

Hazard Review Check Sheets-Event Day

The following hazard review check sheets for event days should be used as a guide only. Different clubs, associations and environments will have unique hazards and operational risk exposures which should be assessed and determined on an individual basis. The risk categories are synonymous with the qualitative risk assessment matrix outlined in the Hazard section under Quantifying Risk.

Hazards	Causes	Risk Category			Planned Risk Prevention Measures	Revised Risk Category		
		E/H	M	L		E/H	M	L
Hazard Review								
Organisational Factors								
Inadequate insurance cover for the activities of the event	Cover may not include insurance for: <ul style="list-style-type: none"> ▪ Personal injury for competitors and officials; ▪ Legal expenses; ▪ Cross liabilities; ▪ Pluvial insurance; ▪ Property and equipment; ▪ Public liability. 				Management to refer insurance requirements back to insurance brokers or the Tennis Victoria for advice and ensure the appropriate covers are nominated.			
Officials and safety personnel have not been clearly briefed								
Officials and safety personnel are not adequately qualified in event management								
Organisers are not aware of their "Duty of Care"								

Hazards	Causes	Risk Category			Planned Risk Prevention Measures	Revised Risk Category		
		E/H	M	L		E/H	M	L
Hazard Review								
Organisers are not aware of their legislative requirements								
Financial, Promotional and Sponsorship								
Inadequate funds available for event management including personnel (crowd control, medical staff, etc), emergency response, etc								
Inadequate funds available for event management								
Non-compliance with legislative requirements								
Management and Event Planning								
Inadequate or incompetent security personnel hired or employed								
Non-compliance with legislative requirements								

Hazards	Causes	Risk Category			Planned Risk Prevention Measures	Revised Risk Category		
		E/H	M	L		E/H	M	L
Hazard Review								
Non-compliance with legislative requirements (sale of alcohol, fundraising, etc)								
Inadequate emergency response procedures (bomb threats, terrorist threats, etc)								
Playing Zones, Equipment and Facilities								
Poor design or maintenance of equipment								
Poor design or maintenance of playing facilities								
Exposure to traffic for participants and spectators	Inadequate parking facilities or lack of traffic management							
Needle stick injuries	Daily inspections of the playing facilities and surfaces not conducted prior to the commencement of the events							

Hazards	Causes	Risk Category			Planned Risk Prevention Measures	Revised Risk Category		
		E/H	M	L		E/H	M	L
Hazard Review								
Obstructions and other hazards on and around the playing facilities								
Spectators and Crowd Control								
Injury to spectators	Inadequate controls preventing spectators from entering into hazardous areas including: <ul style="list-style-type: none"> ▪ Construction zones; ▪ Maintenance sheds and workshops 							
Slips trips and falls by spectators	Wet and slippery surfaces, poorly designed or maintained steps and stairwells, obstructions not identified and removed in public access areas, areas not clearly signposted or marked							
Intoxication of spectators	Poor controls in place to limit the consumption of alcohol							
Aggressive and uncontrolled behaviour from spectators	Inadequate or unsuitable personnel available for crowd control, inadequate crowd control procedures							
Disease, poor food preparation or inadequate hygiene procedures, poisoning, etc								
Spectator conflict								

Hazards	Causes	Risk Category			Planned Risk Prevention Measures	Revised Risk Category		
		E/H	M	L		E/H	M	L
Hazard Review								
Athlete/participant protection								
Emergency Preparedness and Management								
Marshals, officials and safety personnel not being clearly briefed								
Officials and safety personnel are not adequately qualified in event management								
Inadequate First Aid facilities implemented								
Insufficient or adequately trained first aid or medical staff available								
Emergency procedures and facilities are not adequate for purpose	Emergency procedures are not communicated to spectators, officials or participants or emergency exits, equipment, etc are obstructed or not maintained in accordance with maintenance requirements (eg. fire fighting equipment)							

Hazards	Causes	Risk Category			Planned Risk Prevention Measures	Revised Risk Category		
		E/H	M	L		E/H	M	L
Hazard Review								
Environmental								
Persons being exposed to lightening	Time considerations forcing participants to continue during an event and being exposed to environmental aspects.							
Persons being exposed to heat, dehydration, heat exhaustion, etc	Participants being exposed to extreme heat and not keeping fluids up.							
Persons being exposed to ultra violet (UV) rays								
Exposure to other adverse weather conditions including lightening, high winds, heavy rain, etc								