



TABLE TENNIS (VENUE-BASED) RISK ASSESSMENT CHECKLIST V7

u3a Name: Coquetdale	Date: 13/07/2025
Name of person completing risk assessment checklist: Stephen Hall, Vivienne Fleet.	
Interest Group: Table Tennis	
Description of Activity: Table tennis games played inside the 2 activity rooms at the Rothbury Tennis club	
Checklists for; Both a Personal Checklist for ALL Members (P) and that for the Activity Co-ordinator (C)	

1) Member Checklist (P)	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	Prior to starting any activity ensure you have not had recent contact with an infectious disease such as flu or Covid 19. Inform the Activity Co-ordinator if you develop such an infectious disease.				
	Make an informed decision whether you can take part in the activity without adverse risk to yourself or to others.				
	Have you provided the Co-ordinator an emergency contact name and number? In addition ensure you bring along any medical aids or personal medication. that you may require				
	Ensure you are appropriately dressed and have appropriate footwear for playing the sport.				
2) Co-ordinator Checklist (C)	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
General	Is the area where the u3a activity is taking place in well lit and away from any hazards?				
2) Co-ordinator Checklist (C) Cont.	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?





	Are floor surfaces in good condition to prevent slips, trips, and falls?	√			Maintain dry and clean playing surface, and clean up any spills noted before and during any play
	Are all walkways kept clear and free from obstruction?	√			
	Are there enough seats for all members in attendance?	√			Ensure seats are in line and suitably positioned away from the tables. Any other items, eg clothing to be stored on pegs or table surfaces not on chairs, to maintain seating space
	Has a register of members in attendance been taken for fire safety reasons?	√			All players to sign in on arrival and on paying subscription.
Electrical	Have you made sure there are no trailing leads or cables?	√			Kitchen areas to be kept tidy and electricity sockets for kettles etc and lights switched off when not in use.
	Is the use of socket adapters (e.g., extension leads) per socket kept to an absolute minimum to prevent overloading?	√		√	
	Have all cables been inspected to ensure they are intact and safe for use?	√			
	If the venue requires PAT testing, has equipment been PAT tested?	√			
Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	√			
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?	√			
	Is there a working smoke alarm?	√			
	Is there a working carbon monoxide alarm?				No gas appliances on site so not required.
2) Co-ordinator Checklist (C) Cont.	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
	Are all smoke and fire stop doors kept closed when not in use, and never wedged open (except doors on magnetic catches linked to the fire alarm system)?				





	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?			√	
Equipment	Do you have a lockable and secure area to store u3a equipment, if applicable?		√		Tables presently stored in shower area of changing rooms, which could be a hazard to users, however showers no longer in use. Nets and balls saved in locked cupboard in main room.
Wellbeing	Are refreshments available to members? (e.g., water, tea)	√			Tea and coffee making facilities available in adjoining kitchen. Extra care must be taken when drinks are brought into the playing areas at break times to avoid spills and possible collisions with players.
	Is there a first aid box that is checked regularly and has been stocked?	√			Requires update and replacement as necessary

Other identified risks (for both P and C)	What will you do to mitigate these risks?
Movement of persons not playing, into main play room and in / out of kitchen, with drinks, and or arriving via the corridor, resulting in collision with players.	Ensure door into kitchen and corridor are kept closed and persons only enter when play has stopped, to avoid player collisions with doors or persons.
Movement in and return of tables before and after play, care required to avoid personal injury at doorways and through mis-handling	Two persons to manoeuvre the tables, along fully lighted corridors and walk ways. Tables only to be opened by two persons, to avoid damage to frames and possible injury.
Spills of drinks onto playing surfaces resulting in slip hazard.	Mop and dry surfaces should this occur immediately and before play resumes.
Use of first floor room for a third table, open stairwell at side of room may present possible fall hazard.	Protect open stair at times of play using the timber barrier which should be fixed on both sides to the newel post and lift door fixing, and secured using the elasticated ropes provided.
Other identified risks (for both P and C) Cont.	What will you do to mitigate these risks?
Items of other equipment within the playing zone causing possible collision hazards	Ensure any miscellaneous equipment within playing areas on both floors is an adequate distance from tables to enable players to play games without obstruction.





u3a	Venue Based Risk Assessment Checklist		The Third Age Trust
Version	Description of changes	Date of change	Review date
1.0	Original Checklist	12.09.2022	12.09.2023
2.0	Revised for Coquetdale u3a for Table Tennis at Rothbury Tennis club	18.12.2023	...
3.0	Updated to include both C and P Checklists	13/01/24	
4.0	Order of Checklists revised to make member items first (P)	17/01/24	
5.0	First floor stair barrier fixing details included	05/05/2025	05/05/2026
6.0	Minor size reduction covid comments and spaces	13/07/2025	13/07/2026
7.0	Table storage in Shower area comments modified as not in use, CO monitor comments.	05/08/2025	

