

# AWTTA: Table Tennis Venue Risk Assessment Hazard Checklist

Name of Activity		Assessment Date	
Assessed By (AWTTA rep sign)		Approved By (Group Organiser sign)	

Location	AWTTA Indoor Table Tennis Stadium	Activities	
	471 North Street (Greenfield Park)		
	Albury NSW 2640		

1	INDOOR HAZARDS	
1.1	Inappropriate lighting	x
1.2	Temperature	x
1.3	Insufficient or unsuitable space	x
1.4	Untidiness – causing trip / fire hazard	x
1.5	Stairs – dark / steep / no handrail	x
1.6	Lack of fire escapes / extinguishers / procedures	x
1.7	Slip / trip / fall hazards	x
1.8	Inadequate ventilation	x
1.9	Inhalation of dust	x
1.10	Poor surfaces for activities – slips / trips / impact	x
1.11	Electrical hazards	x

2	SPORTING ACTIVITY HAZARDS	
2.1	Uneven playing surface	x
2.2	Playing surface too hard or soft	x
2.3	Hard or sharp objects on pitch	x
2.4	Sliding on Astroturf or similar surface	
2.5	Collisions / Conflict with surrounding objects or people	x
2.6	Impact from sports equipment - Ball or Clubs	
2.7	Contact sport injury	
2.8	Personal injury – fracture / sprains / cuts	x

3	PEOPLE & ORGANISATIONAL HAZARDS	
3.1	Lack of information, training or instruction	x
3.2	Poor activity planning or preparation	x
3.3	Poor activity delivery or organisation	x
3.4	Ignorance of rules and / or procedures	x
3.5	Unsafe behaviour or attitude	x
3.6	Lack of appropriate first aid equipment and experience	x
3.7	Medical conditions of participants	x
3.8	Poor safety control from group leaders	x
3.9	Poor safety awareness from participants	x
3.10	Lack of cooperation within group	x
3.11	Differing skill levels within group	x
3.12	Low level of physical fitness / strength	x
3.13	Aggression between participants	x
3.14	Aggression from crowd / public	
3.15	Contact between participants increasing risk	
3.16	Adequate adults/children ratio	x
3.17	Permission for photography	x
3.18	Child protection	x

4	EQUIPMENT AND OTHER HAZARDS	
4.1	Crash handling	
4.2	Transport to and from your activity	x
4.3	Food poisoning	x
4.4	Hazardous substances	
4.5	Equipment with moving / hot parts	x
4.6	Heavy equipment	x
4.7	Electrical hazards from equipment	
4.8	Noise from equipment	
4.9	Risk of trapping body / clothing in equipment	
4.10	Inadequate environment for equipment operation	
4.11	Inadequate protective equipment	x
4.12	Equipment in unsuitable condition	x

5	OTHER HAZARDS SPECIFIC TO YOUR ACTIVITY	
5.1		
5.2		
5.3		
5.4		
5.5		
5.6		
5.7		
5.8		
5.9		
5.10		

(Version June 2025)

## Key things to note

1. All affiliates are covered with public liability insurance with Sportscover, that is provided by Table Tennis Australia
2. Table Tennis Australia has a Member Protection Policy (<https://s3-ap-southeast-2.amazonaws.com/piano.revolutionise.com.au/cups/tta/files/lii1pimked5lfjdl.pdf>)

## Venue Risk Assessment – AWTTA Indoor Table Tennis Stadium

Name of Group using venue		Number of persons involved	
Nature of Activity		Frequency of Activity	

Assessed By (AWTTA rep)		Date	
Approved by (Group Organiser)		Comment	

Hazard Ref.	Potential Effect	Controls	Score Low/Medium/High Risk	Further Controls Required?	Who By	When
1.1	Inappropriate lighting	The stadium has a high standard of lighting available. The AWTTA rep and Group Organisers are to ensure that the lights for the required number of courts are switched on.	L	Warn group not to use unlit areas.	AWTTA rep and/or Group Organiser	Prior to any play
1.2	Temperature. Dehydration.	The stadium has evaporative coolers for sessions with high temperature. Group organisers will be shown where the controllers for these are located. Group organisers will be advised that stadium doors are to be open for more effective cooling.	L	Check that coolers are operating as expected. Call for drink breaks.	AWTTA rep and/or Group Organiser	Prior to and during play
1.3	Insufficient or unsuitable space	The stadium has adequate playing area for large groups.	L	If the group is extremely large, the Group Organisers will be requested to rotate the players between play and non-play.	AWTTA rep and/or Group Organiser	Prior to and during play
1.4	Untidiness – causing trip / fire hazard	The area should be cleaned up prior to group's arrival. Removal of any items to a safe distance from around the sides of the tables.	L	The group will be required to place their belongings in sensible places to avoid being trip hazards	AWTTA rep and/or Group Organiser	Prior to and during play
1.5	Stairs – dark / steep / no handrail	The stadium has no steps and the accessibility ramps have non-slip surfaces. The handrail to the playing areas is maintained in good condition.	L		AWTTA rep	Prior to any play
1.6	Lack of fire escapes / extinguishers / procedures and injury by heat, smoke or panic.	The stadium has five exits and adequate signage. There is an evacuation plan displayed. Fire extinguishers are available.	M	The group will be shown the evacuation plan, and the whereabouts of the exits and fire extinguishers.	AWTTA rep	Prior to any play

Hazard Ref.	Potential Effect	Controls	Score Low/Medium/High Risk	Further Controls Required?	Who By	When
1.7	Slip / trip / fall hazards	The playing surface is non-slip. The ramps are non-slip. The barriers are quite low and can be stepped over by an adult of average height, but it is risky to jump them, especially for children or infirm persons, so signs are displayed to discourage the jumping of barriers. Equipment and furniture are arranged so as not to be a trip hazard. Floor is checked regularly to ensure covering is safe.	M	The group will be shown the signs and requested to obey them as well a demonstration on how to move the barriers aside, rather than step over them. First Aider will be available.	AWTTA rep and/or Group Organiser	Prior to any play
1.8	Inadequate ventilation	The roof has several whirly-bird vents on the roof. There are several doors that can be opened as well.	L		AWTTA rep	Prior to any play
1.9	Inhalation of dust	The stadium is regularly cleaned.	L		AWTTA rep	Prior to any play
1.10	Poor surfaces for activities – slips / trips / impact	The surfaces are regularly checked and maintained for safe play.	L	If an area becomes a trip hazard, that court is to be closed to play with adequate barriers and the participants are to be informed that it is out of bounds.	AWTTA rep and/or Group Organiser	Prior to and during play
1.11	Electrical hazards	All electrical equipment is maintained in good working order. There will only be loose electrical leads if the ball robots are set up and these are behind the robots away from where participants perform activity.	L	If participants are using the robots the electrical leads are to be arranged to minimise trip hazard and participants to be warned about the possible trip hazard when collecting balls from the floor. If a special needs group, consider covering wall sockets.	AWTTA rep and/or Group Organiser	Prior to any play
2.1	Uneven playing surface	Keep playing surface well maintained.	L	If an area becomes a trip hazard, that court is to be closed to play with adequate barriers and the participants are to be informed that it is out of bounds.	AWTTA rep and/or Group Organiser	Prior to or during play
2.2	Playing surface too hard or soft	The playing surface is rubber compound which will cushion falls.	L		AWTTA rep and/or Group Organiser	Prior to and during play
2.3	Hard or sharp objects in courts	Check prior to play for any objects.	L	Any dangers found in inspection to be attended to	AWTTA rep	Prior to any play
2.5	Collisions / Conflict with surrounding objects or people	Keep furniture and barriers in suitable positions. Only participants involved in playing and umpiring should be on a court.	L	Inform participants about staying off courts when they are not playing or umpiring. First Aider available.	AWTTA rep and/or Group Organiser	Prior to any play
2.8	Personal injury – fracture / sprains / cuts	Playing area checked for safety. Group Organiser should ensure that First Aid person is available within group; from AWTTA; or organised to attend for the day. Adequate warm up and cool down. Proper grip of paddle. Participants wear appropriate clothing and footwear.	L	If such injuries occur – First Aid and if necessary further medical attention obtained asap	First Aid Attendant/ AWTTA rep and/or Group Organiser	At time of injury
3.1	Lack of information, training or instruction	AWTTA will pursue adequate communication with the Group Organiser to ensure that participants have adequate information, training and instruction.	L	AWTTA rep to assist Group Organiser with input prior to the event and during the event.	AWTTA rep	At any time
3.2	Poor activity planning or preparation	AWTTA will pursue adequate communication.	L	AWTTA rep to discuss with Group Organiser's superior.	AWTTA rep	At any time

Hazard Ref.	Potential Effect	Controls	Score Low/Medium/High Risk	Further Controls Required?	Who By	When
3.3	Poor activity delivery or organisation	Basic instructions to be given to beginners and any questions to be answered during the session.	L	Ensure adequate number of assistants to lead small groups. Aim for one assistant per table with groups of four.	AWTTA rep and/or Group Organiser	Prior to or during play
3.4	Ignorance of rules and / or procedures	Basic instructions to be given to beginners and any questions to be answered during the session.	L	Discuss any problem with player/s.	AWTTA rep and/or Group Organiser	Prior to or during play
3.5	Unsafe behaviour or attitude	Participants warned	L	If after the warning there is repetition of such behaviour – remove from activity.	AWTTA rep and/or Group Organiser	Prior to and during play
3.6	Lack of appropriate first aid equipment and experience	Qualified First Aid Attendant (may be Group Organiser or AWTTA rep) present. Adequate First Aid equipment, including a defibrillator kept in public area near AWTTA office.	L	Nil unless First Aid Attendant is required to leave the venue or there is a series of accidents. Should this occur call for emergency assistance.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.7	Medical conditions of participants. Perhaps not eligible or not medically fit.	Students involved in participation are expected to reveal any pre-existing condition and where necessary be carrying appropriate medication. If doubt re participants being medically fit to participate, enquire in sensitive and confidential manner.	L	Check through registers or verbally request information at open access sessions. First Aid and if necessary gain emergency assistance.	First Aid Attendant/ AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.8	Poor safety control from group leaders	AWTTA to assist Group Organiser.	L	AWTTA rep to discuss with Group Organiser's superior.	AWTTA rep	Should it be necessary at any time
3.9	Poor safety awareness from participants	Some basic safety information prior to start.	L	Reminders and removal from activity as necessary.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.10	Lack of cooperation within group	Encourage all participants to assist each other. Form suitable groups. Solidarity amongst leaders.	L	Counsel and change groups if necessary. Leaders seek support from other leaders if necessary.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.11	Differing skill levels within group	Arrange groups to suit ability levels. Maybe skilled participants put with unskilled for peer assistance.	L	Switch participants between groups if grouping not suitable.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.12	Low level of physical fitness / strength	Players can enjoy Table Tennis at a wide range of intensity suited to their fitness	L	Encourage rest if struggling.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.13	Aggression between participants or towards staff	Speak to participant(s) concerned and warn that any repeat will involve removal from game. Two staff on hand	L	If any repetition of behaviour – remove player from the game. Record incidents.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
3.16	Inadequate adult/child ratio	Coaching: NGB's ratio 1:15 Supervised: 1:30 For all children's sessions, a minimum of two adults present.	L	Teachers accompanying student groups are to actively supervise.	AWTTA rep and/or Group Organiser	Prior to and during play
3.17	Photography without consent	Ensure group has written permission for photos of individuals before allowing any photography.	L	Check individual's forms to ensure that permission has been granted by parents/guardians.	AWTTA rep and/or Group Organiser	Prior to and during play

Hazard Ref.	Potential Effect	Controls	Score Low/Medium/High Risk	Further Controls Required?	Who By	When
3.18	Child Protection	Leaders have WWC clearance. Participants leave playing area with a buddy (e.g. toilet/drink/break etc). Awareness of spectators at open access sessions and general public area.	L	Brief participants before each session. Leaders make appropriate enquiry to member of the public.	AWTTA rep and/or Group Organiser	Prior to and during play
4.2	Transport to and from your activity	Parents or Group Organiser to arrange transport for participants.	L	Address distributed to assist safe driving through minimal stress. Transport arrangements included on list of participants and enforced.	Parents/Group Organiser	Before and after activity.
4.3	Food poisoning	Participants mostly bring own food or buy professionally packaged food. If food is prepared it is to be under direction of a qualified food handler.	L	If food poisoning is suspected, medical help will be sought.	AWTTA rep and/or Group Organiser	Should it be necessary at any time
4.5	Equipment with moving / hot parts	Ensure all table brackets are secure so tables do not collapse when jolted or leant on. Show participants how to use the tables on the umpire chairs.	L	Check brackets again during the activity.	AWTTA rep and/or Group Organiser	Prior to and during play
4.6	Heavy equipment	The Tables do not require to be moved. Ensure all table brackets are secure so tables do not collapse when jolted or leant on. Ensure umpire seats are in suitable location.	L	Check again during the activity.	AWTTA rep and/or Group Organiser	Prior to and during play
4.11	Inadequate protective equipment	Ensure padding on upright is present	L	Check padding has not been moved.	AWTTA rep	Prior to any play
4.12	Equipment in unsuitable condition	Ensure padding is made from impact absorbing material. Ensure that bats are in a suitable condition for playing.	L	Should not require further checking. Replace broken bats and cracked balls.	AWTTA rep and/or Group Organiser	Prior to and during play

# AWTTA Venue Risk Assessment - Group Organiser to complete

Date: \_\_\_\_\_

Description of Activity: \_\_\_\_\_

Description of group: \_\_\_\_\_

Group organiser(s) to check the following:

**General** YES N/A

Permission has been obtained from parents/guardians for all students participating		
Adequate teachers are attending providing appropriate levels of supervision for competitors and spectators.		
Parents have been notified of location of venue, transport arrangements and time involved		
First Aid Kit Available		
Water is available for students at the venue		
Ice is available		
A Risk Assessment has been completed		

## **Participants & Officials**

Students are well informed of safety rules		

## **Equipment / Playing Area**

Only appropriate playing area used		
Equipment has been checked.		

## **Environmental**

Conditions appropriate for the safe conduct of the event		