

Sapphire Education – Risk Assessment

Location / Activity: Indoor Sports

No.	Identified Risk	Level of Risk*	Required Action to Eliminate Risk	Person(s) Responsible
1	Location suitability	Medium 3	a. The Student Mentor should check that the size of the room is adequate for the sporting activity especially if a lot of physical moment is involved.	Enrichment Manager & Student Mentor
2	Equipment	Medium 2	a. The Student Mentor should ensure that all equipment used is fit for purpose and safe b. Sports equipment must be kept and stored in an orderly fashion and not allowed to become a hazard simply through disorder	Enrichment Manager & Student Mentor
3	Table tennis bat slipping out of player's hand and causing injury	Low 2	a. Players are to be taught correct way of holding a bat - enforced by Student Mentor	Enrichment Manager & Student Mentor
4	Ball/shuttlecock hitting another player causing injury	Medium 2	a. Ball is lightweight. Players and spectators are to be made aware of risk and take appropriate care.	Enrichment Manager & Student Mentor
5	Table tennis table collapsing during game causing injury	Low 3	a. Student Mentors to ensure that tables have been set up correctly and checked to ensure they are in good and safe order before playing begins. Any unsound tables to be removed.	Enrichment Manager & Student Mentor
6	Physical contact	Medium 2	a. If physical contact is likely (e.g. dodgeball) then students should be told to keep this to a minimum b. Students must be told that any undue roughness will lead to their exclusion from the game	Enrichment Manager & Student Mentor
7	Slippery floor due to water or dust	Low 2	a. Student Mentor to ensure floor is clear and clean before any activity begins.	Enrichment Manager & Student Mentor

			b. Student Mentor to ensure that all participants are wearing adequate footwear.	
8	Jewellery being caught on clothing/equipment	Low 2	a. Student Mentor to advise all students to remove all jewellery before sports begins.	Enrichment Manager & Student Mentor
9	Courts backing on to one another causing collision of students	Low 1	a. Make sure that all students are aware of the courts backing to to each other and to take appropriate care.	Enrichment Manager & Student Mentor
10	Students colliding with walls	Low 3	a. Ensure at least a 2.5 metre run off around the court	Enrichment Manager & Student Mentor

Risk Assessment compiled by: Andrew McPhee

Date: 12/9/25

**This is measured using two criteria: 1. Severity - High, Medium or Low: 2. Likelihood - 1, 2, or 3 where 1 is most likely, 3 is least likely*

