

Ping!

# Table Locations, Insurance & Assessing Risks

This section is about ensuring you place table tennis tables in the right public places in order to create a great Ping! experience that's popular, enjoyable and safe. The first parts focus on finding and securing the locations that'll be popular and enable you to deliver your aims and objectives. The latter parts focus on health and safety policy, assessment of potential risks and public liability insurance.

## Map existing table tennis provision

Before you begin to put together a long-list of possible table locations, you should spend some time finding out what social table tennis opportunities already exist. Are there pubs or bars with tables, or any event organisers, universities, colleges or sports clubs with tables that could work well as part of your festival and project?

Start by undertaking some desk based research and listing the provision you discover. Quickly plotting this onto a map can really help you see where this sits within the city and you may identify some clustering already. The location of these existing opportunities may influence your choice of Ping! table locations. Building clusters around existing activity can be a great way to create a real buzz and make everyone feel like they're part of something special.

## The right tables in the right places

Unfortunately it's unlikely your budget will stretch to putting tables "everywhere", so you need to think carefully about your choice of table locations. The choice of locations should strike the right balance between high-profile spaces and strategically important places that extend a cluster, create chances to reach your target audience or dovetail neatly with ideal donation locations. Your Ping! locations should all be selected to support your long-term aims.

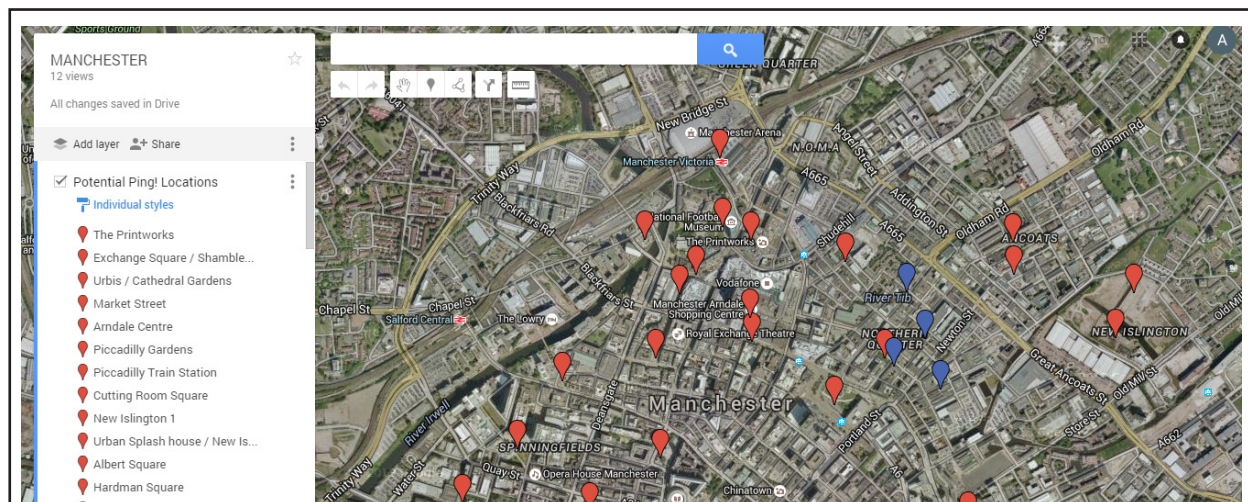
The table locations you select should be:

- **Public and accessible to everyone**
- **Free**
- **In close proximity** to other places to play within a 'cluster'
- **Surprising** - the objective is to stop people in their tracks and make it irresistible to play and surprising locations can give you a great PR and public response. Think about the most unlikely place you'd find a table - an airport, a railway station, a hospital or even in a bank. We have had tables at windmills, donkey sanctuaries, radio stations and racecourses in the past!
- **Varied** - choose a mixture of locations to give an all-city feel to the event, but make sure there is a focus to the project and tables aren't dispersed too widely.

- **Near a minder** – a table minder is someone close to the table (like a security guard, a receptionist of a lobby or a café worker or owner) who can check up on a table on a daily basis and replenish the bats and balls if need be. Post-Ping!, they may also agree to look after the bats and have a sign at the table so people know where to go to get bats and balls for play
- **Secure** – try to ensure your tables can either be locked away/stored securely overnight or placed somewhere with lots of passers-by, good lighting at night and a low record of anti-social behaviour
- **In areas of high footfall** – as well as city centre areas, such as stations, city squares and shopping centres, this can include residential estates and business parks
- **Near seating** – seating facing the table helps create more of a sociable destination. It enables spectators to sit and watch, other people to sit and wait their turn and opportunities for people to build up their confidence before joining in
- **Indoor and outdoor** – More people will see outdoor tables, but it's useful to have a sprinkling of indoor tables that can be used when the weather may not be at its best
- **Sheltered from the wind** – not essential, but the wind can make playing difficult sometimes, so the top of a hill isn't always the best spot!
- **Built upon existing provision**
- **Where tables can remain in situ year round** or be donated nearby

### Map preferred locations

By mapping your tables you can see how they're distributed and where clustering is developing. This isn't possible on a spreadsheet or list, however well you know your city. Your map needn't take you long, sketch it on a print-out or add some pins to a Google map.



### Proposed Manchester Table Locations

**Hardman Square:** Hardman Square is in the heart of Spinningfields which is home to dozens of businesses. The square itself is popular at lunch and after work. By placing two tables here, we hope to reach thousands of office workers and use Ping! as an opportunity to promote Loop at Work and kick start an ongoing workplace tournament for local businesses.

**The Arndale Centre:** This is a large shopping centre with really high footfall right in the city centre. Within the centre there are several open spaces surrounded by coffee shops and seating. These areas have enough space for table tennis and are popular spots for shoppers to take some time out. By placing two tables here, we'd create a place for shoppers and shop staff to play all day every day, whatever the weather.

## Securing permissions

Once you've chosen your irresistible locations you'll need to secure permission from the right contact to put the tables there. This person will become the 'Table Host' (read more in the Table Host section 6):

- **Council owned property** (such as parks and squares): permission to site tables will depend on physical space, safety and the suitability of having a table onsite. Contact and seek permission for such sites through the **Head of City Management** and **Head of Parks** within the council.
- **Privately owned space** (such as shopping centres and train stations): contact the **PR Manager**, **Marketing Director** or **Community Officer**. Explain that organisations supporting Ping! will benefit from free exposure, PR and community goodwill.
- **Arts institutions** (such as Galleries, National Trust Sites and Theatres): Contact the **Education Officer** or **Marketing Director**. Explain that Ping! tables will help attract more visitors.
- **Local businesses and event venues**: Table partnerships are very important to running an effective Ping! project and have been found to work really well, as partners stand to gain lots of exposure, and those who do this and experience Ping! are the most likely to help maintain legacy activity too.

With all locations, work with your contacts to agree an appropriate spot to place the table. Think about two or more tables at a location to create a bigger impact and help more people play - in the past we had a hub of 4 static tables in high footfall city centre squares; these were by far our most popular tables with people enjoying them even at 11.30pm!

You want to create a great destination where people love spending time. If people are already attracted to the spot, the table will almost certainly prove popular with these existing users and you score a quick win.

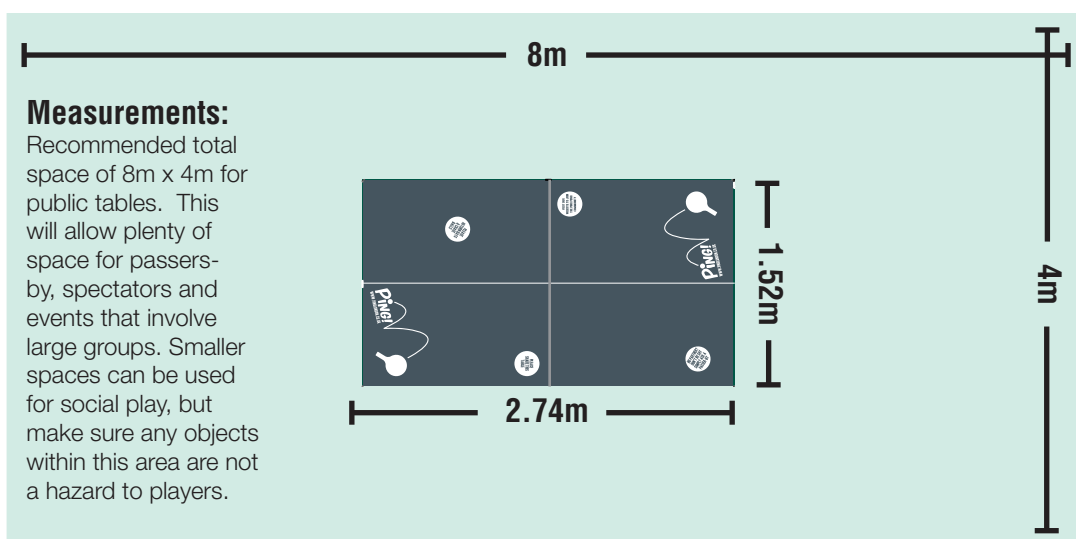
Also start thinking about the potential of the location and Table Hosts for legacy activity after the festival. Can the table remain available for use by the public after the festival ends and remain with the Table Host? Or will they need to be donated on to community groups, pubs, workplaces or sports clubs etc? Is there potential for the Table Host to set up and maintain regular weekly activity around the table, e.g. a social weekly league or coaching session?

Included at the end of this section is a one-page overview document which you can amend and send over to your contacts to best explain the Ping! project to them.

## Site assessments

You'll need to assess the location to ensure that it's an appropriate place for a table, taking into consideration the space you'll need, the general area you're looking to place it in and the risk it might pose.

A site assessment form is included at the end of this section.



## HOW TO PING! YOUR CITY

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Think about the following things when assessing the area around a proposed location:

- **Ground surface** – we're aiming for the table to get lots of usage, so ideally a surface that can withstand some pounding and is nice and flat – slopes ruin the game and bumpy ground leads to twisted ankles!
- **Roads** – ensure the table is not too close to the road where balls could fly off and put players at risk
- **Attractions** – what's nearby that can help attract people to stop and spend time near the table and promote the table
- **Hazards** – things like low tree branches, steps or water. People can get really engrossed in their game and forget the hazards around them, so minimise them with your choices of location!
- **Visibility** - good visibility helps prevent vandalism and makes players feel safe

NB: barriers can help prevent the ball from rolling but they are not really necessary, can cause you problems when it gets windy and can lead the public to believe it's a private event to watch rather than take part in.

## Assessing Risks

As the Ping! City Lead Partner you are responsible for ensuring that health and safety is at the forefront of the Ping! project. By working in close partnership we can make sure that everyone involved in the project's delivery is clear of their responsibilities and their contribution towards health and safety.

You must ensure a thorough assessment of risks and hazards has been undertaken at all table locations. You can find a Guidance Document for helping to Assess Risk when placing tables in public locations later in this section. You and/or the Table Host should use your/their own organisation's Risk Assessment Form and follow your/their own Risk Assessment Policy.

- **Emergency Operating Procedures** - we recommend all Lead Partners put in place some Emergency Operating Procedures that can be activated in the event of an incident. Table Hosts and Table Minders should be made aware of these procedures.
- **Maintenance checks, insurance and repairs** - there is some information regarding maintenance checks, insurance and repairs towards the end of this section. This information is very important so we've summarised it in a handy one pager that you can photocopy and hand out to Hosts and Minders.

### Table Host Agreements

For every table location that's part of the festival, you will need to receive a signed copy of the Table Host Agreement. This sets out the responsibilities of the table host and is one of the documents that must be completed to validate the insurance policy. See Section 6 on Table Hosts for more information and an example Table Host Agreement.

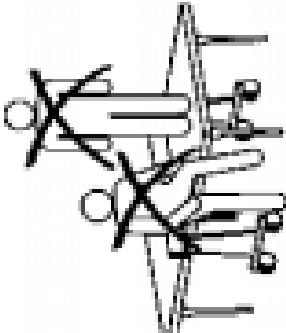


## Insurance

Table Tennis England will take out a Public Liability policy which covers the awards of any damages given to a member of the public because of an injury or damage to their property and also covers any related legal fees, costs, expenses and hospital treatment that the NHS may claim. This policy has been negotiated for all Ping! cities that have signed a Lead Partner Agreement and covers the festival component of the project only – from launch date to closing date. The cover is void if Table Host and Table Minder Agreements aren't in place to confirm the tables will be checked every single day during the festival.



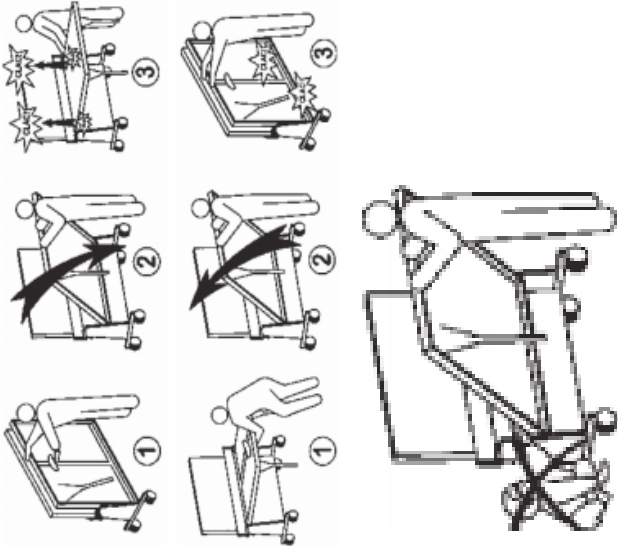
After the festival, the Lead Partner will be responsible for ensuring all donated table recipients have suitable public liability insurance in place by asking for a Table Donation Agreement to be signed. These documents are included at the end of this section, and must be completed for every table. If you have any difficulties or questions in this area, please contact us as we may be able to help.


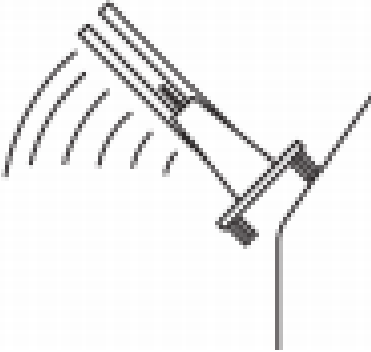
Ping! Potential Risks and Hazards


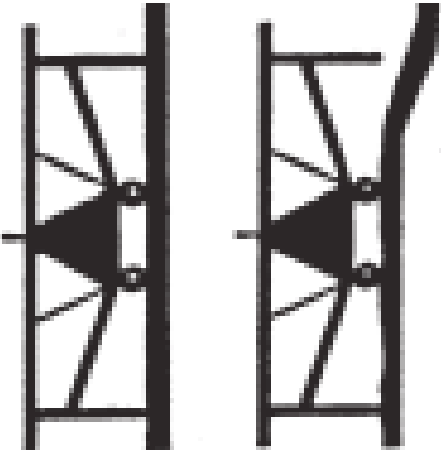


It is the Lead Partner and Table Host's responsibility to undertake Risk Assessments for their Ping! tables. We advise that you consider the following when assessing the risks of your Ping! tables:

|             | Be aware of...  |   | To reduce risk...  |
|-------------|---|---|--|
| EQUIPMENT   |   |   |  |
| Table usage | ...Climbing, sitting, standing or jumping on table as the table may topple or collapse  |    | Do not allow people to climb, sit, stand or jump on the table  |
|             | ...Vandalism which may cause damage to the table and result in sharp or dangerous objects   |   | Inspect tables regularly for vandalism. Tables should not be available for play until they have been fully and adequately repaired |
|             | ...Use of the table for any activity other than table tennis as this may cause damage to the table and result in sharp or dangerous objects |  | Do not allow for the table to be used for anything other than its intended purpose   |


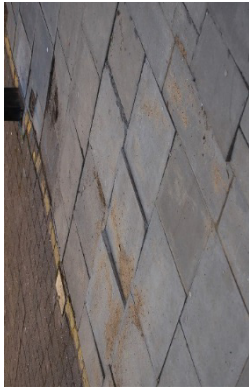




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| Damage or faulty parts     | ...Any change in equipment from perfect condition as damage to the table may result in sharp or dangerous objects, or broken folding mechanisms which could cause the table to fall or collapse |   | Inspect tables regularly for damage. Tables should not be available for play until they have been fully and adequately repaired. We recommend that all repairs are undertaken by a qualified and competent person using replacement parts purchased from the table manufacturer* |
|                            | ...Inadequate repairs as these may not last and/or result in sharp or dangerous objects   |   | We recommend that all repairs are undertaken by a qualified and competent person using replacement parts purchased from the table manufacturer*  |
| Handling and moving tables | ...Folding and unfolding the table as the mechanism may cause harm to fingers. The weight of the table may also cause injuries.   |  | Follow the diagram when folding and unfolding tables to avoid harm to the individual and damage to the table   |

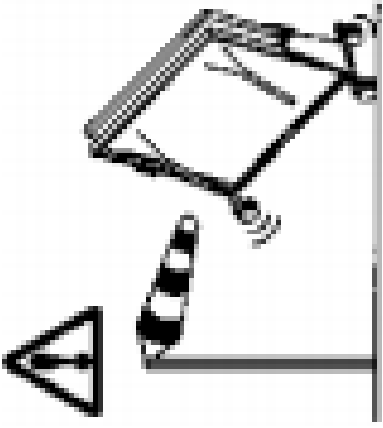
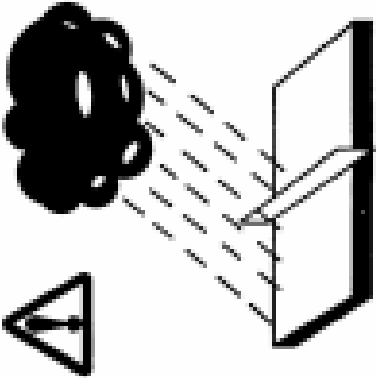

|                                     |  |   |   |
|-------------------------------------|--|---|---|
| Handling and moving tables (cont'd) | ...Lifting the table as it may be very heavy and may cause injury  |   | Ensure rollaway tables are folded before being lifted. We recommend a minimum of two adults should lift rollaway tables and four for static tables. Permanent steel and concrete tables should not be lifted. The manufacturer will advise how these can be moved |
|                                     | ...Dragging the table as this can cause damage to the table which may make it unstable and/or result in sharp or dangerous objects |   | Do not drag the tables  |
|                                     | ...Uneven or sloping surfaces when rolling tables as they may topple and/or fall   |  | We recommend that two people roll tables, one at each end of the table  |

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| ENVIRONMENT          |  |  |   |
| Space & surroundings | ...Selecting table locations on sloping or uneven ground (such as stony or cobbled) as this may cause a trip or falling hazard   |      | Always select locations with a firm and stable ground surface which will be able to withstand a large amount of regular usage |
|                      | ...Selecting table locations near trip and slip hazards and immovable/fixed objects such as steps, curbs, bins, monuments, benches or trees (also be aware of shed leaves at certain times of year which could cause a slip hazard) or the like may cause participants to fall or collide and may result in injury |   | We recommend a minimum playing area of 8m by 4m, more if available  |



|                                  |   |  |   |   |
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| Space & surroundings<br>(cont'd) | ...Tables placed on grass or other surfaces that can wear with usage may present slip or trip hazards over time   | <br> | Ensure sites are regularly visited to identify new or emerging hazards. We recommend that tables should be moved to new locations if playing areas become dangerous or present risk | Ensure sites are regularly visited to identify these new or emerging hazards. Tables should be moved to new locations if playing areas become dangerous or present risk   |
|                                  | ...Rubbish and broken glass/other sharp objects can present a risk to participants  |  |   | Try to select locations that do not present risk. It is not advisable to position table tennis tables near roads, tram or train lines, bus or cycle lanes or the like. If there is a suitable playing space available, barriers may help to mitigate risk of nearby hazards |
|                                  | ...placing tables too close to roads and transport as this may place participants at risk if there is an accident involving the vehicles or, if a participant chases a ball or moves to play a shot |  |   | Do not position table tennis tables in places where access is needed. If there is a suitable playing space, barriers may help to mitigate risk  |
|                                  | ...placing tables near to access points such as doors or barriers as these may be opened at any time and could cause harm to a participant  |  |   | Try to select locations that do not present risk. It is not advisable to position table tennis tables near lakes, rivers, fountains or any other water hazards. If there is a suitable playing space, barriers may help to mitigate risk                                    |
|                                  | ...placing tables too close to water as this may create a risk for the participant of falling into the water  |  |   |   |

|                                  |   |   |   |
|----------------------------------|---|---|---|
| Space & surroundings<br>(cont'd) | ... Spectators and crowds of people as they may present risk of collision or crushing to both the participants and the spectators |   | Barriers may help to mitigate risk if large crowds are expected.  |
|                                  | ... Passers-by's/other people as they may present risk of collision to both the participant and other individual                  |   | We recommend that in very busy pedestrian areas, barriers or some other form of area marking is used to prevent people from entering the playing area   |
|                                  | ... Movable objects e.g. barriers, other tables, boxes and bags which may cause the participant to collide or trip                |  | We recommend a minimum playing area of 8m by 4m, more if available to allow players to move freely around the table. It is not advisable to store things under tables as these could present trip hazards |
|                                  | ... Other events and activities in the same space as a table as these may present unexpected risk                                 |   | We recommend regular contact is maintained with the landowners to understand what other events and activities will be happening near the table to help plan for and mitigate potential risk               |

|         |  |  |  |
|---------|--|--|--|
| Weather | <p>...Wind, which can present significant and serious risk as rollaway and static tables, in folded and unfolded positions, can be moved by strong winds</p>   |    | <p>We recommend that folded rollaway tables are not left unattended at any time. Rollaway tables should be removed from outdoor locations and safely stored in windy conditions.</p> <p>We recommend that static tables are always securely fixed in place to mitigate against the risks of wind. This could involve bolting them to the ground or, weighting them with sandbags. The manufacturer can provide additional guidance in this area.</p> |
|         | <p>...Rain causing the surrounding areas and the table to become slippery</p>  |   | <p>We recommend that during extreme weather conditions tables are safely stored or, warning signs are placed on or near the tables</p>   |
|         | <p>...Ice and snow causing the surrounding areas and the table to become slippery</p> <p>...Sun which can cause the playing surface of the table to become very hot and, can create glare on the table</p> |  | <p>We recommend that during extreme weather conditions tables are safely stored or, warning signs are placed on or near the tables</p> <p>We recommend that during extreme weather conditions tables are safely stored or, warning signs are placed on or near the tables</p>  |

### Ping! Health & Safety – Maintenance checks, Insurance and Repairs

The undertaking of maintenance checks, repairs or removal of Ping! tables is the responsibility of the Ping! City Lead (as named on the signed MOU) unless there is written documentation on record (e.g. Table Adoption Agreement) that states responsibility lies with another organisation.

#### MAINTENANCE CHECKS AND INSURANCE

At the end of the Ping! festival, tables are donated to organisations that agree to the terms set out in the Table Adoption Agreement. Table Adoption Agreements must be signed and on record for all tables, whether they are moved to a new location or remain in their Ping! festival location. In many instances, the local Authority will need to sign the Table Adoption Agreement, where tables remain on council land after the festival. If the Agreement is not signed and on record, responsibility and liability sits with the Ping! City Lead organisation.

The organisation named on the Table Adoption Agreement is responsible for ensuring public liability insurance is in place and for undertaking regular maintenance checks, carrying out repairs as required. This organisation is also responsible for the costs of ongoing maintenance unless an alternative agreement with Ping! City Lead is made.

We recommend that maintenance checks take place at least once a week and should include the reporting of any issues to the person named on the Table Adoption Agreement. Defective tables should be taken out of use until repairs have been carried out.

NB: During the Ping! festival, Ping! tables are only covered by the Ping! Public Liability Insurance Policy if the Table Host Agreement and Table Minder Agreement are signed and saved on record. Without either of these and the satisfactory fulfilment of the terms set out in these documents, liability sits with the Ping! City Lead organisation as per the terms agreed in the MOU between Table Tennis England and the Ping! City Lead.

#### REPAIRS

All Ping! tables are supplied with assembly instructions. These documents are also included on the How to Ping! Your City USB. The table supplier will assemble all tables on site unless asked otherwise.

If a Ping! table is damaged and action is needed to remove or repair a table, the Table Minder should report this to the Table Host, who should report this to the Ping! City Lead. Where possible, photos of damaged tables should be provided so these can be forwarded to the supplier.

On receipt of a photograph and description of damage, the supplier will provide a quote for:

- Parts
- Delivery
- Labour
- VAT

The supplier is able to fit replacement parts and Table Tennis England recommends they are contracted to complete this work. If the City Lead chooses to make alternative arrangements to fit new parts, these works should be carried out by a competent person with the necessary skills/qualifications and insurance cover.