

IGSA Sport Tennis 2025 - Risk Assessment Hazard Checklist

Sport	IGSA Tennis	Assessment Date	10/1/2025
Assessed By	Kate Howitt		
Locations	Various	Activities	Tennis

1	INDOOR HAZARDS	
1.1	Inappropriate lighting	
1.2	Temperature	
1.3	Insufficient or unsuitable space	
1.4	Untidiness – causing trip / fire hazard	
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	Y
2.2	Playing surface too hard or soft	
2.3	Hard or sharp objects on court	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 – Ball or Clubs	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	

4	HAZARDS ON STILL / MOVING WATER	
4.1	Getting swept away from equipment or people	

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	Y
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	Y
6.7	Medical conditions of participants	Y
6.8	Poor safety control from group leaders	
6.9	Poor safety awareness from participants	
6.10	Lack of cooperation within group	
6.11	Differing skill levels within group	
6.12	Low level of physical fitness / strength	
6.13	Aggression between participants	Y
6.14	Aggression from crowd / public	Y
6.15	Contact between participants increasing risk	

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

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	

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Sun sense & Dehydration	Y
8.2	Lightning	Y
8.3	Unattended children	Y
8.4		
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

IGSA Sport Risk Assessment – Tennis

Organisation Name	IGSA	Number of persons involved	3,400
Nature of Activity	Tennis Matches	Frequency of Activity	Weekly
Assessed By	Kate Howitt	Date	10/1/2025

Hazard Ref.	Potential Effect	Controls in Place	HAZPAK	Further Controls Required?	Who By
2.1	Uneven playing surface	Venue conveners are to check all court surfaces before play commences to ensure no uneven surfaces, cracks or dangerous areas.	4		IGSA Sport Venue Convener
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 to check the court prior to the first game.	4		IGSA Sport Venue Convener
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.	4		Individual School Staff IGSA Sport Venue Convener
2.5, 2.6, 2.7	Collisions/conflict with surrounding objects or people, Impact from sports equipment – ball or racquet (or net/post), Contact Sport Injury	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.	3	Injury reports completed to monitor occurrence.	IGSA Sport Venue Convener and Individual School Staff
2.8	Personal Injury	Playing tennis could give rise to personal injury. 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.	3	Injury reports completed to monitor occurrence.	IGSA Sport Venue Convener and Individual School Staff
5.5	Falling debris	There may be overhanging trees at the venue. Sport may be cancelled in the event of severe wind, rain or storms.	Low		IGSA Sport convener
5.7	Lack of Shelter	Each venue is different and may or may not offer some form of shelter. Players are advised to wear sunscreen and protective clothing.	5		IGSA Sport Venue Convener and Individual School Staff

Hazard Ref.	Potential Effect	Controls in Place	HAZPAK	Further Controls Required?	Who By
5.11	Extremes of weather	Co-ordinators will monitor weather conditions in relation to heat, storms and adverse weather. Play may be suspended or cancelled as required.	3	Guidelines regarding extreme weather provided to venue conveners	IGSA Sport Venue Convener and Individual School Staff
6.1- 6.2	Lack of information, training or instruction, poor activity planning or preparation	Coaches and staff from individual schools to ensure that girls are adequately prepared to participate. All IGSA Sport rules and guidelines are distributed to all schools and posted on the IGSA Sport website for all participants to access prior to the competition. The IGSA Sport office staff will ensure all venue booking have been confirmed and are ready to use.	Low		Schools
6.3	Poor activity delivery or organisation	IGSA Sport staff will ensure that all players are briefed regarding: the rules and safety procedures laid down by the venue's management including evacuation procedure.	Low		IGSA Sport staff
6.4, 6.5	Ignorance of rules and / or procedures, Unsafe Behaviour or Attitude	IGSA Sport Code of Conduct is clear as to expectations upon players. All schools are aware of this Code and there are copies on the IGSA Sport Website available to the public.	Low	Should any problems arise in this area they will be dealt with on the day by the Venue Convener and any staff or parents present.	IGSA Sport staff
6.6	Lack of appropriate first aid equipment and experience	The sport convener is to bring a first aid kit to the venue and persons present should have first aid qualifications.	Low		IGSA Sport staff and convener
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 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.	3		Individual Schools
6.13	Aggression between participants	Qualified referees to control the game, IGSA Sport staff and officials to be at hand to deal with situations that may arise.	Low		Referees, IGSA Sport staff, selectors
6.14	Aggression from crowd/public	Coaches and spectators are bound by the IGSA Sport Code of Conduct. IGSA Sport staff member to deal with any spectator issues.	Low		IGSA Sport staff
7.2	Transport to and from your activity	Responsibility is with the student's school	4		Schools

Hazard Ref.	Potential Effect	Controls in Place	HAZPAK	Further Controls Required?	Who By
8.1	Sun Sense & Dehydration	All participants reminded to Slip, Slop, Slap before commencing. Informed that water should be brought to the venue.	5		IGSA Sport Venue Convener and Individual School Staff
8.2	Lightning	Participants to be advised that at the first sign of local thunder or lightning they are to abandon play and find shelter immediately.	5	Apply the 30/30 rule	IGSA Sport Venue Convener and Individual School Staff
8.3	Unattended children	Venue conveners and/or schools are to take responsibility for children without supervision	3	Venue conveners informed of this at seminar.	IGSA Sport

HAZPAK ratings follow the WorkCover NSW guidelines to assist businesses to manage risks to health and safety

	Very likely Could happen any time	Likely Could happen sometime	Unlikely Could happen but very rarely	Very unlikely Could happen, but probably never will
Kill or cause permanent disability or ill health	1	1	2	3
Long term illness or serious injury	1	2	3	4
Medical attention or several days off school or work	2	3	4	5
First aid needed	3	4	5	6

IGSA Sport Tennis Risk Assessment 2025

Date: 10/1/2025

Level of Competition: Interschool Tennis

Year level/s: 7-12

Organisers to check the following:

General	YES	N/A
Permission has been obtained from parents/guardians for all students participating	Y	
Adequate coaches and staff are attending providing appropriate levels of supervision for competitors and spectators	Y	
Parents have been notified of location of venue, transport arrangements and time involved	Y	
First Aid Kit Available	Y	
Water is available for students at the venue	Y	
Ice is available	Y	
Students have been advised of personal sun protection requirements	Y	
A Risk Assessment has been completed	Y	

Participants & Officials

Risk Warning has been published where it is likely parents and players will read it	Y	
Students are well informed of safety & rules	Y	
Wet weather & extreme heat guidelines have been given to each player	Y	
Venue closure app and website address have been given to each player	Y	

Equipment / Grounds

Only appropriate courts are used	Y	
Equipment has been checked	Y	
Venue audit has been carried out by Venue Convener	Y	
Coach/manager has agreed that venue is safe for play	Y	

Environmental

Weather conditions appropriate for the safe conduct of the event	Y	
Play cancelled if needed	Y	