

IGSA Sport Tildesley Tennis Tournament 2025 - Risk Assessment Hazard Checklist

Assessed By	Kate Howitt	Assessment Date	19/12/2024
Location	North West Sydney Tennis - 25x Britannia St, Pennant Hills (Pennant Hills Park)	Activities	Tennis/(Tildesley)

1	INDOOR HAZARDS	
1.1	Inappropriate lighting	
1.2	Temperature	
1.3	Insufficient or unsuitable space	
1.4	Untidiness – causing trip / fire hazard	Y
1.5	Stairs – dark / steep / no handrail	
1.6	Lack of fire escapes / extinguishers / procedures	
1.7	Slip / trip / fall hazards	
1.8	Inadequate ventilation	
1.9	Inhalation of dust	
1.10	Poor surfaces for activities – slips / trips / impact	
1.11	Electrical hazards	

2	SPORTING ACTIVITY HAZARDS	
2.1	Uneven playing surface	
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on pitch	Y
2.4	Sliding on Astroturf or similar surface	Y
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact from sports equipment – balls or racquets	Y
2.7	Contact sport injury	Y
2.8	Personal injury – fracture / sprains / cuts	Y

3	HAZARDS ON COASTS & COASTAL WATERS	
3.1	Falls from cliffs, piers, sea walls	
3.2	Struck by falling objects from cliff	
3.3	Slips & falls on slopes / loose surfaces	
3.4	Quick sand & mud	
3.5	Access problems due to steep angle of beach slope	
3.6	Collisions between water users	
3.7	Swept away by wave surges	
3.8	Being washed against rocks / piers	
3.9	Low water temperatures	
3.10	Communication problems from waves / swell / distance	
3.11	Struck by objects in water	
3.12	Stranded by tides	
3.13	Swept away by currents	
3.14	Rip tides	
3.15	Longshore drift	
3.16	Conflicts between beach users	

5	HAZARDS ON HILLS AND MOUNTAINS	
5.1	Slips & trips on grass, mud, rock	
5.2	River crossings	
5.3	Remote locations	
5.4	Difficult communication – weather / distance	
5.5	Falling debris	
5.6	Extra work imposed by terrain type / angle	
5.7	Lack of shelter	Y
5.8	Separation of group members	
5.9	Getting lost	
5.10	Falls from height	
5.11	Extremes of weather	Y

6	PEOPLE & ORGANISATIONAL HAZARDS	
6.1	Lack of information, training or instruction	Y
6.2	Poor activity planning or preparation	Y
6.3	Poor activity delivery or organisation	Y
6.4	Ignorance of rules and / or procedures	Y
6.5	Unsafe behaviour or attitude	Y
6.6	Lack of appropriate first aid equipment and experience	
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	Y
6.9	Poor safety awareness from participants	Y
6.10	Lack of cooperation within group	
6.11	Differing skill levels within group	Y
6.12	Low level of physical fitness / strength	Y
6.13	Aggression between participants	Y
6.14	Aggression from crowd / public	Y

7	EQUIPMENT AND OTHER HAZARDS	
7.1	Crash handling	
7.2	Transport to and from your activity	Y
7.3	Food poisoning	Y
7.4	Hazardous substances	
7.5	Equipment with moving / hot parts	
7.6	Heavy equipment	
7.7	Electrical hazards from equipment	Y
7.8	Noise from equipment	
7.9	Risk of trapping body / clothing in equipment	

4	HAZARDS ON STILL / MOVING WATER	
4.1	Getting swept away from equipment or people	
4.2	Collision with rocks in and to sides of rivers	
4.3	Striking / trapping by submerged obstacles	
4.4	Being dragged down by undertow	
4.5	Restricted or impossible access to / from water	
4.6	Access problems – rescue / getting kit into water	
4.7	Falls from drops in level at weirs / waterfalls	
4.8	Getting out of depth	
4.9	Low water temperature	
4.10	Separation from other people	
4.11	Slips / trips on steep banks or uneven surfaces	
4.12	Difficult communications	
4.13	Remote locations	

7.10	Inadequate environment for equipment operation	
7.11	Inadequate protective equipment	
7.12	Equipment in unsuitable condition	

8	OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY	
8.1	Sun sense & Dehydration	Y
8.2	Lightning	Y
8.3	Stair Railings	Y
8.4	Marquee/Tent Pegs	Y
8.5	Children's Playground	Y
8.6	"Stranger Danger"	Y
8.7	Pedestrians crossing roads	Y

Risk Assessment – Student Activities

Association Event	IGSA Tildesley Shield Tennis Tournament	Number of persons involved	500
Nature of Activity	Tennis	Frequency of Activity	Three days
Assessed By	Kate Howitt	Date	19-21 March 2025
			Back up: 26-28 March

Hazard Ref.	Potential Effect	Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By	When
1.4	Untidiness – causing trip / fire hazard	Schools in cabanas are to monitor the cleanliness of their allocated spaces to ensure there are no health or trip hazards.	Low		School staff, IGSA staff	Regularly
2.3	Hard or sharp objects on the courts and surrounding areas	A safety & venue audit will be conducted prior to the commencement of play. Any sharp objects will be removed or a warning sign placed near any potential danger. Students and chair umpires are to check the court prior to the first game.	Low		IGSA Staff Tildesley Committee, umpires, players	Each day
2.4	Sliding on Astroturf or similar surface	All Schools have been requested to encourage participants to wear appropriate Tennis shoes, with sufficient grip and support. In the event of wet weather, the court surface will be regularly assessed.			Individual School Staff IGSA Staff	Each day
2.5, 2.6	Collisions / Conflict with surrounding objects or people / Impact from sports equipment – balls or racquets	Players may collide with their opponent's racquet, the net, support poles or fencing on or surrounding each court. Players may also collide with their opponent at the net or with their partner in doubles matches. All schools publish risk warnings advising students that sport is potentially dangerous and that care should be taken.	Low / Medium		IGSA Staff	Each day

Hazard Ref.	Potential Effect	Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By	When
2.7, 2.8	Contact sport injury / Personal injury – fracture / sprains / cuts	Playing tennis can cause personal injury. First Aid personnel are employed for the duration of the tournament. They will be on hand to treat injuries. An ambulance will be called in the event of an emergency. Schools are requested to bring a first aid kit and ice in order to deal with minor injuries such as cuts and grazes. MediFAST will be provided with a first aid form to document all injuries.	Medium / High		MediFAST staff & School Sports Staff. IGSA Staff	Each day
5.7	Lack of Shelter	Schools to bring individual marquees/tents to provide shelter. Cabanas are allocated to schools not bringing tents. There is also a canteen and recording area, plus undercover verandas.	Low		Individual Schools	Each day
5.11	Extremes of weather	Co-ordinators will monitor weather conditions in relation to heat, storms and adverse weather. Event may be postponed, suspended or cancelled as required.	Medium		IGSA Staff & Tournament referee and Tennis Convener	Each day
6.1	Lack of Information, training or instruction	Whilst the tennis, IGSA and medical staff have adequate training and instruction, some of the chair umpires may not be correctly trained to perform their duties. Schools will be reminded to ensure all staff are to know their roles and responsibilities to ensure the tournament is of the highest quality. Poorly trained staff can lead to arguments, errors and even injuries.	Low		IGSA staff, school staff, Tennis NSW staff	Each day

Hazard Ref.	Potential Effect	Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By	When
6.2	Poor activity planning or preparation	No specific leadership qualifications are normally required but the organisers have considerable previous experience of conducting and organising Tildesley Tennis Tournaments at the same venue. The carnival will be run by the IGSA Directors of Sport, the IGSA Tennis convener and Tennis NSW Tournament Referee.	Low	In the event that something unforeseen or unplanned should happen, it will be dealt with as it arises in consultation with appropriate and experienced staff (in accordance with the existing rules and guidelines) and evaluated for the following year's tournament.	IGSA Staff	Prior to tournament
6.3	Poor activity delivery or organisation	The IGSA Directors of Sport will ensure that all staff members are briefed regarding the rules of the tournament, their roles and responsibilities with their duties, and safety procedures.	Low	A mentor situation, should it be necessary, should be put into place to ensure all staff are adequately supported in their roles.	IGSA Staff	Each day
6.4, 6.5	Ignorance of rules and / or procedures, Unsafe behaviour or attitude	All schools will/have been sent a copy of the rules & guidelines. They will/have also been placed on the IGSA website.	Low	Should any problems arise in this area they will be dealt with at the time. An evaluation will also be done post-season.	IGSA Staff	Prior to tournament (& during & after)
6.7	Medical Conditions	Some students may arrive with pre-existing medical conditions. Asthmatics are requested to bring their own 'puffers' and take appropriate medication prior to competing. It is clearly listed in the IGSA Sport Handbook and on the IGSA Website that students with injuries or suffering illness are not to compete. Only those who have been training and are suitably fit should be allowed to compete by their schools.	Medium / High		Individual Schools & MediFAST	Each day
6.8, 6.9	Poor safety control from group leaders, Poor safety awareness from participants	Schools, staff and students should act at all times in a safe and responsible manner, whether on court or around the venue. All schools have procedures in place to manage student behaviour.	Low		School staff	Each day

Hazard Ref.	Potential Effect	Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By	When
6.11, 6.12	Differing skill levels within group, low level of physical fitness/strength	Differing levels of skill and fitness or strength could result in upset or angry students (when losing), which will have to be managed by school staff.	Low		School staff	Each match
6.13, 6.14	Aggression between participants, from crowd / public	All schools are supplied with the IGSA Sport Code of Conduct and Tournament rules, detailing the expected standard of behaviour. A card system will be operational; giving any offenders a warning and then discontinuation of participation should the unacceptable behaviour continue. Unacceptable behaviour from the public (parents / relatives / friends) will be dealt with on a case by case basis, involving staff from the school involved and IGSA Sport staff.	Low / Medium	A written letter is sent to the local police by the venue each year, prior to the event, informing them of the tournament and requesting their presence at intervals during the event.	IGSA Staff Individual School Staff	Each day
7.2	Transport to and from your activity	Responsibility lies with each school and parents to transport students.	Low	n/a	Schools/ parents	n/a
7.3	Food Poisoning	Food is for sale at the venue, as well as being provided by each of the schools. All food should be handled and stored safely and at the right temperature.	Low	Vendors to take responsibility for the safe handling and storage of food.	Vendors, schools	Each day
7.7	Electrical hazards	There is the potential for some electrical hazard due to the use of the coffee van and small appliances to heat food and beverages in the canteen. North West Sydney Tennis Assoc. staff are responsible for the maintenance of such equipment and a suitable adult will be present and in charge at all times. Maintenance staff to be on hand in case of a power failure or appliance malfunctions.	Low		North West Sydney Tennis	Each day
8.1	Sun Sense & Dehydration	All participants reminded to Slip, Slop, Slap before commencing. Informed that water should be brought to the venue. Drinks are available at the venue also.	Low		IGSA Staff & Individual Schools	Each day

Hazard Ref.	Potential Effect	Controls in Place	Score Low / Medium / High Risk	Further Controls Required?	Who By	When
8.2	Lightning	Participants to be advised that at the first sign of local thunder or lightning, they are to stop the game and return to the nearest shelter immediately.	Low / Medium		IGSA Staff, Tournament Referee	Each day
8.3, 8.4, 8.5	Stair Railings, Marquee/ Tent pegs, Children's playgrounds	Schools have been notified to instruct students not to swing or slide on stair railings and the children's playground is strictly out of bounds for the duration of the tournament. Schools have been asked to cover any marquee/tent pegs with suitable protective material to lessen the likelihood of injury also.	Low		IGSA Staff & Individual School Staff	Each day
8.6	Stranger Danger	Schools have been notified to instruct girls not to leave the venue without permission or to use the toilets located in the park across from the venue, unless accompanied by other students/parents or staff. All staff are alert to and understand the importance of reporting any people not related to the event, loitering unnecessarily in the area.	Low		IGSA Staff Tildesley Committee Individual School Staff	Each day
8.7	Pedestrians crossing roads	Maps are attached to the Rules & Guidelines showing where cars and buses should park and where internal pedestrian crossings are located (Bus Plan doc).	Low		Individual School Staff, players and parents	Each day