NSWCIS RISK ASSESSMENT – SPORTING EVENT

SPORTING EVENT:	Primary Boys and Girls Tennis Championships
EVENT DATE:	Monday 23 February 2026
NUMBER OF PERSONS INVOLVED:	80 approx.
LOCATION:	The King's School

ASSESSED BY:	Sue Watts
DATE:	11/02/26

APPROVED BY:	Rachel Leechman
DATE:	16/02/26

1.0	**SPORTING ACTIVITY HAZARDS**		**NOTES**
1.1	Uneven playing surface	✓	
1.2	Playing surface too hard or soft	✓	
1.3	Hard or sharp objects on courts	✓	
1.4	Sliding on Astroturf or similar surface	✓	
1.5	Collisions / Conflict with surrounding objects or people	✓	
1.6	Impact from sports equipment - Ball or Racquets		
1.7	Contact sport injury		
1.8	Personal injury – fracture / sprains / cuts	✓	
2.0	**PEOPLE & ORGANISATIONAL HAZARDS**		**NOTES**
2.1	Lack of information, training, or instruction	✓	
2.2	Poor activity planning or preparation	✓	
2.3	Poor activity delivery or organisation	✓	
2.4	Ignorance of rules and / or procedures	✓	
2.5	Unsafe behaviour or attitude	✓	

2.6	Lack of appropriate first aid equipment and experience	✓	
2.7	Medical conditions of participants	✓	
2.8	Poor safety control from group leaders		
2.9	Poor safety awareness from participants	✓	
2.10	Lack of cooperation within group	✓	
2.11	Differing skill levels within group	✓	
2.12	Low level of physical fitness / strength	✓	
2.13	Aggression between participants	✓	
2.14	Aggression from crowd / public	✓	
2.15	Contact between participants increasing risk	✓	
3.0	**EQUIPMENT AND OTHER HAZARDS**		**NOTES**
3.1	Crash handling		
3.2	Transport to and from your activity	✓	
3.3	Food poisoning		
3.4	Hazardous substances		
3.5	Equipment with moving / hot parts		
3.6	Heavy equipment		
3.7	Electrical hazards from equipment		
3.8	Noise from equipment		
3.9	Risk of trapping body / clothing in equipment		
3.10	Inadequate environment for equipment operation		
3.11	Inadequate protective equipment		
3.12	Equipment in unsuitable condition	✓	
4.0	**INDOOR HAZARDS**		**NOTES**
4.1	Inappropriate lighting		Not Applicable – Outdoor Activity
4.2	Temperature		"
4.3	Insufficient or unsuitable space		"
4.4	Untidiness – causing trip / fire hazard		"
4.5	Stairs – dark / steep / no handrail		"

4.6	Lack of fire escapes / extinguishers / procedures		"
4.7	Slip / trip / fall hazards		"
4.8	Inadequate ventilation		"
4.9	Inhalation of dust		"
4.10	Poor surfaces for activities – slips / trips / impact		"
4.11	Electrical hazards		"
5.0	**OUTDOOR HAZARDS**		**NOTES**
5.1	Slips & trips on grass, mud, rock	✓	
5.2	Difficult communication – weather / distance		
5.3	Extra work imposed by terrain type		
5.4	Lack of shelter	✓	
5.5	Separation of group members	✓	
5.6	Extremes of weather – lightning, wind, rain	✓	
5.7	Dehydration	✓	
5.8	Sun Exposure	✓	
6.0	**ACTIVITY SPECIFIC HAZARDS**		**NOTES**

HAZARD REF.	SCORE L/M/H	POTENTIAL EFFECT	CONTROL MEASURES	WHO BY	WHEN
1.1	Low	Injury caused by tripping and falling	Courts kept in good condition with regular upkeep from The Kings School. Check prior to event start. Warn students and officials if there are any areas of concern.	Convenor	Prior to play
1.2	Low	Injury to students	Courts kept in good condition with regular upkeep from The Kings School. Check prior to event start. Warn students and officials if there are any areas of concern.	Convenor	Prior to play
1.3	Low	Injury to students	Check prior to event start for glass, rubbish etc. and remove as required.	Convenor	Prior to play
1.4	Medium	Injury to students	Courts kept in good condition with regular upkeep from The Kings School. Check prior to event start. Warn students and officials if there are any areas of concern. Remind students not to run when not in play	Convenor	During the day
1.5	Low	Injury to students, officials, spectators	Check courts have an adequate distance from fence and that drains are covered. Ensure significant distance of spectators from courts. Ensure that there is adequate room for spectators to be accommodated.	Convenor	Prior to play
1.8	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the game. Remove any students displaying dangerous behaviour. First Aider on site.	Nominating Teacher, Convenor and Officials	Prior and during play
2.1	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the game. Remove any students displaying dangerous behaviour. First Aider on site. Students receive information email prior to event, published on CIS	CIS, Nominating Teacher, Convenor and Officials	Prior and during play

			website, and further instruction given throughout the day.		
2.2	Low	Injury to students, boredom, misbehaviour	Communication with sub-committee prior to event. Students receive information email prior to event, published on CIS website, and further instruction given throughout the day.	CIS, Sub-Committee and Convenor	Prior and during play
2.3	Low	Injury to students, boredom, misbehaviour	Ensure qualified personnel in place. Communication with sub-committee prior to event. Students receive information email prior to event, published on CIS website, and further instruction given throughout the day.	CIS, Sub-Committee and Convenor	Prior and during play
2.4	Low	Injury to students	Ensure qualified personnel in place. Convenor to set expectations at beginning of event. Remove any students displaying dangerous behaviour.	CIS and Convenor	Prior and during play
2.5	Low	Injury to students and harm to officials	Convenor to set expectations at beginning of event. Remove any students or spectators displaying dangerous behaviour or poor attitude as per Code of Conduct which included in trial information booklet distributed prior to event.	CIS and Convenor	Prior and during play
2.6	Low	Injury to students, officials, spectators, and delayed assessment and treatment	Ensure that First Aider is booked and on site with appropriate First Aid supplies. Ensure all staff and students are informed of where to gain access to First Aider.	CIS and Convenor	Prior and during play
2.7	Low	Delayed treatment due to lack informed knowledge of existing conditions	Schools have nominated students with knowledge of medical conditions and parents are required to include this information as part of registration process. Students to bring own medication if required (puffer, EpiPen etc.)	CIS and Convenor	Prior and during play
2.9	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the game. Remove any students displaying dangerous behaviour. First Aider on site.	CIS and Convenor	Prior and during play

2.10	Low	Injury to students, boredom, misbehaviour	Convenor to set expectations at beginning of event. Remove any students or spectators displaying dangerous behaviour or poor attitude as per Code of Conduct which included in trial information booklet distributed prior to event.	CIS and Convenor	Prior and during play
2.11	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the game. Group students in similar skill level wherever possible.	Convenor	During play
2.12	Low	Injuries to students	Players should only have been nominated by schools who can play tennis at this level.	Convenor	During play
2.13	Low	Fighting can lead to injuries	Players will be reminded of rules prior to commencement of play and will be removed from court to be assessed if injured. Any aggressive conduct outside the rules will see players removed from the court	Convenor	On the day
2.14	Low	Conflict	Spectators Code of Conduct is available to view on the CIS web site and is distributed to parents prior to the event. Any spectators failing to abide by the Code of Conduct will be warned and then asked to leave if poor behaviour continues	Convenor	On the day
2.15	Low	Injury to students	Students expected to be nominated to trial based on skill, experience and understanding of the game. Remove any students displaying dangerous behaviour. First Aider on site.	Nominating Teacher, Convenor and Officials	Prior and during play
3.2	Low	Misadventure	Transport is the responsibility of individual schools and parents, and this is a part of individual schools' risk assessments.	Individual School Heads of Sport	Prior to the day/on the road
3.12	Low	Injury to the students	Students are responsible for the equipment they need to perform in the trials is in good condition and suitable and Convenors are responsible to ensure that the students are suitably attired.	Convenor	On the day and during play

5.1	Medium	Injury to students	Courts and surrounds are kept in good condition with regular upkeep from The Kings School. Check prior to event start. Warn students and officials if there are any areas of concern	Convenor	On the day and during play
5.4	Medium	Sunburn/dehydration/sunstroke	Students are encouraged to seek shade when possible and are reminded to be sun safe. Students are required to bring their own water and sunscreen.	Convenor	On the day
5.5	Low	Separation of Students from the event location due to going to the bathroom. Water station or canteen facilities	Students are reminded to stay in areas that are supervised and inform supervisors when they need to go somewhere and must always go in pairs. They are always to be monitored by the Convenor and Association subcommittee members.	Convenor and Association	On the day
5.6	Low	Death/ Injury to students	Weather will be monitored to keep all participants safe. In the case of extreme conditions, refer to CIS Extreme Weather Policy.	Convenor	On the day
5.7	Medium	Dehydration/sunstroke	Students are reminded to stay hydrated throughout the day and are required to bring their own water bottles. Water breaks will be provided as necessary. First Aid is on site.	Convenor	Prior to arrival and during the day
5.8	Medium	Sunburn/dehydration/sunstroke	Students are reminded to be sun safe and are encouraged to have sunscreen applied before arrival and to reapply at regular intervals during the day. Students are required to bring their own sunscreen. Hat recommended.	Convenor	Prior to arrival and during the day

PRE-EVENT START CHECKLIST

GENERAL	YES	N/A
Permission has been obtained from parents/guardians for all students participating		
Adequate teachers are in attendance providing appropriate levels of supervision for students and spectators		
Parents have been notified of location of venue and time involved		
First Aid Kit available		
Water is available for students at the venue		
Ice is available		
PARTICIPANTS AND OFFICIALS	**YES**	**N/A**
Students are well informed of safety rules applying to their event /activity		
Officials are aware of their responsibilities		
EQUIPMENT/GROUNDS	**YES**	**N/A**
Grounds have been checked		
Equipment has been checked		
ENVIRONMENTAL	**YES**	**N/A**
Weather conditions appropriate for the safe conduct of the event		