables are setup safely and equipment is being used correctly.	Committee members	1 x 2 = 2	

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Manual Handling	Lifting/pushing/pulling/gripping/twisting	Committee members of club/players of club  Physical injury - incorrect technique handling/moving table tennis tables with awkward movements such as twisting can result in physical injury	First aid at facilities available in the building being used for practice.	1 x 1 = 1	Ensure sufficient training in manual handling has been given to all individuals expected to move the table tennis tables. Multiple people moving the tables would also reduce the chances of any injuries. Only move tables you are going to use, to avoid unnecessary contact (COVID-19).	Committee members	1 x 1 = 1	
Travelling to Away Games	Members getting lost	Players attending away games may get lost finding their way to away games	Ensuring the players know exactly where and when their matches are.	1 x 1 = 1	Ensure they have a phone number from a committee member who knows where they are going. Also ensure there is an experienced player with the team.	Committee members	1 x 1 = 1	
Travelling to Away Games	Accidents in transit (e.g. Road accidents)	When driving road accidents may occur, which can cause very serious injury to players. As well as other travel related incidents.	UK laws/restrictions/ tests on driving.	1x3=3	License/insurance/fit state to drive of driver checked before commencement of travel if driving.	Committee Members/Team members	1x3=3	

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Sporting Activities - People	Novices/beginners at sessions	Committee members of club/players of club  Injuries due to poor technique and erratic footwork	First aid at facilities available in the building being used for practice.	1 x 1 = 1	Sessions/drills run at the right level for participants by coaches and having an acceptable ratio of experienced players to novices.	Committee members	1 x 1 = 1	
Overcrowding	Injury due to overcrowding (e.g. trips), or difficulty escaping in an emergency	Committee members of club/players of club	First aid at facilities available in the building being used for practice.	2 x 1 = 2	Limit the number of players to a max capacity suitable for the room. Take turns when at high capacity. Maximum capacity will also be reduced because of the risk of COVID-19.	Committee Members	1 x 1 = 1	
Sporting Activities - People	Sprains and strains/non-impact injuries	Committee members of club/players of club	First aid at facilities available in the building being used for practice.	1 x 2 = 2	Warm up and cool downs. Committee members present to check for injured members. Check if participants have existing injuries.	Committee Members	1 x 1 = 1	

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Sporting Activities – Kit & Equipment	Unsuitable sportswear	Participant wearing and any other participant wearing inappropriate sportswear such as sharp jewelry, immobile clothing and high heels  Could result in broken/dislocated bones/joints primarily of the fingers and broken/torn skin or trips.	First aid at facilities available in the building being used for practice.	1 x 2 = 2	Ask members to wear appropriate sportswear. Remind all players that the Jubilee changing rooms are currently closed.	Committee Members	1 x 1 = 1	
Sporting Activities – People	Dehydration/Exhaustion	Participants may become dehydrated or exhausted due to physical exertion.	First aid available at facilities, also water is easily accessible with a dispenser under 20ft from the venue.	1x1=1	Committee members can point this out water and intervene if participants seem to be acting as if exhausted/dehydrated and suggest they take a break/take on some water.	Committee Members	1x1=1	
Sporting Activities – People	Previous Medical Conditions.	Participants may have previous medical conditions which may impact their safety/ability to participate in the session.	First aid available at facilities	1x2=2	Ask members on joining the club if there are any pre-existing conditions that we should be aware of, and any actions that we can take now or should take in the future if it becomes an issue. Particularly important with relation to COVID-19.	Committee Members	1x1=1	



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1 way system in narrow corridors	COVID-19	Participants may not be familiar with one way system, unintentionally risking facilitating the spread of Covid-19.	Signage is clear indicating this system. Vast majority of people are aware of reasons this is required.	3x1=3	We will recap this in our first few sessions as well as on our promotional material. Focus on international membership (language barriers). We will remind members to wear a mask while in transit.	All members are responsible	1x1=1	
Social distancing	COVID-19	Participants are either unaware or don't abide by the social distancing rules. Coronavirus infection within the group.	University signage reminding students to physically distance.	3x1=3	Set up tables, with barriers, in a way that enables social distancing. For this we will follow the latest TTE (Table Tennis England) guidance – currently at stage 4/5 of the “return to play” plan.	Committee members	2x1=2	
Keeping venues clean for next users	COVID-19	Transmission of COVID-19 from us to the next users.	We will follow the new guidance to finish our session 15 before the end, to allow time for cleaning.	1x2=2	Members will be encouraged to not touch or sit on surfaces unnecessarily. Spectators will not be allowed to reduce this risk.	Committee members	1x1=1	
General health measures	COVID-19	The spreading of coronavirus to others at training sessions.	The common sense of our members.	2x2=4	Keep a detailed register of members. Encourage all players to wash their hands before and after each session. No spectators. Encourage all members to sign up for track and trace. Players must report symptoms/confirmed case to	All members are responsible	1x1=1	

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					the club as soon as they become apparent.			
Responding to a case of COVID-19 within the club community	COVID-19	A larger outbreak within the club could take place if action is not immediately taken.	Current university protocol	2x3=6	<p>Ensure regular education of club members about the COVID protocols. Eg. Newsletters, emails, website, briefing on arrival.</p> <p>Establish a Communication Plan outlining who the Club needs to advise if there is a suspected or positive case of coronavirus and who is responsible for doing that.</p> <p>Take appropriate measures following a case (isolation etc).</p> <p>Follow TTE guidance for how to return safely following a confirmed case.</p>	Players will report any symptoms/ confirmed cases ASAP to our health and safety officer.	1x2=2	

<b>Reviewed By:</b>	<b>Comments:</b>
<b>Responsible person:</b> <i>Beverly Chong</i> <b>Date:</b> <i>16/05/2021</i>	<i>I'm the health and safety officer for SOTTC</i>

# General Risk Assessment

MATT WARE	17/05/2021	UKCC LEVEL III TABLE TENNIS COACH
SUSU H&S manager (where applicable):	Date:	

Likelihood			
Impact	3	6	9
	2	4	6
	1	2	3

## Likelihood

Level	Description
<b>High (3)</b>	Will probably occur in most circumstances
<b>Medium (2)</b>	Might occur at some time
<b>Low (1)</b>	May occur only in exceptional circumstances

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Impact	
Level	Description
<b>High (3)</b>	Major Injury or Death; Loss of limb or life-threatening conditions. In hospital for more than 3 days, and/or subject to extensive prolonged course of medical treatment and support.
<b>Medium (2)</b>	Serious injury causing hospitalisation, less than 3 days. Rehabilitation could last for several months.
<b>Low (1)</b>	Minor/superficial injuries. Local first aid treatment or absence from work for less than 3 days.