



SOUTHWELL u3a OUTDOOR/INDOOR SPORTING RISK ASSESSMENT CHECKLIST version 2.0

Interest Group U3A TABLE TENNIS GROUP	Date: 1.4.2026
Names of persons completing risk assessment checklist: CHRIS PUDDEPHATT	
Description of Activity: WEEKLY TABLE TENNIS SESSIONS IN SQUASH COURTS AT LEISURE CENTRE	

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.

	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?	✓			All attendees are required to sign in.
	Do you have the emergency contact details of each attendee if members are prepared to provide this information?	✓			Attendees are urged to ensure this information is kept up to date.
	Are attendees recommended to have regard to their own physical fitness to take part in the activity?	✓			
	Do all attendees have access to drinking water?	✓			Found in the immediate vicinity
	Have attendees been recommended to wear suitable clothing/footwear?	✓			The leisure centre insists that outdoor footwear is not worn on court.
	Have attendees had the opportunity to make the group leaders aware of any significant illnesses that may impact on their participation and what action/s should be taken if illness occurs? Note , this is not an obligation on members.	✓			Attendees are asked if they wish to inform us of any relevant medical issues. Details are kept confidentially with emergency contacts.
	Is there a space for attendees who need to take a break?	✓			Encouraged to do so, if felt necessary





	Is there a first aid box that is easy to access and fully stocked?	✓			Available from leisure centre staff
	Is a trained first aider normally present?	✓			Provided by the leisure centre
	Are attendees aware in the event of a serious medical incident/accident, the emergency services should be called even if a trained first aider is present?	✓			
Activity area/ public space	Is the activity taking place in a suitable area?	✓			
	Does the area have suitable lighting/ventilation?	✓			Leisure Centre is air conditioned.
	Is the activity area readily accessible to all attendees?	✓			
	Is the leisure centre accessible to emergency vehicles?	✓			
	Have you inspected the area for hazards?	✓			
	Have attendees been warned of the risk of walking behind other players.	✓			Attendees are reminded to wait until it is safe before they retrieve balls from the vicinity of other tables in use.
	Have attendees in the playing area been advised to be vigilant regarding the opening of access doors?	✓			Attendees should be vigilant and make sure the doors are shut when not in use.
	Is there a secure area to store attendees' belongings during the U3A activity?		✓		Attendees are urged not to bring/leave around items of value
	Are spectators, if present, a safe distance away from the activity area?	✓			
Equipment	Is the equipment in good condition and for use?	✓			Condition is monitored and shortcomings reported to leisure centre staff
	Is there the correct equipment/vehicle to transport heavy items required for the activity (if applicable)?			✓	Equipment is installed and removed by leisure centre staff





	Is there a lockable storage or secure area to store equipment when not in use (if applicable)?	✓			Storage is the responsibility of leisure centre staff

This Risk Assessment must be checked annually and amended as needed

Please send any updates to the webmaster

