

IGSA Sport Rugby 7s 2025 – Risk Assessment Hazard Checklist

Activity Type	Rugby 7s Trials	Assessment Date	20/12/2024
Assessed By	Kate Howitt	Approved By	
Locations	Pymble Ladies' College	Event Date	12/5/2025

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	Y
2.3	Hard or sharp objects on pitch	Y
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	Y
2.6	Impact from sports equipment – ball or post	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	
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	Y
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
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	Y
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	Sunsense & Dehydration	Y
8.2	Lightning	Y
8.3	Unattended students	Y
8.4	Extreme Heat	Y
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

Risk Assessment – IGSA Rugby 7s trials

Event Name	IGSA Rugby 7s trials – 16s / 18s	Number of persons involved	50+
Nature of Activity	Rugby 7s skills and games	Frequency of Activity	Annually
Assessed By	Kate Howitt	Assessment Date	20/12/2024
		Date of Event	1/5/2025

Hazard Ref.	Potential Effect	Existing Controls in Place	HAZPAK	Further Controls Required?	Who By
2.1	Uneven playing surface	Rugby 7s is played on an outdoor surface that is often undulating (grass fields). All grounds will be inspected by the IGSA Sport staff, sport convener and school sport staff before trials commence. Players advised to wear appropriate playing shoes / boots.	3		IGSA Sport staff, sport convenor, school staff
2.2	Playing surface too hard or soft	A safety & venue audit will be conducted prior to the commencement of play. Field should be watered regularly & maintained properly. Players to wear appropriate playing shoes/boots.	4		PYM staff
2.3	Hard or Sharp Objects on the Pitch	A safety & venue audit will be conducted prior to the commencement of play. Any sharp objects will be removed.	4		IGSA Sport staff
2.5 2.6 2.7 2.8	Collisions with surrounding objects Impact from sports equipment Injury Personal injury – fracture / sprains / cuts	Players are required to conduct themselves in accordance with the rules of the game and IGSA Sport Code of Conduct. If serious injury does occur then an ambulance must be called immediately. IGSA Sport staff member to conduct a safety and venue audit prior to play, rectify issues and continue to monitor throughout competition. First aid kit and ice available. Ambulance to be called for any serious injuries. MediFAST practitioners will be present in case of injury.	3	Injury reports completed to monitor occurrence.	IGSA Sport staff, First Aid Officer
2.5	Clashing of players during tackles.	Ensure games are conducted with qualified referees and are monitored by selectors, staff. MediFAST staff on hand to assist with injuries.	3	IGSA Sport staff to ensure referees are qualified and can control the trials/games.	IGSA Sport staff Officials First Aid Officer
5.5	Falling debris	In case of any overhanging branches, games will be monitored in adverse weather conditions.	5		IGSA Sport staff
5.11	Extremes of weather	IGSA Sport staff will monitor playing conditions in relation to heat, storms and adverse playing conditions. Matches may be postponed, suspended or cancelled as required	3	Additional water breaks during the game if required (due to heat).	IGSA Sport staff
6.1- 6.2	Lack of info, training, preparation, ignorance of rules or procedures	Schools to ensure that girls are adequately prepared to participate.	5		IGSA
6.3	Poor activity delivery or organisation	The convenor will ensure that all players are briefed regarding the organisation of the venue and intervene where necessary if problems occur during matches or at the venue.	5		IGSA

Hazard Ref.	Potential Effect	Existing Controls in Place	HAZPAK	Further Controls Required?	Who By
		The best equipment available will be used.			
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.	5		IGSA
6.7	Medical conditions of participants	Individual schools and associations to ensure their players are medically fit and physically fit for rugby.	5		School Sport staff
6.8 6.9 6.10	Poor safety control from group leaders & participants Lack of cooperation	IGSA Sport staff to control and monitor safety through enforcing code of conduct at the trials.	4		IGSA Sport staff
6.11 6.12	Differing skill levels Low level of fitness / strength	Only capable players should be nominated and selectors, officials will monitor closely during trials and remove any girls who are not up to standard.	4		School Staff, officials
6.13	Aggression between participants	Qualified and/or competent referees to control the game.	4		Referees
6.14	Aggression from crowd/public	Coaches and spectators are bound by the IGSA Sport Code of Conduct. IGSA Sport or school staff to deal with any spectator issues that may arise.	3		IGSA Sport staff
7.2	Transport to and from your activity	Responsibility is with the students' school and or parents.	4		Schools
7.11	Inadequate protective equipment	Players are advised to wear appropriate equipment as required by the state and national sporting associations. Mouthguards must be worn. Headgear is advised but not compulsory.	5		IGSA Sport staff, referees
8.1	Sun Sense / Dehydration	All competitors reminded to Slip, Slop, Slap before commencing. All students are expected to bring their own water bottles as outlined in rules and guidelines.	5		IGSA Sport staff
8.2	Lightning	Players to be advised that at the first sign of local thunder or lightning they are to abandon the trials and take appropriate cover immediately.	5	Apply the 30 / 30 rule	IGSA Sport staff
8.3	Unattended students	IGSA Sport staff and / or schools are to take responsibility for students without supervision.	3		IGSA Sport staff
8.4	Extreme Heat	IGSA Sport staff to assess risk and implement more breaks in play for hydration. Trials may be cancelled in cases of extreme heat – unlikely in April.	3	Use SMA heat guidelines to assess risk	IGSA Sport staff

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 Rugby 7s Assessment 2025

Date: 1/5/2025

Level of Competition: Interschool representative trials

Year level/s: 16s & 18s (Year 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	
Wet weather & extreme heat guidelines have been given to each player	Y	
Wet weather number and website address have been given to each player	Y	

Equipment / Grounds		
Only appropriate grounds are used	Y	
Equipment has been checked	Y	
Venue audit has been carried out by the IGSA Sport staff member	Y	
Sport convener agrees that venue is safe for play	Y	

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