

# Curriculum activity risk assessment

## Tennis

clever • skilled • creative

### Activity scope

This document relates to student participation in Tennis as a curriculum activity including the teaching of tennis skills, team training and competition matches conducted by schools.

### Risk level

This document is a guideline, the actual risk level will vary according to the specific circumstances of the activity and these **must** be considered when assessing the inherent risk level and planning the activity. As a starting point, ask the following questions:

- Which students will be involved?
- Where will the students be?
- What will the students be doing?
- Who will be leading the activity?
- What will the students be using?



Inherent risk level		Action required/approval
<input type="checkbox"/>	<b>Medium</b>	<input checked="" type="checkbox"/> Record controls in planning documents and/or complete this <i>Curriculum Activity Risk Assessment</i> . <input checked="" type="checkbox"/> Consider obtaining parental permission.

Teachers/leaders:

Activity description:

Start date:

Finish date:

No. of students (approx.):

Class groups:

Supervision ratio (approx.):

Listed below are the minimum recommendations for this type of activity. For any items ticked 'No', provide further information regarding the additional or alternate controls to be implemented for the safe conduct of the activity.

## Minimum supervision

Adequate adult supervision is to be provided. In determining what is adequate, consider the number of students, their individual needs, and the nature of the activity.

If an adult other than a registered teacher is engaged for instruction, a teacher should be present to take overall responsibility. [Blue Card](#) requirements **must** be adhered to.

- Registered teacher with minimum qualifications as outlined below  
**OR**  
 An adult with minimum qualifications as outlined below, in the presence of a registered teacher.

Further information:

## Minimum qualifications

*The qualifications listed in this section are minimums for each type of situation. Leaders are encouraged to seek training to raise their qualification level above the minimum listed.*

- Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel.
- [Blue Card](#) requirements met.

### For a registered teacher:

- Level 1/Trainee Coach qualification from [Tennis Australia](#)

**OR**

- Competence (demonstrated ability) in the teaching of Tennis.

A teacher could demonstrate a reasonable level of competence by two or more of the following:

- knowledge of the activity and the associated hazards and risks
- experience (i.e. previous involvement) in undertaking the activity
- demonstrated ability and/or expertise to undertake the activity
- possession of qualifications related to the activity.

### For a leader other than a registered teacher:

- Level 1/Trainee Coach qualification from Tennis Australia.

Further information:

Minimum equipment/facilities <i>If 'No' is ticked, provide further information.</i>	Yes	No
First aid kit suitable for activity.	<input type="checkbox"/>	<input type="checkbox"/>
Communication system: <input type="checkbox"/> phone-line at location <input type="checkbox"/> mobile phone <input type="checkbox"/> walkie talkies/UHF Radio <input type="checkbox"/> student/adult messenger Other:		
Sun safety equipment (hat, sunscreen, shirt etc)	<input type="checkbox"/>	<input type="checkbox"/>
Drinking water (students should not share drinking containers)	<input type="checkbox"/>	<input type="checkbox"/>
2m clearance between courts	<input type="checkbox"/>	<input type="checkbox"/>
<b>Some suggested alternate controls where minimum boundary clearance is not met:</b> <ul style="list-style-type: none"> <li><input type="checkbox"/> reduce the size of the playing field to achieve an adequate clearance zone.</li> <li><input type="checkbox"/> remove spectators/dangerous obstacles within the clearance zone.</li> <li><input type="checkbox"/> provide instructions to the official/supervisors and players about the limited clearance zone.</li> <li><input type="checkbox"/> station supervisors near any obstacles within the clearance zone.</li> </ul>		
Further information:		

Governing bodies/associations <i>If 'No' is ticked, provide further information.</i>	Yes	No
Guidelines/codes of practice are established for this activity. See <a href="#">Tennis Australia</a> . Have these been considered during the planning of this activity?	<input type="checkbox"/>	<input type="checkbox"/>
If you are organising competitions or other events, have you referred to <a href="#">Queensland School Sport Unit</a> ?	<input type="checkbox"/>	<input type="checkbox"/>
Further information:		



Hazards/risks	Control measures	Yes	No	Implementation plan/ Additional controls
	<ul style="list-style-type: none"> <li>• Tennis court gates should be closed at all times while activities are being conducted.</li> <li>• Students should be instructed not to enter other courts to retrieve a ball while play is in progress.</li> <li>• Students should change ends by walking around the net post, not by going over or under the net.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
<b>Physical exertion</b> <ul style="list-style-type: none"> <li>• Strains and sprains</li> <li>• Cramps</li> <li>• Exhaustion and fatigue</li> </ul>	<ul style="list-style-type: none"> <li>• Have appropriate warm-up and warm-down activities.</li> <li>• Review rules, safety procedures and prerequisite skills before students play the game.</li> <li>• Follow progressive and sequential skill development.</li> <li>• Modify games to match the skill and fitness levels of students.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
<b>Fast moving objects</b> <ul style="list-style-type: none"> <li>• Tennis balls</li> <li>• Racquets</li> </ul>	<ul style="list-style-type: none"> <li>• Check equipment for damage before and during use.</li> <li>• Racquet weight and grip size should be appropriate.</li> <li>• Students are to keep the racquet grip as dry as possible.</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	
<b>Students</b> <ul style="list-style-type: none"> <li>• Student numbers</li> <li>• Special needs</li> <li>• High risk behaviours</li> <li>• Medical conditions</li> </ul>	<ul style="list-style-type: none"> <li>• The number of students in the available space and their positions in relation to one another (with their racquets) should be considered. Any left-handed students should be positioned on the left of the group for forehand skills practice and on the right of the group for backhand skills practice.</li> <li>• Refer to Individual Education Plan/Educational Adjustment Plan/Behaviour Management Plan and other student documents.</li> <li>• Obtain parental permission, including relevant medical information.</li> <li>• When students with medical conditions are involved, ensure that relevant medical/emergency plans and medications are readily available (insulin, Ventolin®, EpiPen®, etc).</li> </ul>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	<input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>   <input type="checkbox"/>	



<b>Submitted by:</b>	<b>Date:</b>
List the names of those who were involved in the preparation of this risk assessment.	

Approval	
<input type="checkbox"/>	Approved as submitted:
<input type="checkbox"/>	Approved with the following condition(s):
<input type="checkbox"/>	Not approved for the following reason(s):
By:	Designation:
Signed:	Date:
Once approved, activity details should be entered into the <b>School Curriculum Activity Register</b> by administrative staff.	Reference No.

<b>Monitor and review</b> <i>To be completed during and/or after the activity and/or at the completion of the series of activities.</i>	Yes	No
Are the control measures still effective?	<input type="checkbox"/>	<input type="checkbox"/>
Have there been any changes?	<input type="checkbox"/>	<input type="checkbox"/>
Are further actions required?	<input type="checkbox"/>	<input type="checkbox"/>
Details:		

## Important links

- HLS-PR-003: First Aid  
<http://education.qld.gov.au/strategic/eppr/health/hlspr003/>
- HLS-PR-004: Infection Control and Management of Prescribed Contagious Conditions  
<http://education.qld.gov.au/strategic/eppr/health/hlspr004/>
- Infection Control Guideline  
[http://education.qld.gov.au/health/pdfs/healthsafety/infection\\_control\\_guideline.pdf](http://education.qld.gov.au/health/pdfs/healthsafety/infection_control_guideline.pdf)
- HLS-PR-005: Health and Safety incident recording and notification  
<http://education.qld.gov.au/strategic/eppr/health/hlspr005/>
- HLS-PR-013: Developing a Sun Safety Strategy  
<http://education.qld.gov.au/strategic/eppr/health/hlspr013/>
- HRM-PR-010: Working with Children Check - Blue Cards  
<http://education.qld.gov.au/strategic/eppr/hr/hrmpr010/>
- SCM-PR-002: School Excursions  
<http://education.qld.gov.au/strategic/eppr/schools/scmpr002/>
- Queensland School Sport Unit  
[http://www.learningplace.com.au/default\\_suborg.asp?orgid=128&suborgid=788](http://www.learningplace.com.au/default_suborg.asp?orgid=128&suborgid=788)
- Get Active Queensland Accreditation Program  
<http://www.communities.qld.gov.au/sportrec/community-programs/education-and-training/get-active-queensland-accreditation-program/course-information>
- Tennis Australia  
<http://www.tennis.com.au/>

### Further information

For further information on incorporating risk management strategies into curriculum activity planning refer to [HLS-PR-012 Managing Risks in School Curriculum Activities](#) and the associated list of [Curriculum Activity Risk Management Guidelines](#).

For further support with risk management training and advice, contact trained staff in schools such as Workplace Health and Safety Officers (WHSOs) and Workplace Health and Safety Representatives (WHSRs), and regional staff such as Senior Health and Safety Consultants.