

Risk Assessment

Risk assessment template based on the Health and Safety Executive model.

Activity/Person/Location	Table Tennis
Service Area	
Manager	Nadim Mea
Assessor(s) including employee representative	Nadim Mea
Date of assessment	29 th September 2020
Review date	30 th October 2020

Resultant Risk Rating Please tick	
High	
Medium	
Low (normal)	X

What are the hazards?	Who may be harmed and how? (risk)	What are you already doing?	What further action is necessary?	Actions by whom?	Action by when?	Date Completed
Number of people	Participants	Indoor play is allowed. Singles between households allowed. Doubles from same household only. 6 people maximum allowed				
Use of changing rooms, lockers and showers	Users and staff	No use of changing rooms. You should arrive ready and changed, ready to exercise.				
Toilets		Use of sixth form corridor toilet, one in one out system. Interval cleaning of toilet by cleaners.				
Equipment	Participants	Castle Green to set up, ensure to wash hands afterwards. Participants to bring in their own equipment and take it away.	None			
Arriving and leaving	Participants and Staff	Download and use NHS Covid 19 app. Arrive through reception and follow corridor to hall.				

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		<p>Exit through fire exit doors when finished, opened and closed by CG staff.</p> <p>No congregating in foyer or car park or other parts of the building.</p> <p>Use hand sanitisers before entering and when leaving.</p> <p>Use of face mask advisable when walking through building.</p>				
Sneezing and spitting	Participants and staff	Use tissues, catch it, kill it, bin it. dispose of rubbish in bins.				
Track and Trace	Staff Members Visitors	CG to have details of participants on booking system if needed. kept for 21 days,				
Symptoms	Staff Members Visitors	<p>Poster on display outlining Government guidelines on symptoms.</p> <p>Symptoms:</p> <ul style="list-style-type: none"> •A high temperature •A new, continuous cough •A loss of or change in your sense of smell or taste <p>There are temperature checks when using the site.</p> <p>Anyone that develops symptoms of Covid-19 whilst at the site to go straight home, to self-isolate and order a test; if they need to be collected, they can wait somewhere away from others; if they are having difficulty breathing to call 999 and tell the operator that they are having difficulty breathing and have Covid like symptoms)</p>				

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		<p>NHS Covid-19 testing is available via the NHS testing and tracing webpage or by dialling 119 (or dial111 if they show signs.</p> <p>Risk assessment sent to just host hirers and available on web page.</p>				
Checking for temperature	Participants and staff	Use of temperature checking system at reception	On loan from Bouygues.			

It is important you discuss your assessment and proposed action with employees and their representatives. A risk assessment is only effective if you and your employees act on it. You must follow through with any actions required and review it on a regular basis. You should review your risk assessment if you think it may no longer be valid e.g. following an accident/incident, or if there are significant changes to the hazards in your workplace, such as new equipment or work activities. You should consider, at a minimum, an annual review of your assessment. Risk assessment guidance is available for further information and advice on carrying out a risk assessment.