



Health and Safety Guidelines

These guidelines help the club to assess the safety of its facilities, equipment and safety procedures. They compliment any statutory health and safety regulations that may apply to the building and/or the club's activities. Undertaking a safety check based on these guidelines helps the club to reduce the risk of accidents.

The club Secretary should check each item each time the club facility is open. Any items rectified or requiring further attention should be recorded and action taken as appropriate.

A club that hires premises, although not necessarily directly responsible for the facility it uses, should nonetheless carry out a basic safety check and pass on details of any items requiring attention to those responsible.

FACILITY

1. Venue

Security : were the premises that the club uses secure on arrival?
: ensure that the premises are secure on departure.

Condition : was there any damage apparent on arrival?
: report any damage caused during use of the premises.

: were the premises clean and tidy on arrival?
: ensure that the premises are clean and tidy on departure.

Are the ancillary facilities in a safe and usable condition?

All the ancillary facilities, i.e. those outside the playing hall such as toilets, social area, glueing area etc., should be safe and suitable for use as should all electrical appliances.

2. Playing Hall

Is the playing hall set up safely for Table Tennis?

The tables should be set out in the hall to provide:

- a safety zone, up to a metre wide for match play, between a playing area and an adjacent side wall or obstruction.
- surrounds between playing areas and safety zones and circulation areas.
- a playing area for each table of at least:
8 x 4 metres for coaching and practice, surrounds between playing areas optional, or
9 x 5 m (10 x 5m recommended) for match play, with surrounds between tables.

Is the floor safe for Table Tennis?

The floor within the playing area(s) should be clean and clear of obstructions, including sports bags and other personal items.

Is all the club's equipment in good condition and safe for use?

Equipment should be checked as it is put up and put away for damage or maintenance items.

Tables should not be set up, taken down or moved by anyone without the physical capability or familiarity with the equipment. New members to be given instruction in how to set up, take down and move tables safely and avoiding damage. Those under 16 years of age should be supervised by an adult.

Are the lighting, heating and ventilation working properly?

Continued overleaf

For safety as well as comfort the lighting, heating and ventilation systems in the hall should be working properly.

SESSION

3. Emergency Evacuation

Are the emergency exits clear and operable?

All emergency exits from the building should be clear of obstruction and open easily.

Are emergency evacuation procedures publicly displayed?

Emergency evacuation procedures should be prominently displayed on the club notice board.

Are participants aware of the emergency evacuation procedures?

Participants should be reminded of the emergency evacuation procedure for the venue, including the location of emergency exits and assembly points.

Can emergency service vehicles access the premises?

Access routes for emergency vehicles around the building must be kept clear at all times.

4. Contacts and Medical Information

Is a working telephone available?

A phone, either a land line or a dedicated club mobile phone, with a specific and well publicised number, should be available at all times for emergency contact.

Is a first aid box available?

A suitably stocked first aid box should be available at all times.

Is the database of member contacts and medical information available, in case of emergency?

The database of club members' emergency contact numbers and medical information should be up-to-date and available to the Duty Officer in the event of an emergency.

Is the attendance register up-to-date?

The name of all participants should be recorded on the attendance register for safety and administrative purposes. An emergency contact number and any relevant medical information should be taken for non-members participating in club activities.

5. Dress Code

Are participants appropriately dressed for Table Tennis?

For safety, as well as comfort, all participants should have clothing and footwear suitable for playing Table Tennis. This usually consists of a short sleeved shirt with optional tracksuit top/sweatshirt, shorts/skirt or tracksuit/jogging bottoms and training shoes with non-marking soles.