



SPORTING RISK ASSESSMENT CHECKLIST

u3a Name: Bracknell Forest u3a	Date: 21st March 2023
Name of person completing risk assessment checklist: Jill Keates	
Interest Group: Table Tennis	
Description of Activity: To play Table Tennis at Bracknell Leisure Centre/Everyone Active. The group plays in the multi-purpose area	

This checklist is to help in the planning for an outdoor sporting activity. This isn't an exhaustive list, so think carefully about any specific risks you may encounter. It is likely that you will need to add to this risk assessment checklist. This form can (and should) be altered to suit specific activity requirements.

Where you identify a particular risk, you should note the actions you will take to reduce the risk. It's important to carry out a risk assessment checklist before the activity takes place, and you can always add to this during the activity.

	Risk Assessment Checklist	Yes	No	N/A	If no, what actions will you take to mitigate this risk?
Member wellbeing and safety	Have you taken a register of attendees?	✓			Register is taken at the beginning of the session
	Do you have the emergency contact details of each attendee if members are happy to provide this information?	✓			The large majority of members have provided an emergency contact
	Have you checked the weather to ensure that it is suitable for this u3a activity to go ahead?	✓			Indoor activity, but group would be cancelled if weather was too inclement for members to safely travel to centre e.g., snow or if there was extremely hot weather.
	Do all attendees have access to water?	✓			Members can bring their own or can purchase from the on-site café. Members are reminded when they join the group to bring a drink
	Have all attendees removed loose jewellery (if appropriate)?			✓	





	Are all attendees wearing suitable clothing/footwear?	✓			Members have to wear non marking trainers
	Have attendees appropriately warmed up?	✓			Members “knock up” before playing 1 st game.
	Have attendees had the opportunity to make the group leader aware of any illnesses that may impact their participation and what actions should be taken if illness occurs? Note, this is not an obligation on members.				Members are asked to make group coordinator aware of any pre-existing health conditions and carry with you any necessary medications.
	Is there a space for attendees who need to take a break?	✓			Seating is available. Members usually rotate during each session
	Is there a first aid box that is easy to access and fully stocked?	✓			The centre has one
	Are attendees aware in the event of a serious incident, they should call emergency services even if there is a trained first aider present?	✓			Members would call 999 and inform the centre
Activity area/ public space	Is the activity taking place in an area specifically designed for this activity (e.g., a tennis court)?		✓		Activity takes place in a multi-use area
	Is the activity area suitable for the activity taking place?	✓			
	Is the activity area accessible to attendees?	✓			
	Is the activity area accessible to emergency vehicles?	✓			
	Have you inspected the ground and activity area for hazards?	✓			Group leader checks the floor and removes any rubbish found
	Have you removed any hazards in the activity area if safe to do so?	✓			
	Are spectators a safe distance away from the activity area?			✓	Only members of the group who are playing and they are seated as far away from tables as possible





	Is there a secure area to store attendees' belongings during the u3a activity?			✓	Members keep their belongings with them
Equipment	Is the equipment in good condition and fit for use?	✓			Table tennis tables provided by centre – members supply own bats and group coordinator the balls
	Have attendees received a demonstration on how to use equipment correctly?			✓	
	Is there the correct equipment/vehicle to transport heavy items required for the activity (if applicable)?			✓	Centre sets up table tennis tables
	Is there a lockable storage or secure area to store equipment when not in use (if applicable)?			✓	Tables belong to centre

Fire Safety	Are all fire exit and escape routes, fire alarm points and fire-fighting equipment clearly visible, unobstructed and appropriately indicated?	✓			Everyone Active is responsible for this.
	Have members been informed of safety procedures, including where to congregate in the event of a fire alarm?				Group coordinator will inform and remind group
	Is there a working smoke alarm?	✓			Everyone Active is responsible for this
	Is there a working carbon monoxide alarm?			✓	
	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)?	✓			Centre is responsible for this
	Are appropriate procedures in place to assist disabled members who may be present during a fire evacuation?			✓	





Other identified risks:	What will you do to mitigate these risks?
There is a boxed area on the wall that tall members of the group could bang their heads on. This room not normally used	Chair placed on the floor below boxed area to remind people not to go into that area. The boxed area is partially cushioned – Any accidents are reported to the centre

u3a	Outdoor Sporting 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

