


## Catholic Education CURRICULUM ACTIVITY RISK ASSESSMENT

<b>School/College</b>	BDSSS		
<b>Curriculum Activity</b> (Attach the EQ Activity Guidelines to this document)			
<b>Risk Level</b>	LOW		
<b>Details of Activity</b>	TABLE TENNIS		
<b>Teachers / Leaders of Activity</b>	DAVE DELPRATT		
<b>Year Levels Involved</b>	7-12		
<b>Start Date</b>	19 / 02 / 2020	<b>End Date</b>	03 / 04 / 2020
<b>Approximate Supervision Ratio</b>	1:10		
<b>Venue</b>	TABLE TENNIS CENTRE, KENDALLS RD BUNDABERG		
<b>Minimum supervision requirements met</b> (as per Education Queensland Curriculum Activity Risk Management Guideline)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>A registered teacher will be present to take overall control</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Minimum qualification requirements met</b> (as per Education Queensland Curriculum Activity Risk Management Guideline)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Current first aid qualifications including Cardio Pulmonary Resuscitation (CPR) or ready access to first aid facilities, including qualified personnel</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Blue Card requirements met</b>	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>Minimum Equipment / Facilities Requirements met</b> (as per Education Queensland Curriculum Activity Risk Management Guideline)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If NO for any of the above, risk will be managed through the following</b>			
<b>Suggested control measures have been met</b> (as per Education Queensland Curriculum Activity Risk Management Guideline)	<input checked="" type="checkbox"/> Yes		<input type="checkbox"/> No
<b>If NO, risk will be managed through the following</b>			
<b>Is parental permission required for this activity?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>If YES has it been gained?</b>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
<b>Extra Information</b>			
<b>Submitted by</b>	ROB THATCHER	<b>Date</b>	06 / 02 / 2020

<b>APPROVAL</b>	
<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: Karen McCord	Designation: Principal, Bundaberg State High School
Signed: 	Date: 06 / 02 / 2020

Teachers / Leaders of this activity who have been trained in these procedures and read the relevant Education Queensland Activity Guidelines.	

<b>Monitor and Review</b>			
Are the control measures still effective?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Have there been any changes?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
Are further actions required?		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Details:</b>           			
Completed By		Date	/ /



# Table tennis

The planning considerations that are common to all curriculum activities can be found in the [CARA generic template](#). These must be considered as well as the activity-specific considerations outlined below.

## Activity scope

This guideline relates to student participation in table tennis as a curriculum activity, including skills development, training and competitions.

## Mandatory requirements

Mandatory requirements must be met for the activity to be conducted.

- Follow the [International Table Tennis Federation Handbook](#) for rules and guidelines established for this activity.
- Establish and implement procedures for emergencies such as injury (e.g. [head injuries](#)) and first aid, resuscitation, communication, emergency service contact details and supervision/safety detail of students that are appropriate to the table tennis activity, location and conditions.
- Establish and implement safety procedures and correct technique when playing with table tennis equipment.
- Induct students on emergency procedures, safety procedures and correct technique to avoid injury (e.g. halting play by calling a 'let' to reduce risk of collision with other players).
- Refer to the [School Excursions and International School Study Tours](#) for mandatory travel requirements that may be associated with this activity when playing off site.

## Risk level

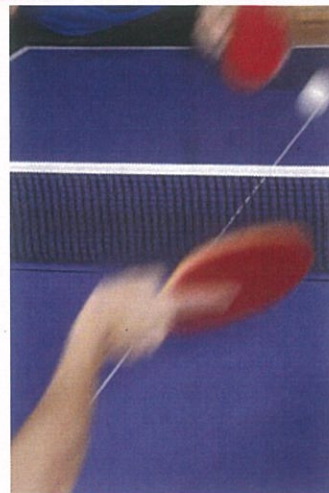
**Low risk:** Teaching of table tennis skills, training and competitions.

## Supervision requirements

- Provide sufficient adult supervision to manage the activity safely (including emergency situations). Consider age, size, ability and maturity of students in this decision. Principals make decisions about the supervision requirements.
- Ensure supervisors are visible and easily identified and that all students are in sight of at least one adult at all times.

## Qualifications for supervisors

- A registered teacher with competence (knowledge and skills) in the teaching of table tennis.
- OR
- An adult supervisor other than a registered teacher with [Tops Coach – Entry Level Coaching](#) accreditation from Table Tennis Queensland (or equivalent), working under established safety procedures and the direct supervision of registered teacher. The course may be undertaken through the [Get Active Queensland Accreditation Program](#).





## Requirements for facilities and equipment

- Readily available first aid equipment and consumable items (e.g. heat and ice packs) appropriate to the location and level of risk.
- All equipment must conform to [Australian Standards](#); be properly maintained, in good working condition and fit for purpose; and be used as intended in accordance with manufacturers' instructions.

## Hazards and controls

### *Before the activity*

Hazards	Control measures
<b>Accessing facilities and using equipment</b>	<ul style="list-style-type: none"> <li>• Check the venue has adequate lighting and ventilation and a clearly defined playing area (including boundary clearances) that is non-slip and free from obstacles.</li> <li>• Situate tables so that players have adequate space.</li> <li>• Playing areas must not overlap.</li> <li>• Do not overcrowd the number of tables in the available space.</li> <li>• Ensure equipment is appropriate and safe to use and in good repair (e.g. tables are assembled correctly with wheels locked in place and stable, nets and tables have no rough or sharp edges, bats have adequate handle grip).</li> </ul>

### *During the activity*

<b>Managing student considerations</b>	<ul style="list-style-type: none"> <li>• Prohibit behaviour, drills or activities that may cause injury to other players.</li> <li>• Issue equipment only to those students actively playing.</li> <li>• Ensure all equipment is being used as intended.</li> <li>• Monitor students for signs of fatigue and illness.</li> <li>• Ensure drink breaks occur regularly.</li> <li>• Remove accessories (e.g. jewellery) before participating.</li> <li>• Ensure fingernails, hair and clothing do not interfere with the activity.</li> </ul>
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## Additional links

[Table Tennis Australia](#)

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