

ES PROMOTIONS RISK ASSESSMENT & METHOD STATEMENT



Risk Assessment of: **Table Tennis**

Risk	Existing Controls	Likelihood 1 - 5	Severity 1 - 5	Risk Score L x S	Further Action to Take
Danger of over Enthusiastic Participants	If the table is booked without an operator, ES Promotions advises that the client provide their own responsible adult to supervise. Children should not be left to use this equipment unsupervised.	2	1	2	None
Danger of unnecessary Injury	Ensure that no one uses the equipment who suffers from neck or back problems, heart complaints, is feeling unwell, suffering effects of alcohol of drugs or pregnant.	1	5	5	Players with the listed conditions who still wish to play <u>do so at their own risk</u> . However the operator has the right to refuse service to anyone they deem as a safety threat.
Injury from table tipping over	Table is sturdily designed with 2 Pull down legs and the wheel supports per half table.	1	2	2	Players must not sit or lean heavily on the table. Ensure tables clip down to lock.
Injury from equipment collapsing	When set up, the clips are checked as well as the complete structure being regularly checked for faults. The tables feet are set to level off the tables.	1	1	1	Players must not sit or lean heavily on the table.
Injury from spectators being hit by ball or bat.	Guests and spectators must stand a safe distance away from players. The ball is a lightweight ping pong ball, unlikely to do any real injury.	2	1	2	Please enforce this rule with your own supervisor if an ES Promotions operator isn't attending the event.
Injury from over stretching.	We encourage players to play at their own speed and ability.	2	1	2	Please enforce this rule with your own supervisor if an ES Promotions operator isn't attending the event.

L=Likelihood S=Severity L X S = Risk Score with 1 = Lowest Risk and 25 = Highest

Risk and likelihood are worked out using numbers 1-5. These are then multiplied to give the risk score. ES Promotions recommend that clients undertake their own risk assessment to suit individual needs.

We strive to have no risk score over 10 and anything over 20 would result in ES Promotions not running the kit.

ES-Promotions, Unit 24 Larkwood Close, Kettering, Northants. NN16 9NQ
 Telephone: 01536 310 520 Fax: 01536 358 113 email: sales@es-promotions.com
www.es-promotions.com

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METHOD STATEMENT FOR TABLE TENNIS

All measurements in 'ft'.

UNIT SIZE (L x H x D)	5 x 3 x 10
MIN. AREA REQ. (L x D)	15 x 7
POWER REQUIRED	None
OPERATORS	1

- 1) **Arrival on site**
 - > Find a safe and practical entrance point to unload kit
 - > Confirm location is suitable for equipment
 - > Ensure ground is flat and free from obstructions
 - > Allow a minimum of 2ft (0.6m) clearance around unit

- 2) **The Set Up**
 - > Remove the black cover, and push the two halves of the table into position
 - > Pull out the clip that is located at the top left, and press on the red clip in the middle bottom at the same time, and pull table towards you
 - > Gently lower the table to the floor, until it clicks into position
 - > Repeat for the other table
 - > Use a wall edge / floor edge, to gauge whether the table is flat; if not, then screw / unscrew the black bolts on the feet of the tables, to slightly lower, or heighten the table
 - > When in position, push the tables together, and place a clamp with the net attached, onto the edge of the join
 - > Place the net over the other clamp, stretch it across the table and place the clamp on the other side; this holds the table in place, and disguises the join
 - > Velcro the bat and ball belts to the underside of the table, and place 2 bats and 2 balls in each

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> Table is now ready for play

3) **The Operation**

> You are not required to stay with the unit during the operating hours; but make a note of what has been left with the table, and ensure the same is there when you return after the event

4) **The Pack Down**

- > Ensure the area is clear of guests before commencing the pack down
- > Remove the clamps, accessories, and accessory belt from the tables
- > Pull the black clip located on the left underside of the table, and pull table up until red clip locks into place
- > Repeat for other half
- > Get both halves into van before placing the black cover on
- > Load van in a safe and secure manner, before checking area for equipment