

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
Slips, trips, falls and other injuries of site users.	Players and visitors may suffer injuries such as fractures, cuts or bruising if they slip, e.g. on ice in carpark, or spillages, or trip over objects.	Salt applied when area by entrance is icy Spillages inside are cleared up immediately. Belongings are kept away from through areas Church maintains a first aid kit in kitchen.	External surfaces and church maintained to good standard. Make supervisors aware of Risk Assessment and potential issues to monitor Maintain a supply of accident report forms in the club file at the venue. Identify first aiders, offer basic first aid training to increase number.	Grace Church Secretary		
Fire	If trapped, site users could suffer fatal injuries from smoke inhalation/burns	Fire extinguishers in place. Fire exits clearly marked. No obstructions to fire exits Checking that fire alarms work. Wheelchair available for evacuating disabled person	Secretary to check with Grace Church	Grace church		
Manual handling of table tennis tables and chairs	May suffer back pain or muscle injuries through lifting heavy objects or handling tables wrongly Table can be pulled over on top of someone if not opened correctly	Supervisors and players advised to work in pairs when moving tables and to ask for assistance. Users to make sure wheels are not locked and braces are loosened before moving tables. Maintaining tables annually.	Short induction for new supervisors on handling tables Instructions on using equipment safely in instructions for supervisors	Secretary	April 2019	
Muscle and back injuries collecting balls from under furniture	Anyone collecting balls	Tubes and a net available for easier ball collection	Remind supervisors to ensure tubes are put out	Secretary	April 2019	Done
Kitchen – drinks and food preparation on Thursday mornings	People in/around food preparation areas may suffer burns and injuries from kitchen utensils, spillages, hot	Creating a rota for providing drinks to limit number in kitchen	Check whether relevant safety	Sue Collett Grace Church	April 2019 April 2019	

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
	water, equipment etc.	First Aid kit available	warning signs displayed. Check First Aid kit is fully stocked	Grace Church		
Raised area by altar table	Players on the end table may trip over the step while playing. People may trip on the step going up and down to register or leave belongings Players may trip over band equipment, cables etc	Pointing out trip hazard to newcomers Register players using table by doors to the lobby				
Getting locked in	Someone using the toilet at the end of a session may get locked in	Supervisors check no one is in the toilet before locking up	Add point about checking toilets to the supervisor instructions	Secretary	April 2019	Done
Hazards when playing.	Players may slip, trip or fall Players may be hit accidentally by another player's bat during doubles or when walking behind tables Players may catch hands on table edges, causing minor cuts.	Players are advised to wear suitable footwear for table tennis. The playing area is kept free of obstacles. Supervisor reminds spectators to stand well clear of playing area First Aid kit available	Maintain a supply of accident report forms at the venue. Identify first aiders, offer basic first aid training to increase number. Supervisors asked to read the risk assessment for the venue to be aware of potential issues	Secretary	April 2019	Done
Over exertion and/or becoming unwell	Players	Players sign a form to indicate that they are fit enough to play table tennis and have discussed this with their GP if there is any concern. Supervisor monitors play to check if anyone is showing signs of fatigue. Supervisor ensures first aid is administered and medical help obtained if necessary.	Identify first aiders, offer basic first aid training to increase number. Consider raising funds with others in the community for a defibrillator at the church	Secretary	April 2019	

