

SACPSSA TENNIS CARNIVAL RISK ASSESSMENT YEAR _____

WORKPLACE: Millswood Tennis Centre / Playford Tennis Centre

ASSESSOR'S NAME(s): Darren Elliott

DATE: to be reviewed 02/2020

DESCRIPTION OF TASK: SACPSSA TENNIS CARNIVAL

LOCATION: Millswood Tennis Centre, Millswood / Playford Tennis Centre, Elizabeth.

DATE OF EVENT: _____ (10.00am – 2:00pm)

NUMBER OF STUDENTS – 10 - 20 schools per day approx..

YEAR LEVEL: 3-7 inclusive

CONTACTS: SACPSSA Tennis Coordinator – Darren Elliott

MODE OF TRANSPORT:

Each school responsible for their own transport to and from the Tennis Carnival.

VOLUNTEERS:

Volunteers attending: Yes/No (Please see section on volunteer details)

EVENT SUMMARY:

- Site Induction conducted by SACPSSA Coordinators
- Program of events.
- PA system and walkie talkies to be provided at the event.

Risk Assessment Authorised By: **Date:** / /

Signed: _____

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Q1 Hazard Identified	Q2 Likelihood/ Consequence	Person/s Responsible	Q3 Current Controls	Q4 Effective Yes/No	Q5 Risk Rating	Q6 New/Additional Controls Required	Q7 Re-rate Risks
SITE INDUCTION:							
Injury or incident resulting from lack of Site information	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Coordinators / site supervisor	<input type="checkbox"/> Site Induction to be conducted by Event coordinator at commencement of event including: - Location of first aid facilities. - Location of toilets. - No smoking. - Emergency Procedures	Y	H	<u>First Aid officers present at each carnival day & stationed within the complex.</u>	L
TRANSPORT TO VENUE:							
Walking to and from transport	<u>Likelihood:</u> Unlikely to occur, but could happen. <u>Consequence:</u> Catastrophic	Staff supervisors from each school	<input type="checkbox"/> Teachers attending to supervise the entry from buses into the centre <input type="checkbox"/> <input type="checkbox"/> Brief participants on rules and behaviour <input type="checkbox"/> Ensure bus drops-off and picks-up children in the area adjacent to the entrance path <input type="checkbox"/> Remain on pedestrian pathways and utilise pedestrian crossings at all times	Y	E	<input type="checkbox"/> Students to walk in controlled lines on the footpaths or areas as directed by the teacher.	M
SUPERVISION:							
Child not supervised and is lost or abducted from venue.	<u>Likelihood:</u> Unlikely to occur but could happen. <u>Consequence:</u> Catastrophic	Staff supervisors from each school	<input type="checkbox"/> Each school and their staff are responsible for their own students and parents who accompany their school.	Y	E	<input type="checkbox"/> Police called immediately if security is breached.	L
Watching and waiting for events- Exposure to sun, wind, rain and dehydrations	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> catastrophic	Participants and staff supervisors from each school.	<input type="checkbox"/> Encourage students to wear hats, shirts with sleeves and sunscreen while outdoors <input type="checkbox"/> Seat children under the shade areas provided <input type="checkbox"/> Remind children to drink fluids	Y	E		M

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PARTICIPATING IN HANDBALL CARNIVALS:							
Injuries while participating	<u>Likelihood:</u> Likely to occur at some time. <u>Consequence:</u> Catastrophic	Supervising teachers	<input type="checkbox"/> Supervisors and teachers are in full view of stadium at all times. <input type="checkbox"/> All athletes must be competent to compete in their activity. <input type="checkbox"/> Follow handball & school rules <input type="checkbox"/> Brief participants on rules and behavior at the commencement of the carnival <input type="checkbox"/> Teachers to fully supervise their students	Y	H	School will provide first aid kits and asthma packs.	L
Use of equipment Tested Student use	<u>Likelihood:</u> Likely to occur at some stage <u>Consequence:</u> Moderate	Supervising teachers/ volunteers/ SACPSSA staff	<input type="checkbox"/> All equipment is provided by ...or SACPSSA (tents, numbered stakes to mark out the course, tape etc). <input type="checkbox"/> All equipment is in line with SACPSSA guidelines & inspected prior to commencement of the carnivals. <input type="checkbox"/> Schools shall provide playing equipment & appropriate clothing worn by participants	Y	H		
Weather Conditions – Hot weather Wet weather/Storm	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Minor	SACPSSA Coordinators	<input type="checkbox"/> SACPSSA Supervisor to check with Weather Bureau website for weather warning prior to event. If storm threatens SACPSSA Supervisor will cancel event. <input type="checkbox"/> Water provisions for heat. Sunscreen and hats required and provided by SACPSSA for assisting staff and volunteers.	Y	M	SACPSSA Coordinators to make decision if temperature exceeds 34 degrees as published in the Advertiser the day before.	
MOVEMENT IN AND AROUND THE COURSE:							
Competition areas Track Field Grandstand/ surrounding areas	<u>Likelihood:</u> Minor / Likely to occur at sometime	Supervising teachers	<input type="checkbox"/> Competitors & officials will only occupy the courts; competitors should enter the courts at designated ENTRY and EXIT points. Students who are not competing should stay with their school group. <input type="checkbox"/> Spectators and non-participating students need to stay on the perimeters of the courts and not crowd entry and exit points. <input type="checkbox"/> All walkways need to be kept clear	Y	M	School staff to supervise students at all times.	L

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Access/ Egress – easily accessible in the event of fire or other emergency	<u>Likelihood:</u> Unlikely to occur, but could <u>Consequence:</u> Moderate	SACPSSA Coordinators / site supervisor	<input type="checkbox"/> Emergency Assembly area and site plan available.	Y	M	Emergency vehicles met and escorted in	L
Traffic flow - emergencies	<u>Likelihood:</u> Unlikely to occur, but could <u>Consequence:</u> Moderate	SACPSSA Coordinators/ site supervisor	<input type="checkbox"/> Provisions for safe passage of emergency and other vehicles through pedestrian traffic. Staff will supervise area.	Y	M	P.A. used to clear area and call staff for assistance.	L
VOLUNTEERS							
Volunteers injured or unwell	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	School staff, SACPSSA Staff & Parent volunteers	<input type="checkbox"/> All volunteers supplied by participating schools and are required to have CEO Police Checks. <input type="checkbox"/> Volunteers identified by SACPSSA Volunteer badge.	Y	H		H
Smoking related injury	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> minor	Site coordinator	<input type="checkbox"/> No Smoking in or around the course.	Y	M		L
Voice Care injury	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> Moderate	SACPSSA Coordinators	<input type="checkbox"/> PA system used at carnivals <input type="checkbox"/> Roving microphone for announcer <input type="checkbox"/> Walkie Talkies <input type="checkbox"/> Mobile phones	Y	H	Water available for all staff.	L
SACPSSA Assisting Teachers Injury/Incident	<u>Likelihood:</u> Likely to occur at sometime <u>Consequence:</u> minor	SACPSSA Coordinators	<input type="checkbox"/> Induction to occur prior to event – Advise of procedures re: supervision, hat, water, sunscreen, toilets, manual handling & first aid.	Y	M	Induction conducted again on the day	L

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RISK ASSESSMENT INSTRUCTIONS

This instruction provides a step-by-step guide in the use of the general Risk Assessment document.

Identify the subject of the risk assessment e.g. task, equipment, substance, plant, stress, voice, etc.

- Q1 Identify the hazards e.g. fall from height, workstation design, voice, stress, etc
- Q2 What are the risks/consequences that harm/danger will occur.
- Q3 Identify any current controls in place e.g. scaffolding, ergonomic furniture, amplification systems, etc
- Q4 Decide if the existing controls are effectively controlling the risks, answer Yes or No.
- Q5 Rate each risk using the Risk Calculator, which is located below the risk assessment table (inclusive of current controls).
- Q6 Include any new or additional controls.
- Q7 Re-rate the risks.

Authorised person to sign the form.

Note that if a task etc is performed many times it is only necessary to conduct the one risk assessment unless the task or any circumstances change.

Risk Calculator						
		Consequence				
		Insignificant	Minor	Moderate	Major	Catastrophic
Likelihood	Almost certain to occur in most circumstances.	High	High	Extreme	Extreme	Extreme
	Likely to occur frequently.	Medium	High	High	Extreme	Extreme
	Likely to occur at some time.	Low	Medium	High	Extreme	Extreme
	Unlikely to occur, but could happen.	Low	Low	Medium	High	Extreme
	May occur, but probably never will.	Low	Low	Medium	High	High

Definition of Risk	
Low	Action not urgent within 3 months.
Medium	Action as soon as possible – within 1 month.
High	Action within 24 hours.
Extreme	Immediate action.

Hierarchy of Control	
1. Eliminate	Remove the hazard.
2. Substitute	Replace with less hazardous.
3. Isolate	Use guards or barriers.
4. Engineer	Redesign.
5. Administration	Training, information, safe work procedures.
6. Personal Protective Equipment	Gloves, goggles etc.