RISK ASSESSMENT WIZARD



TABLE TENNIS

Safety Guide

Sports Recreation

6	40	22
Key Benefits	Control Measures	Checklist Items

KEY BENEFITS

Hand-Eye Coordination

Enhances hand-eye coordination and reflexes essential for fast-paced racket play.

Mental Agility

Improves mental agility and concentration through strategic shot placement and anticipation.

Fine Motor Skills

Develops fine motor skills and precision necessary for accurate ball control.

Agility & Quickness

Increases agility and quickness with rapid movements and directional changes.

Cardiovascular Health

Boosts cardiovascular health and overall fitness through sustained active play.

Stress Relief

Supports stress relief and mental well-being through engaging and enjoyable activity.

KEY HAZARDS & CONTROL MEASURES

Wet/Slippery Surfaces

- ✔ Ensure the playing area floor is clean and dry before play
- ✔ Use warning signs for wet areas and delay play until safe
- ✔ Implement regular cleaning schedules to remove moisture
- ✔ Encourage players to report spills immediately

Table Collision

- ✔ Ensure adequate space around the table for safe movement
- ✔ Use tables with rounded edges and protective padding if possible
- ✔ Educate players on spatial awareness and proper footwork
- ✔ Maintain proper distance between tables

Player Collision

- ✔ Encourage clear communication between players in doubles
- ✔ Provide training on spatial awareness
- ✔ Establish clear roles and areas of responsibility
- ✔ Ensure adequate playing area for each table

Improper Warm-Up/Cool-Down

- ✔ Implement mandatory warm-up and cool-down routines
- ✔ Allocate sufficient time for these activities
- ✔ Include stretching and sport-specific exercises
- ✔ Educate players on their importance

Ball Impact (Eye Injury)

- ✔ Educate players on maintaining awareness during play
- ✔ Ensure adequate lighting for good visibility
- ✔ Encourage the use of protective eyewear if appropriate
- ✔ Supervise play to address unsafe behavior

Poor Lighting

- ✔ Ensure lighting meets indoor sports standards
- ✔ Regularly maintain lighting fixtures
- ✔ Provide even illumination without glare
- ✔ Position lights to avoid shadows on playing surface

Overcrowded Playing Area

- ✔ Limit the number of players in the playing area
- ✔ Provide adequate space between tables
- ✔ Organize sessions to manage participant numbers
- ✔ Use barriers or dividers where appropriate

Poor Equipment Maintenance

- ✔ Regularly inspect paddles and tables for damage
- ✔ Repair or replace faulty items promptly
- ✔ Educate players on equipment care
- ✔ Check table stability and net tension before play

Reaching Instead of Moving

- ✔ Teach players proper footwork to move into position
- ✔ Encourage agility exercises
- ✔ Correct improper movements during coaching
- ✔ Emphasize importance of balance

Safeguarding

- ✔ Implement a safeguarding policy and train all staff
- ✔ Conduct background checks on coaches and volunteers
- ✔ Provide clear reporting procedures
- ✔ Foster a safe and inclusive environment

PRE-SESSION SAFETY CHECKLIST

Risk Assessment

- [ ] Complete and review risk assessment for this activity
- [ ] Ensure all identified hazards have control measures in place
- [ ] Brief all staff on key risks and emergency procedures

Venue & Equipment

- [ ] Floor clean and dry
- [ ] No debris or trip hazards
- [ ] Tables stable and level
- [ ] Nets at correct height
- [ ] Balls in good condition
- [ ] First aid kit accessible
- [ ] Adequate lighting

Players

- [ ] Appropriate sports attire
- [ ] Proper indoor sports shoes
- [ ] No jewellery
- [ ] Paddles in good condition
- [ ] Any injuries declared
- [ ] Water bottles available
- [ ] Bags stored safely away

Supervision & Documentation

- [ ] Qualified coach(es) present
- [ ] Appropriate ratios maintained
- [ ] First aider identified
- [ ] Attendance completed
- [ ] Session plan appropriate

RISK ASSESSMENT WIZARD

Take Your Safety To The Next Level

Create professional, customized risk assessments for your organization with our easy-to-use online wizard.

390+

Activity Templates

Pre-loaded hazards & controls for every activity

100%

Customizable

Add your branding & tailor to your needs

- ✔ Instant PDF & print-ready documents
- ✔ Store and update assessments online
- ✔ Add your logo & organization details
- ✔ Reuse and duplicate assessments
- ✔ Works on any device

Start Free at riskassessmentwizard.com

No credit card required - Try it free today