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# **RISK ASSESSMENT FORM**

| **Activity: Playing table tennis in the Ballincollig Community Centre,Cork City** | | | | **Date of Assessment: 23/06/2025** | | | | |
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| **Assessment Undertaken By: Eoin Kelly** | | | | **Risk Category: Individual** | | | | |
| **Hazard** | **Risk of** | **Person / Item Affected** | **Existing Controls** | | **Person Responsible** | Risk Evaluation | | |
| **L** | **C** | **RR** |
| Slips, Trips & Falls.  Equipment  Players  Safeguarding | Physical injury  Physical injury  Physical injury  Physical injury & abuse | All participants  All participants  All participants  Children & vulnerable adults | Sports Hall floor to be cleaned by Community Centre staff on a regular basis.  Inspect floor condition before every session for possible hazards. Check player footgear is correct.  Report non-functioning lights to caretaker.  Lids to be kept on water bottles during play  Mop up water spillages immediately and place wet floor signs out for remaining duration of training session.  Stop playing if floor becomes slippery due to condensation, mop up and turn on fan heating until floor is dry.  Check equipment before use for safe use  Only trained persons to set tables up/down  Correct lifting technique when moving equipment in/out of store to be adopted – two people are required to mover tables.. Ramp provided for moving tables from the store area onto the hall floor and back again must be used at ALL times  Only three people in the store when moving equipment in/out  Appropriate footwear/ dress to be worn  Bats to be in playable condition  Players to be injury/illness free – disclosure of injury/illness to be sought where indicated and no play allowed/restricted.  Vetting & safeguarding training completed by coaches, volunteers, club safeguarding officer & designated liaison person  Club safeguarding risk assessment in place  Contact details for Club Safeguarding Officer and Designated Liaison Person on Club website  Contact details for Safeguarding Officer for each competition/event placed on notices at each Club event  All persons attending training sessions/events are to sign in and out in the attendance sheet provided. | | Hall manager  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Session coach  Club Chairperson  Club Chairperson  Club Secretary  Event referee/top table administrator  Session coach/event manager | 1  1  3  3  2  1  2  2  2  1  1  1  1  2  1  1  1 | 3  2  3  3  3  2  3  3  3  3  3  2  3  3  3  2  2 | 3  2  9  9  6  2  6  6  6  3  3  2  3  6  3  2  2 |

**ACTION PLAN**

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| **Hazard** | **Proposed Additional Control Measures Required** | | | **Person(s)**  **Responsible** | | **Date Completed** | Residual Risk Evaluation | | |
| L | C | RR |
|  |  | | |  | |  |  |  |  |
| **Signature:Eoin Kelly's signature**  **Signature:** | | **Date: 23/6/25**  **Date: \_\_\_\_\_\_\_\_\_\_\_** | **Revision No:**  **Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** | | **Next Review Date:** | | | | |
| **Risk Assessment Communicated to Coaches: Yes** √ **No** | | | **Date Risk Assessment Communicated to Coaches: 25/6/25** | | | | | | |