

IGSA TENNIS TRIALS 2026 - Risk Assessment Hazard Checklist

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| Name of Activity | IGSA Tennis Trials | Assessment Date | 19/01/2026 |
| Assessed By | Lizzie Ramsay | Approved By | |
| Location | Pymble Ladies' College courts | Activity | 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 |

| 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 |
| 5.8 | Separation of group members |
| 5.9 | Getting lost |
| 5.10 | Falls from height |
| 5.11 | Extremes of weather |

| 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 |
| 2.4 | Sliding on Astroturf or similar surface |
| 2.5 | Collisions / Conflict with surrounding objects or people |
| 2.6 | Impact from sports equipment - Ball or Clubs |
| 2.7 | Contact sport injury |
| 2.8 | Personal injury – fracture / sprains / cuts |

| 6 PEOPLE & ORGANISATIONAL HAZARDS | |
|-----------------------------------|--|
| 6.1 | Lack of information, training or instruction |
| 6.2 | Poor activity planning or preparation |
| 6.3 | Poor activity delivery or organisation |
| 6.4 | Ignorance of rules and / or procedures |
| 6.5 | Unsafe behaviour or attitude |
| 6.6 | Lack of appropriate first aid equipment and experience |
| 6.7 | Medical conditions of participants |
| 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 |
| 6.14 | Aggression from crowd / public |
| 6.15 | Contact between participants increasing risk |

| 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 |

| 7 EQUIPMENT AND OTHER HAZARDS | |
|-------------------------------|--|
| 7.1 | Crash handling |
| 7.2 | Transport to and from your activity |
| 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 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 |

| 8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY | |
|---|-------------------------|
| 8.1 | Sun sense & Dehydration |
| 8.2 | Lightning |
| 8.3 | Unattended students |

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|------|---|--|--|
| 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 | | |
| 8.4 | | | |
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Risk Assessment – IGSA Tennis trials

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| Name of Event | IGSA Tennis Trials | Number of persons involved | 20+ |
| Nature of Activity | Tennis | Frequency of Activity | Annually |
| Assessed By | Lizzie Ramsay | Date of Event | 16/2/2026 |
| | | Assessment Date | 19/01/2026 |

| Hazard Ref. | Potential Effect | Controls in Place | Score - Low/ Medium/ High Risk | Further Controls Required? | Who By |
|---------------|--|--|--------------------------------|----------------------------|------------|
| 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. | Low | | IGSA Staff |
| 2.4 | Sliding on Astroturf or similar surface | All Schools should 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. | Low | | IGSA Staff |
| 2.5, 2.6, 2.7 | Collisions/conflict with surrounding objects or people | 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. Risk warnings advise students that sport is potentially dangerous and that care should be taken. | Low/Medium | | IGSA Staff |
| 2.8, 6.6 | 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. | Medium | | IGSA Staff |
| 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. | Medium | | IGSA Staff |
| 6.2 | Poor activity planning or preparation | The IGSA office staff will ensure all venue bookings have been confirmed and are ready to use. All schools are required to adequately train and prepare their players in accordance with all IGSA rules of play. In the event that something unforeseen or unplanned should happen, it will be dealt with as it arises in consultation between the IGSA staff, IGSA Tennis Convener and individual school staff or parents present at the venue. | Low | | IGSA Staff |
| 6.3 | Poor activity delivery or organisation | The IGSA office staff will ensure all venue bookings have been confirmed and are ready to use. All schools are required to adequately train and prepare their players in accordance with all IGSA rules of play. | Low | | IGSA Staff |

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|---------------|--|--|-------------|---|------------------------|
| 6.4, 6.5 | Ignorance of rules and / or procedures | All schools have been sent a copy of the rules & guidelines. They have also been placed on the IGSA Website. | 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 Staff |
| 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 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. | Medium/High | | Individual Schools |
| 6.13, 6.14 | Aggression between participants, from crowd/public and contact between participants increasing risk | All schools have been supplied with the IGSA Code of Conduct, detailing the expected standard of behaviour. Unacceptable behaviour from the public (parents/relatives/friends) will be dealt with on a case by case basis. | Low/Medium | | IGSA Staff |
| 7.2 | Transport to and from your activity | Responsibility is with the student's school | Low | | Schools |
| 8.1 | Sun Sense & Dehydration | All participants reminded to Slip, Slop, Slap before commencing. Informed that water should be brought to the venue. | Low | | IGSA Staff |
| 8.2 | Lightning | Participants to be advised that at the first sign of local thunder or lightning they are to abandon play and return to the nearest shelter immediately. | Low/Medium | | IGSA Staff |
| 8.3 | Unattended Students | IGSA staff and schools to take responsibility for students who are left unattended at the trials | Low | | IGSA staff, schools |

IGSA Tennis Trials Risk Assessment 2025

Date: 16th February, 2026

Level of Competition: Interschool Tennis Trials

Year level/s: Open Age (12-19 years of age)

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

| | | |
|--|---|--|
| Students are well informed of safety & rules | Y | |
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Equipment / Grounds

| | | |
|-----------------------------------|---|--|
| Only appropriate grounds are used | Y | |
| Equipment has been checked | Y | |

Environmental

| | | |
|--|---|--|
| Weather conditions appropriate for the safe conduct of the event | Y | |
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