# CSSA State Table Table Tennis Tournament - Risk Assessment Hazard Checklist

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| Activity | CSSA State Table Table tennis Tournament |  | Assessment Date |  |
| Assessed By | **Linda Heslehurst** |  | Approved By | Linda Heslehurst: CSSA Executive officer |

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| Locations | **Sydney Indoor Sports Hall** |  | Activities | **Table Table Tennis** |
| Grand Parade (off Australia Avenue) |  |  |
| Olympic Park |  |  |

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| **1** | INDOOR HAZARDS |  |  | **5** | HAZARDS ON HILLS AND MOUNTAINS |  |
| **1.1** | Inappropriate lighting | Y |  | **5.1** | Slips & trips on grass, mud, rock |  |
| **1.2** | Temperature | Y |  | **5.2** | River crossings |  |
| **1.3** | Insufficient or unsuitable space | Y |  | **5.3** | Remote locations |  |
| **1.4** | Untidiness – causing trip / fire hazard | Y |  | **5.4** | Difficult communication – weather / distance |  |
| **1.5** | Stairs – dark / steep / no handrail |  |  | **5.5** | Falling debris |  |
| **1.6** | Lack of fire escapes / extinguishers / procedures | Y |  | **5.6** | Extra work imposed by terrain type / angle |  |
| **1.7** | Slip / trip / fall hazards | Y |  | **5.7** | Lack of shelter |  |
| **1.8** | Inadequate ventilation | Y |  | **5.8** | Separation of group members |  |
| **1.9** | Inhalation of dust | Y |  | **5.9** | Getting lost |  |
| **1.10** | Poor surfaces for activities – slips / trips / impact | Y |  | **5.10** | Falls from height |  |
| **1.11** | Electrical hazards |  |  | **5.11** | Extremes of weather |  |
|  |  |  |  |  |  |  |
| **2** | SPORTING ACTIVITY HAZARDS |  |  | **6** | PEOPLE & ORGANISATIONAL HAZARDS |  |
| **2.1** | Uneven playing surface | Y |  | **6.1** | Lack of information, training or instruction | Y |
| **2.2** | Playing surface too hard or soft |  |  | **6.2** | Poor activity planning or preparation | Y |
| **2.3** | Hard or sharp objects on pitch |  |  | **6.3** | Poor activity delivery or organisation | Y |
| **2.4** | Sliding on Astroturf or similar surface |  |  | **6.4** | Ignorance of rules and / or procedures | Y |
| **2.5** | Collisions / Conflict with surrounding objects or people | Y |  | **6.5** | Unsafe behaviour or attitude | Y |
| **2.6** | Impact from sports equipment | Y |  | **6.6** | Lack of appropriate first aid equipment and experience | Y |
| **2.7** | Contact sport injury |  |  | **6.7** | Medical conditions of participants | Y |
| **2.8** | Personal injury – fracture / sprains / cuts | Y |  | **6.8** | Poor safety control from group leaders | Y |
| **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | YE |  | **6.9** | Poor safety awareness from participants | Y |
| **3** | HAZARDS ON COASTS & COASTAL WATERS |  |  | **6.11** | Lack of cooperation within group | Y |
| **3.1** | Falls from cliffs, piers, sea walls |  |  | **6.12** | Differing skill levels within group | Y |
| **3.2** | Struck by falling objects from cliff |  |  | **6.13** | Low level of physical fitness / strength | Y |
| **3.3** | Slips & falls on slopes / loose surfaces |  |  | **6.14** | Aggression between participants | Y |
| **3.4** | Quick sand & mud |  |  | **6.15** | Aggression from crowd / public | Y |
| **3.5** | Access problems due to steep angle of beach slope |  |  | **6.16** | Contact between participants increasing risk |  |
| **3.6** | Collisions between water users |  |  | **2.22** | USE BY UNTRAINED ERSONS NAUGHTY | ES |
| **3.7** | Swept away by wave surges |  |  | **7** | EQUIPMENT AND OTHER HAZARDS |  |
| **3.8** | Being washed against rocks / piers |  |  | **7.1** | Cash handling |  |
| **3.9** | Low water temperatures |  |  | **7.2** | Transport to and from your activity | Y |
| **3.10** | Communication problems from waves / swell / distance |  |  | **7.3** | Food poisoning | Y |
| **3.11** | Struck by objects in water |  |  | **7.4** | Hazardous substances |  |
| **3.12** | Stranded by tides |  |  | **7.5** | Equipment with moving / hot parts |  |
| **3.13** | Swept away by currents |  |  | **7.6** | Heavy equipment | Y |
| **3.14** | Rip tides |  |  | **7.7** | Electrical hazards from equipment |  |
| **3.15** | Longshore drift |  |  | **7.8** | Noise from equipment |  |
| **3.16** | Conflicts between beach users |  |  | **7.9** | Risk of trapping body / clothing in equipment |  |
| **22.22** | UNTRAINED PERSONS NAUGHTY | YE |  | **7.10** | Inadequate environment for equipment operation |  |
| **4** | HAZARDS ON STILL / MOVING WATER |  |  | **7.11** | Inadequate protective equipment |  |
| **4.1** | Getting swept away from equipment or people |  |  | **7.12** | Equipment in unsuitable condition | Y |
| **4.2** | Collision with rocks in and to sides of rivers |  |  | **22.22** | USE BY UNTRAINED PERSONS NAUGHTY | YS |
| **4.3** | Striking / trapping by submerged obstacles |  |  | **8** | OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY |  |
| **4.4** | Being dragged down by undertow |  |  | **8.1** | Dehydration/Exhaustion | Y |
| **4.5** | Restricted or impossible access to / from water |  |  | **8.2** | Sun Sense |  |
| **4.6** | Access problems – rescue / getting kit into water |  |  | **8.3** | Deteriorating weather conditions |  |
| **4.7** | Falls from drops in level at weirs / waterfalls |  |  | **8.4** | Travel |  |
| **4.8** | Getting out of depth |  |  | **8.5** |  |  |
| **4.9** | Low water temperature |  |  | **8.6** |  |  |
| **4.10** | Separation from other people |  |  | **8.7** |  |  |
| **4.11** | Slips / trips on steep banks or uneven surfaces |  |  | **8.8** |  |  |
| **4.12** | Difficult communications |  |  | **8.9** |  |  |
| **4.13** | Remote locations |  |  | **8.10** |  |  |

# Risk Assessment – Student Activities

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| **Club/Society Name** | Christian Schools Sports Assoc | **Number of persons involved** | **Approx 100** |
| **Nature of Activity** | Table Table tennis | **Frequency of Activity Weekly** | **One Day** |

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| **Assessed By** | Linda Heslehurst | **Dates** |  |
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| **Hazard Ref.** | **Potential Effect** | **Existing Controls in Place** | **Score**  **Low/Medium/**  **High Risk** |
| 1.1 | **Inappropriate lighting** | Sydney Indoor Sports Hall has a high standard of lighting available. The State Convenor will ensure that the lights for the required number of courts are switched on. | low |
| 1.2 | **Temperature. Dehydration** | Sydney Indoor Sports Hall has evaporative coolers for sessions with high temperature. The State Convenor will advise the venue to open stadium doors for more effective cooling if temperature become uncomfortable for play | low |
| 1.3 | **Insufficient or unsuitable space** | The stadium has adequate playing area for large groups. | low |
| 1.4 | **Untidiness – causing trip / fire hazard** | Sydney Indoor Sports Hall will be cleaned prior to group’s arrival. The State Convenor will check the venue prior to the comencement of play & ensure that any hazardous items are moved to a safe distance from around the sides of the tables. | low |
| 1.6 | **Lack of fire escapes / extinguishers / procedures and injury by heat, smoke or panic.** | Sydney Indoor Sports Hall has emergency exits and adequate signage. There is an evacuation plan displayed. Fire extinguishers are available. | low |
| 1.7 | **Slip / trip / fall hazards** | The playing surface is non-slip. Equipment and furniture are arranged so as not to be a trip hazard. Floor is checked regularly to ensure hazardous items are moved to a safe distance from around the sides of the tables. | low |
| 1.7 | **Changing rooms – slippery if floor is wet. Child Protection.** | Changing rooms are regularly maintained by the table tennis club and take precautions to prevent such an accident occuring. Regular checks to ensure only authorised people are in change rooms. | low |
| 1.8 | **Inadequate ventilation** | The roof has several whirly-bird vents on the roof. There are several doors that can be opened as well. | low |
| 1.9 | **Inhalation of dust** | The stadium is regularly cleaned. | low |
| 1.10 | **Poor surfaces for activities – slips / trips / impact** | The surfaces are regularly checked and maintained for safe play. | low |
| 2.1 | **Uneven playing surface**  **Personal injury – fracture / sprains / cuts** | The Table Tennis Tournament will be played indoors. The Table Tennis tables that are regularly checked & maintained by Sydney Olympic Park Staff. Players are required to wearing adequate footware appropriate for the sport & are encouraged to strap their ankles & knees to help prevent sprains etc. All user groups to inspect venue before playing. | low |
| 2.5, 6.14, 6.15 | **Table Tennis Bats - hitting another player**  **Table Tennis Balls - hitting another player or spectator**  **Aggression between participants**  **Aggression from crowd / public** | All members are briefed on such dangers . Organiser present to ensure that players are playing sensibly and being supervised. Spectators are to remain seated in spectator area & are not allowed to interfer with play. Players are required to conduct themselves in accordance with the rules of the game and CSSA Code of Conduct. Capable people/certified umpires will be controlling each game. If injury does occur there is qualified first aid trainers on hand. | low |
| 2.6 | **Sports injury sustained from player’s poor technique/use of own equipment** | All table tennis equipment such as bats and balls are to be checked by their school to prevent any injuries. Players entered at this level (by schools) should have correct technique. | low |
| 2.8, 6.6 | **Injury** | 1st aid / ice available at the venue | Medium |
| 6.1, 6.7 | **Lack of information, training or instruction** | Information relating to the Table Table tennis Tournament ie. rules/regulations etc has been sent out to all CSSA schools via email. This information can be obtained from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au) The CSSA Code of Conduct can also be downloaded from the website. Schools are expected train their students to an acceptable standard of play & have a good understanding of the rules. | Low |
| 6.2 | Poor activity planning or preparation | No specific leadership qualifications are normally required but the convener has considerable previous experience organising Tournaments and of leading groups in similar environments. The tournament will be coordinated by Linda Heslehurst: CSSA Executive Officer | Low |
| 6.3, 6.8, 6.11 | Poor activity delivery or organisation **Poor safety control from group leaders**  **Lack of cooperation within group** | The convenor will ensure that all team managers are briefed regarding: the rules and safety procedures laid down by CSSA & the venue’s management including evacuation procedure. Team managers are expected to convey this information onto their students, parents & spectators | Low |
| 6.4, 6.5, 6.9 | Ignorance of rules and / or procedures **Unsafe behaviour or attitude**  **Poor safety awareness from participants** | CSSA Code of Conduct is clear as to expectations upon players/team managers/parents/speectators. All sports coordinators have agreed to abide by the Code of Conduct when they entered the Tournament. All players/team managers should be familiar with the code of conduct before attending the Tournament. The CSSA Code of Conduct can be downloaded from the CSSA website : [www.cssa.net.au](http://www.cssa.net.au) | Low |
| 7.2 | Travel | Travel is the responsibility of the schools concerned. | N/A |
| 7.3 | Food Poisoning | A canteen may be available for students to purchase food & drink. All care has been taken to ensure proper control & handling procedurers are followed. Purchasing food at these outlets is done at their own risk. Players are recommended to bring their own food & drink to the venue. | Low/Medium |
| 7.6, 7.12 | Heavy equipment | Sydney Indoor Sports Hall staff will setup & pack away table tennis tables for the CSSA Table Tennis tournament. The table tennis tables are maintained by the venue to a high standard & will be checked by the CSSA Convenor prior to the commencement of play. |  |
| 8.1 | Dehydration/Exhaustion | Regular rest periods taken. Individual schools to ensure that water bottles are available to all participants. Water is available at the venue | low |

**CSSA does not provide Personal/Accident Insurance Cover**

**As a competing school we are aware that all teachers/parents/volunteers that we send to a carnival or sporting event have completed a “Working with Children” prohibited employment form**

**Change Rooms**

CSSA recognises that children are particularly vulnerable in change rooms and that measures must be put in place to ensure that children are able to safely get changed without fear of intrusion or fear for their safety.

Generally, the expectation of CSSA is that **Member School Staff** and **Member School Volunteers** would appropriately supervise change rooms in accordance with NSW Department of Education guidelines. The same goes for **CSSA Staff** and **CSSA Volunteers** who may be required to supervise change rooms in the course of supervising **CSSA Representatives** at **Non-CSSA Events**.

Those guidelines are that change rooms should be supervised and supervisors should adhere to the following guidelines:

* give explicit instructions and guidelines for behaviour in change rooms
* set a routine for going into change rooms and keep to it
* announce to students when entering the change room and allow time for students to cover up, and
* do not stand in change rooms while students are changing as students have a right to privacy.

While the issue of a supervisor of either sex supervising the change rooms of both sexes poses some difficulties, some suggestions for supervisors in this situation include:

* give explicit rules about what is expected of students' behaviour in the change rooms
* ensure that students know that if there is an emergency you will enter the change room
* choose two student representatives to report to you about any problems in the change rooms
* ask the students to come out of the change room if there is any disturbance
* if for some reason the students remain in the change room seek a person of the appropriate sex to go in, and
* if there is an emergency, let students know you are coming in and give a warning to cover up before going in.

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| **Risk Warning under section 5M of the *Civil Liability Act 2002* (NSW) on behalf of CSSA and its Member Schools**  **Sporting Activities**  Christian Schools Sports Association (CSSA) administers and convenes CSSA inter-school sporting activities in which many students from Member Schools participate. Students participating in these sporting events take part in practice, trials and competitions.  CSSA and its Member Schools expect students to take responsibility for their own safety during sporting activities by wearing compulsory safety equipment, by thinking carefully about the use of safety equipment that is highly recommended and by behaving in a safe and responsible manner towards team members, opponents, spectators, officials, property and grounds. CSSA and its Member Schools also expect parents, spectators and other participants to behave in a safe and responsible manner, to comply with the CSSA Code of Conduct and to set a good example for the students.  While CSSA and its Member Schools take measures to make the sporting activities as safe as possible for participants, there is a risk that students can be injured and suffer loss (including financial loss) and damage as a result of their participation in these sporting activities, whether at training or in actual events.  Parents, spectators and officials could also be injured or suffer loss.  Injury can occur while the student, parent, spectator or official is engaging in or watching a sporting activity, or travelling to and from the event. The injury may result from a student's actions, the actions of others, the state of the premises or from equipment failure.  On some occasions, an injury can be serious (such as torn ligaments, dislocations, back injuries, concussion or broken bones). In very rare cases an injury can be life threatening or result in permanent disability. If a student, parent, spectator or official has a pre-existing injury, participating in a sporting activity could result in an exacerbation of that injury.  Students, parents, spectators and officials could also suffer loss as a result of their personal property being lost, stolen, damaged or destroyed.  CSSA does not provide Personal or Accident Insurance Cover. |

**CSSA Table Table tennis Risk Assessment**

**TABLE TABLE TENNIS**  Date:

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| **Level of Competition** (tick appropriate) | | | Intra School | |  | Inter School |  |  | |
| **Year level/s** (tick appropriate) | | | |  | | | | | |
| Infants ( K-2) |  | Junior Primary (Yrs 3-4) | | |  | Senior Primary (Yrs 5-6) | | |  |
| Junior High (Yrs 7-8) |  | Middle High (Yrs 9-10) | | |  | Senior High (Yrs 11-12) | | |  |

**General**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes** | **No** | **NA** |
| Permission has been obtained from parents/guardians for all students participating |  |  |  |
| Adequate teachers are attending providing appropriate levels of supervision for the activity and spectators. |  |  |  |
| Parents have been notified of location of venue, transport arrangements and time involved |  |  |  |
| First Aid Kit Available |  |  |  |
| Water is available for students at the venue |  |  |  |
| Ice is available |  |  |  |
| Students suffering from Asthma have been advised to carry their puffer to all events |  |  |  |
| Staff issued with infectious diseases policy |  |  |  |
| Form provided for record of injuries/incidents |  |  |  |
| Access available for emergency vehicle |  |  |  |
| A Risk Assessment has been completed |  |  |  |

**Participants & Officials**

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| Instructors/Coaches are adequately experienced or qualified, details on file and have passed Child Protection checks |  |  |  |

**Equipment / Grounds**

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| Indoor surface is in good condition, free of obstructions and loose objects |  |  |  |
| Spectator areas are clearly marked |  |  |  |
| Public facilities and buildings which are to be used have been checked |  |  |  |

**Environmental**

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| --- | --- | --- | --- |
| Weather conditions appropriate for the safe conduct of the event |  |  |  |