

SACPSSA TENNIS HOT SHOTS CARNIVAL RISK ASSESSMENT

WORKPLACE:

ASSESSOR'S NAME(s): Darren Elliott

DATE:

DESCRIPTION OF EVENT: SACPSSA TENNIS HOT SHOTS CARNIVAL

LOCATION: PLAYFORD TENNIS CENTRE, Spruance Rd, Elizabeth East, 5112; MILLSWOOD TENNIS CENTRE, Chelmsford Ave, Millswood, 5034; HAPPY VALLEY TENNIS CLUB, Taylors Road West, Aberfoyle Park, 5159; HENLEY SOUTH TENNIS CLUB, corner Lexington Rd and Burford St, Henley Beach South, 5022

DATE OF EVENT:

TIME OF THE EVENT:

NUMBER OF STUDENTS:

YEAR LEVEL: 3-6 inclusive

CONTACTS: SACPSSA Tennis Hot Shots Carnival Coordinator – Darren Elliott

SITE SUPERVISOR:

MODE OF TRANSPORT: Each school responsible for their own transport to and from carnivals.

VOLUNTEERS:

Volunteers attending: Yes/No **(Please see section in risk assessment regarding volunteer details)**

EVENT SUMMARY:

- Site Induction conducted by SACPSSA Coordinator – Darren Elliott
- Program of events.

Risk Assessment Authorised By: Date: / /20

Signed: _____

SACPSSA Risk Assessment

Date of assessment:	Assessment By:	Site
Department/Area:		
Identify/describe activity, equipment, area or event you are assessing:		
TENNIS CARNIVAL		

Step 1: Identify the hazard/s: What do you believe are the hazards? (Refer hazard sheet 1)	Step 2: Assess the risks: What do you believe are the risks? (Refer hazard sheet 2)	Step 3: Reducing the risk: What do you believe can be done to reduce the risk? (Refer hazard sheet 3)
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What could cause harm?	What could go wrong?	Controls
Students traveling to and from event by bus Road accident Breakdown	Minor Major injuries to passengers Fatalities	Accreditation of the bus company re vehicle safety / driver / accident cover Designated waiting areas. Child seat ratio / seat belts Radio contact with base Staff Members to have mobile phone available.
Accountability on / off the buses		Signatures are required at designated times during the day of the event for arrival & departure. Assessment to be signed and returned to the School sites WHS coordinator on completion of the activity at the end of the day. Refer to table at end of assessment.
Travel to and from Event by private car Road accident Breakdown	Injury sustained while traveling in the car Minor / Major injuries Fatalities	Accreditation of staff member / volunteers' driver's License has been sighted - vehicle safety / driver / accident cover is confirmed. Responsibility of specific sites. Driver / staff member / volunteer has completed the driver declaration form. Parent / caregiver permission has been received. Designated waiting areas. Child seat ratio / seat belts Driver of vehicle to have mobile phone available.
Travel sickness	Feeling / becomes ill	Information included on medical forms. Permission for all students received prior to departure.
Slips, trips & falls on boarding and alighting from bus. Uneven ground Wet slippery steps	Falls Laceration Sprains Strains	Students clearly informed of safety rules on boarding / alighting bus. Site Staff / Volunteers supervise access & egress to the venue from designated drop off / pick up area. Designated waiting areas.

What could cause harm?	What could go wrong?	Controls
		Visual vigilance, direction given to students prior to departure and on arrival. Students to move in an orderly fashion on designated footpaths at all times.
Congestion	Struck by moving vehicle Death Major injury to pedestrians Damage to other vehicles	Students arrive / depart by bus at designated times. Students to remain under the supervision of School staff at all times. Permission slips for all students to be received before attending the event is the responsibility of the School. Some students to be delivered / collected by parent / caregivers in private car. Designated arrival and departure areas sign posted.
Emergency / Induction	Intruders Fire Explosion	Orientation / Induction on arrival for Staff, Volunteers & Students. Emergency procedures and assembly area explained prior to event starting. Entrances & exits must be clear of equipment at all times. Location of 1 st aid – student personal medication is the responsibility of each site supervising staff member. Provision for access & egress of emergency vehicles through pedestrian traffic. Staff / road monitors to supervise Location of toilets. No smoking. No Smoking signs displayed on buildings. Attendance record sheet used for accountability in the event of an emergency. Responsibility of each attending school. In the event of an emergency students to assemble in school groups supervising staff member to complete roll call. Report any missing person to identified Deputy Warden.
Student supervision / Abduction	Lost student Student removed against their will	Correct ratio of staff to students 1: 10 Buddy system for all present. Students to remain in designated areas. Students to remain in shaded area when not participating. Students instructed (time provided) to use facilities prior to departure. Staff to supervise own students use of toilets. Buddy system in place for use of toilets. Staff member to have access to mobile phone at all times. Use of whistle for crowd control. Students briefed stranger awareness interaction with the public. Appropriate behaviour guidelines explained and carried out. Roll call at recess & lunch breaks and end of day. To assist with accountability.
Medical condition	Anaphylactic reaction Asthma Allergies	Permission slips obtained from parents. Prior to departure. Relevant medical forms to be accessible. 1st aid officer available at all times.

What could cause harm?	What could go wrong?	Controls
		<p>Asthma puffers with students. STUDENTS WITH EPIPENS / MEDICATION TO REMAIN WITH STAFF MEMBER. Car as a backup vehicle is available. Responsibility of each site.</p>
<p>Manual handling Lifting Pushing Pulling Holding Restraining</p>	<p>Muscular strain Falls Strains Sprains Bruises</p>	<p>Share the load Rotation of tasks / activities for staff / volunteers setting up courts prior to event commencement. Appropriate trolleys used for transport of equipment around site. Trained staff to set up. Erection of tents completed in groups. If applicable / required. School Staff members to assist Volunteers / Students. Clear communication between organizers, staff, students and volunteers.</p>
<p>Electricity</p>	<p>Burns Fires Electric shock Electrocution</p>	<p>Visual Inspection Cord covers Weather proof fittings All electrical equipment has been tested and tagged.</p>
<p>Slips, trips, falls Slippery surfaces</p>	<p>Falls Lacerations Bruising Strains Sprains</p>	<p>Appropriate clothing and footwear worn for activities being participated in. All cords / ropes secured and or attached to ground. All students have had sufficient training in events participated in. All equipment used is Australian Standard.</p>
<p>Injury sustained while participating</p>	<p>Struck by ball or racket Collision with another player Fractures Dislocation Concussion</p>	<p>Students trained in sport being participated in. Equipment used is Australian Standards 1st aid available for the duration of the event. Designated waiting areas for students not participating at the time.</p>
<p>Exposure to elements Extreme Weather Clothing</p>	<p>Heatstroke Fatigue Dehydration Sunburn</p>	<p>Weather restrictions adhered to. If storms threaten or predicted temperature exceeds 34 degrees according to the Weather Bureau. Coordinators decision made 24 hours prior to commencement of an event. Sun block applied regularly. Students to wear appropriate clothing & hats for activity being participated in. Shade provided for each school group. Shaded area available at all host sites. Appropriate uniform worn for events being participated in. All students to bring own water bottle. Regular food and water breaks.</p>
<p>Voice</p>	<p>Strain Hearing loss</p>	<p>PA system checked prior to the event commencing and used for the duration of the event. Headset walkie talkies for officials use. If required.</p>

What could cause harm?	What could go wrong?	Controls
		Staff to use whistles rather than voice for crowd control.
Volunteers		Volunteers have completed NPC, WHS Induction, Mandatory reporting and are on the current relevant School register. Responsibility of each site. Volunteers with a supervising role must not have siblings attending.
Spectators	Slips, trips, falls Collision with participating students Injury	Designated spectator areas away from participants. The court areas will only be occupied by participating competitors & officials. Competitors should enter the court areas down the side not across the back of the courts. Spectators to remain in designated areas. To be marked accordingly. Walkways to be kept clear.
Dogs	Dog bites Lacerations Contusions Scratches Children knocked to the ground	Dogs not permitted to attend school based events. Students are not left unsupervised if dogs enter the area unattended / off lead. Students reminded not to run to or from dogs. Sufficient distance kept between students and dogs. No food to be given to dogs.
Smoking	Allergies Asthma Cancer	ALL EVENTS ARE NON SMOKING No Smoking signs displayed around site.
Waste Management	Pest/vermin Fire Slips, trips and falls	Appropriate number of bins available and regularly emptied. Recycling bins available and regularly emptied. Waste company arranged to collect waste at conclusion of the event. Bins secured overnight.
Removal of Student	Illness Behavioural	If student becomes ill parent / caregiver notified. Ambulance called if a medical emergency. All school sites have own Student Ambulance cover. Behavioural specific school site procedure observed. – Parent / caregiver informed / requested to collect Student or School Staff members to collect and return to School.

Completed by (name):

Signature:

Date:

In consultation with (name):

Signature:

Date:

	Depart School site	Arrive Carnival	Tennis	Depart Carnival	Tennis	Arrive School site
Student Numbers						
Date						
Time						
Bus No						
Staff Signature						

Authorised by (name/position):

Signature:

Date:

Review hazard/risk assessment if task or circumstances change and at intervals appropriate to the level of risk (minimum 5 years).

Step 4: Monitor & review:
(Refer to hazard sheet 4)
Please circle Yes or No

Were the controls effective?	YES	NO	Were there any unforeseen hazards/ incidents?	YES	NO	New controls
DETAILS			DETAILS			DETAILS

NAME:

SIGNATURE:

DATE: