



Associated  
Catholic  
Colleges

*"Excellence,  
Honour and  
Fairness in  
Student Activities"*

# Risk Assessment & Safety Plan

## *2022 Senior Tennis*

### **Preamble**

ACC tennis is conducted across a variety of venues, including school courts, local council courts and venues owned and managed by sporting organisations.

This risk assessment is applicable to tennis matches (as specified in the Fixture) that are organised and managed by the ACC member schools.

Matches that are hosted by member schools on their own facilities, or courts sourced through local council, should ensure that they have conducted their own risk assessment. For all matches hosted by member schools, the "[Home Venue Match Day Checklist](#)" should be utilised to ensure that a safe playing environment is provided for their own students and also the visiting opposition teams. If it is not possible to provide a safe playing environment, then ACC tennis matches should not proceed.

## Sport Name: 2022 Senior Tennis

Date of Assessment	31 January 2022
Event	Senior Tennis – Weekly Sport Fixtures
Date(s)	Various: February – March 2022
Location	Various
Nearest Hospital	Various – managed through the nominated “host” school as required.
<b>Briefly describe the event and its’ context</b>	
ACC Senior tennis matches are a part of the Term 1 sport fixture. The ACC organises the fixtures, whilst the nominated “host” school arranges the venue and umpires.	
<b>Emergency Information (Bush Fire/Code Red Alert, etc)</b>	
Not applicable at date of publishing. The ACC Heat and Weather policies will be applicable to all Summer sports, in addition to the Thunderstorm Asthma Policy.	

### Staff Involved:

Name	Position	Role at Event	Contact

### Approved by:

ACC Host School	Signature	Date

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	Y
1.6	Lack of fire escapes / extinguishers / procedures	
1.7	Slip / trip / fall hazards	Y
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	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	
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	

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	

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	

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	Y
6.9	Poor safety awareness from participants	Y
6.11	Lack of cooperation within group	
6.12	Differing skill levels within group	
6.13	Low level of physical fitness / strength	
6.14	Aggression between participants	
6.15	Aggression from crowd / public	
6.16	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	

8 OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY		
8.1	Dehydration	Y
8.2	Extremes of Weather	Y
8.3	Child Safety Policy & Code of Conduct	Y
8.4	COVID Hygiene and infection control	Y
8.5		
8.6		
8.7		
8.8		
8.9		
8.10		

## Risk Assessment – 2022 Associated Catholic Colleges Tennis

Hazard Ref.	Potential Effect	Existing Controls in Place	Score Risk	Further Controls Required?	Who By	When
1.4, 1.5, 1.7	Untidiness – causing trip/fire hazard, stairs, slip/trip/fall hazards	Explanation to schools and their teams about keeping all communal areas neat and tidy to avoid any hazards and risks of injury. Remind staff and students about safety when moving through the venue and up/down stairs.	Low		Host School Sport Staff	Prior to match start
2.1, 2.2, 2.3	Uneven playing surface, playing surface too hard/soft, hard/sharp objects on pitch	Playing area is checked and cleared prior to match start.	Low		Host School Umpires Students	Prior to match start
2.5, 2.6, 2.7, 2.8	Collisions with surrounding object/people, impact from equipment – balls or clubs, contact sport injury, personal injury – fracture/sprain/cut	Warm up by teams to be conducted under coach supervision. Students to wear appropriate footwear. Area surrounding the courts to be clear of equipment.	Low		Host School Sport Staff	Prior to match start & during match
6.1, 6.2, 6.3, 6.4	Lack of information, training, instruction, poor activity planning, preparation, delivery or organisation	Participants required to have previous experience and knowledge of the game through participation in weekly sport program, schools sent appropriate information regarding match schedule in weeks prior.	Low		Host School Sport Staff	Weeks prior to Finals & prior to match start
6.4, 6.5	Ignorance of rules/procedures, unsafe behaviour/attitude	ACC Code of Conduct applies to all students, staff and parents. Sport Staff directly responsible for student behaviour	Low		Sport Staff Host School	Prior to match start & during match
6.6, 6.7	Lack of appropriate first aid equipment & experience, medical conditions of participants	Sport Staff are first aid trained, carry school kits and appropriate medical information of their students. ACC provides qualified first aid attendants at all finals matches.	Low		Sport Staff ACC Staff	At match
6.8, 6.9	Poor safety control from leaders, awareness from participants	All participants to be aware of and abide by COVID Safe guidelines and protocols, as dictated by DET and CECV directives in place on the date of the match.	Low		Sport Staff Participants Umpires	Prior to & during match
7.2	Transport to and from your activity	Sport Staff to take responsibility for transporting students to and from the venue and ensuring that parking is done safely.	Low		Sport Staff	Prior to and after the match
8.1, 8.2	Dehydration, Extremes of Weather	All participants to bring own water bottles, Host School, in consultation with Sport Staff & Umpires, to monitor playing conditions in relation to storms and adverse weather. Play may be suspended, postponed or cancelled as required.	Low		Sport Staff Umpire	At matches
8.3	Child Safety Policy & Code of Conduct	ACC is committed to the safety and well-being of children and young people	Low	Register is signed by all ACC Employees, with copies of our Code of Conduct and acceptable behaviours made available for all contractors engaged by the ACC.	Host School	Prior to Match start

8.4	Hygiene & infection control	COVID-19 safety plan in place for all ACC sporting activities. This includes safe hygiene practices, social distancing where possible, no handshakes, high fives, etc. Coaches and staff members to monitor and enforce safety restrictions for all participants.	Medium	A COVID Safe checklist will be made available for all member schools that is updated regularly with current directives and protocols. This checklist should be discussed with participants, coaching staff and umpires to ensure a safe sporting environment for participating schools.	Sport Staff Referee	Prior to match start, during match and post-match
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## Appendix A: Risk Rating Criteria

Each risk is rated on the basis of consequence and likelihood of the risk occurring and the effectiveness of the internal controls established to mitigate the risk events based on classification the criteria detailed below.

### Consequence Rating Criteria

To describe the consequence of a risk affecting the ACC, financial impact is considered as well as other consequences such as the impact in the reputation, compliance, etc.

Consequence or Impact Rating		Value at Risk
<b>Catastrophic (5)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Catastrophic financial loss above \$250,000.</li> <li>▶ Reputation Risk: Very high sensitivity and irreparable damage to brand name.</li> <li>▶ Compliance Risk: Cessation of business or loss of funding support due to non-compliance.</li> <li>▶ Strategic Risk: Strategic / operational objectives unable to be achieved (all stakeholder affected).</li> </ul>	> \$250K
<b>Major (4)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$100,000 and \$200,000.</li> <li>▶ Reputation Risk: Significant sensitivity to brand name.</li> <li>▶ Strategic Risk: Significant impact on strategic / operational objectives.</li> </ul>	\$100k to \$250K
<b>Moderate (3)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$25,000 and \$100,000.</li> <li>▶ Reputation Risk: Moderate sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Low level issues due to non-compliance.</li> <li>▶ Strategic Risk: Medium impact on strategic / operational objectives.</li> </ul>	\$50k to \$100K
<b>Minor (2)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact between \$5,000 and \$25,000.</li> <li>▶ Reputation Risk: Minimal sensitivity and damage to brand name.</li> <li>▶ Compliance Risk: Censure due to non-compliance.</li> <li>▶ Strategic Risk: Minimal impact on strategic / operational objectives.</li> </ul>	\$5k to \$25k
<b>Insignificant (1)</b>	<ul style="list-style-type: none"> <li>▶ Financial Risk: Financial impact less than \$5,000.</li> <li>▶ Reputation Risk: No impact on reputation or brand name.</li> <li>▶ Compliance Risk: No compliance impact.</li> <li>▶ Strategic Risk: Consequences are dealt with by routine operations.</li> </ul>	\$<5K

## Likelihood Rating Criteria

The likelihood rating is based on the number of times within a specified period a risk which a risk may occur as a consequence of business operations or through failure of operating people, processes and systems.

Risk Rating	Risk Criteria
<b>(5) Almost Certain</b>	<ul style="list-style-type: none"><li>▶ Is expected to occur in most circumstances, or</li><li>▶ Has more than 75% chance of occurring, or</li><li>▶ May occur within the next 6 months.</li></ul>
<b>(4) Likely</b>	<ul style="list-style-type: none"><li>▶ Will probably occur in most circumstances, or</li><li>▶ Has less than 75 % chance of occurring, or</li><li>▶ May occur within the next 18 months</li></ul>
<b>(3) Possible</b>	<ul style="list-style-type: none"><li>▶ Might occur at some time, or</li><li>▶ Has less than 50 % chance of occurring, or</li><li>▶ May occur within the next 3 years.</li></ul>
<b>(2) Unlikely</b>	<ul style="list-style-type: none"><li>▶ May occur at some time, or</li><li>▶ Has less than 25% chance of occurring, or</li><li>▶ May occur within the next 5 years.</li></ul>
<b>(1) Rare</b>	<ul style="list-style-type: none"><li>▶ May occur only in exceptional circumstances, or</li><li>▶ Has less than 10% chance of occurring, or</li><li>▶ Not likely to occur within the next 5 years.</li></ul>

The combination of the consequence and likelihood rating produces a rating for the inherent risk for a particular event.

## Residual Risk Rating Matrix

Using the product of consequence and likelihood ratings, the risks identified are then rated as extreme, high, moderate or low.

Likelihood	Consequence				
	Insignificant	Minor	Moderate	Major	Catastrophic
Almost Certain	M	H	E	E	E
Likely	M	M	H	H	E
Possible	L	M	H	H	H
Unlikely	L	L	M	M	H
Rare	L	L	M	M	H

### Legend

<b>E</b>	<b>Extreme</b>
<b>H</b>	<b>High</b>
<b>M</b>	<b>Medium</b>
<b>L</b>	<b>Low</b>