



Education

Department of **Education** (<https://det.qld.gov.au>)

Table tennis

Guideline review date: October 2018

The CARA planner (DOC, 423KB) (<http://ppr.det.qld.gov.au/education/management/Procedure%20Attachments/Managing%20Risks%20in%20School%20Curriculum%20Activities/Curriculum%20Activity%20Risk%20Planner.DOC>) must be used in conjunction with this guideline to determine additional risk hazards and controls within school-specific circumstances.

Activity scope

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

For activities beyond the scope of this activity a separate risk assessment must be undertaken using the CARA generic template (</curriculum/school-curriculum/CARA>).

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

All requirements are necessary for the activity to be conducted.

Mandatory requirements

- Follow the International Table Tennis Federation Handbook (<https://www.ittf.com/handbook/>) for rules and guidelines established for this activity.
- Establish and implement procedures for emergencies such as injury (e.g. head injuries (DOCX, 551KB) (</initiativesstrategies/Documents/managing-hea>

d-injuries.DOCX) 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 (<http://ppr.det.qld.gov.au/education/management/Pages/School-Excursions.aspx>) for mandatory travel requirements that may be associated with this activity when playing off site.

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 1 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 (<http://www.tabletennisqld.org/?PageID=12&wp=9>) accreditation from Table Tennis Queensland (or equivalent), working under established safety procedures and the direct supervision of

a registered teacher. The course may be undertaken through the Get Active Queensland Accreditation Program (<http://www.qld.gov.au/recreation/sports/volunteers-coaches/courses/information/>).

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 (<http://www.standards.org.au/Pages/default.aspx>), be properly maintained, in good working condition and fit for purpose and be used as intended in accordance with manufacturers' instructions.

Hazards and controls

If any listed control measure below cannot be met:

- modify the activity (or elements of it)
and/or
- identify and implement alternative control measures to meet or exceed the level of safety.

Alternative or additional considerations, hazards and control measures must be included in the planning process.

Before the activity

Hazards	Control measures
Accessing facilities and using equipment	<div>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</div> <div>Situate tables so that players have adequate space</div> <div>Playing areas must not overlap</div>

- Do not overcrowd the number of tables in the available space
- 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)

During the activity

Hazards	Control measures
Managing student considerations	<div>Prohibit behaviour, drills or activities that may cause injury to other players</div> <div>Issue equipment only to those students actively playing</div> <div>Ensure all equipment is being used as intended</div> <div>Monitor students for signs of fatigue and illness</div> <div>Ensure drink breaks occur regularly</div> <div>Remove accessories (e.g. jewellery) before participating</div> <div>Ensure fingernails, hair and clothing do not interfere with the activity</div>

Additional links

Table Tennis Australia (<http://www.tabletennis.org.au>)

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Last updated 13 September 2019

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