

Organisational Risk Assessment

The Jitsu Foundation

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Scope of Risk Assessment:

Membership	3000
Adults members	2500
Junior members (under 18)	500
Instructors	200
Junior Club Assistants	50

The style of Jitsu practiced by members of The Jitsu Foundation is a very physical martial art with a great deal of contact with the people that you train with. The very nature of the discipline means that the 'aim' of many of the techniques and means of self defence taught and practiced are intend to inflict some kind of pain on the agresor. To this end it therefore makes the process of risk assessing the various activities in the Martial Art very difficult.

Severity		
Rating	People	Reputation - Instructor
1 Negligible	First aid injury – minor cuts sprains, bruises	Informal warning by The Jitsu Foundation
2 Marginal	RIDDOR 3 day injury – broken fingers, toes, sprained tendons or muscles, illness (tiredness, stress, gastric)	Formal warning by The Jitsu Foundation
3 Critical	Serious injury – head injury, loss of consciousness, broken bones, dislocations, respiratory problems. Usually and injury from which full recovery is possible.	Disciplinary hearing with The Jitsu Foundation
4 Severe	Death or very serious Injury to one person - Loss of limb, paralysis or life changing injury from which full recovery is unlikely.	Suspension by The Jitsu Foundation
5 Catastrophic	Death or very serious injury to more than one person	Ban for life by The Jitsu Foundation

Likelihood		
Rating	Meaning	
1 Improbable	So unlikely as to be nearly impossible - no events in living memory	
2 Remote	Unlikely in most circumstances but has happened	
3 Occasional	Could occur sometime and has been known to occur	
4 Probable	Is likely to happen to someone in the organisation this year	
5 Frequent	Will definitely happen to someone in the organisation or has happened recently	

Risk	
	Definition
High Risk	Control Measures must be developed in this area to continue.
As Low As is Reasonably Practicable (ALARP)	The control measures and method statements that are currently in place are suitable and sufficient in the this area. However, every effort should be made to ensure that all control measures remain in place.
Low Risk	No further assessment of this is necessary, unless something happens to change either the likelihood or severity

Risk Matrix

	Likelihood				
Severity	1	2	3	4	5
1			Low Risk - C		
2			ALARP - B		
3					
4			High Risk - A		
5					

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
1	Injury	Death or very serious Injury to one person	Students (injury)	4	4	16	Instructors taught, via Instructor and Club Instructor coaching qualifications, and agree to, by agreeing to abide by the health and safety policy, to have a structured warm-up and progression over time.	2	3	6	ALARP
		Serious Injury	Instructors (injury)	2	3	6	Instructors and Club Committee agree, by agreeing to abide by the health and safety policy:	2	2	4	Low
		Supspension by TJF	Instructors (reputation)	3	4	12	<ul style="list-style-type: none"> • to cancel sessions if there is not a suitable first aid kit available at the site where training is taking place • to cancel session if there is not access to a telephone at the site where training is taking place • to be aware of, and follow, any emergency procedures that are in place at the venue where training is taking place • <p>that, as with other throwing martial arts and sports involving repeative falling, when practicing throwing and in general breakfalling practice to use mats to reduce the risk of injury from falling. Experienced students will very occasionally practice controlled throwing and breakfalling without mats.</p> <ul style="list-style-type: none"> • to advise instructors and students of their responsibility to wear appropriate kit and equipment and Instructors to check this requirement is complied with 	1	2	2	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
1	Injury (cont)	Death or very serious Injury to one person (cont)	Students (injury) (cont)	4	4	16	Provide instructors and students with an overview of how they should present and conduct themselves, unacceptable practices and their general responsibilities via the individual responsibility document and have all members agree to comply with this requirement by including this statement on The Jitsu Foundation licence application form.	2	3	6	ALARP
		Serious Injury(cont)	Instructors (injury) (cont)	2	3	6	Instructors advised to ensure they are familiar with the access routes for the emergency services. Instructors required to and agree to, by agreeing to abide by the health and safety policy:	2	2	4	Low
		Supspension by TJF(cont)	Instructors (reputation) (cont)	3	4	12	<ul style="list-style-type: none"> complete an incident form to report all injuries requiring medical attention to The Jitsu Foundation mop up blood and other body fluid spills using disposable cloths and disinfect the affected areas with a mild bleaching solution. Dispose of the cloths as contaminated waste. Use disposable gloves. 	1	2	2	Low
							Instructors advised to and agree to, by agreeing to abide by the health and safety policy, to contact the premises manager of the site at which they are working when medical attention is required				

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
2	Injury caused by moving equipment	Serious Injury	Students	2	3	6	Instructors and club committees advised and agree to, by agreeing to abide by the Health and Safety Policy, to ensure that mats are and all equipment is handled in accordance with relevant manual handling guidelines of premises manager and where one person is unable to carry a mat the mat is carried by 2 or more people.	1	3	3	Low
		RIDDOR 3 day injury	Instructors	2	2	4		1	2	2	Low
		Formal warning by TJF	Instructors (reputation)	3	2	6		1	2	2	Low
3	Injury due to inappropriate facilities	Serious Injury	Students(physical or mental harm)	3	3	9	<p>Instructors and club committees advised of the need for and by agreeing to abide by the Health and Safety Policy agree:</p> <ul style="list-style-type: none"> to report any instances of concern with regards to the safe access to and egress from building and facilities they become aware of. to report any instances of concern with safety in the changing rooms where training is taking place they become aware of. to report any instances of concern with the levels of lighting, ventilation and heating and take corrective action in order to reduce the effect these environmental factors have on the likelihood of injury either by making suitable the environment, reducing training intensity or cancelling training if this is not possible. to train only where the floor is in good condition and free of debris. to train only where there are no inadequately protected protrusions from walls such as radiators, pipes or buttress. to train only where the ceiling is of sufficient height to ensure adequate clearance. that training will not take place up to the walls unless they have suitable padding or controlled techniques are being taught making use of the surrounding environment for self defence purposes.. A safety zone should be identified but must not extend to the walls unless padded. 	1	3	3	Low
		Disciplinary hearing with TJF	Instructors (reputation)	3	3	9		1	2	2	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
4	Injury to student participating at an unsuitable level	Serious Injury	Students(physical or mental harm)	4	3	12	Students and parents/guardians are:	1	3	3	Low
							<ul style="list-style-type: none"> informed that risk is inherent in all sports and sign a membership application form acknowledging this. required to complete a Physical Activity Readiness Questionnaire and are required to submit a letter from a medical professional where they disclose a current condition which affects their ability to exercise in order to check they are suitably fit before participating in Jitsu at their level of involvement 				
		Suspension by TJF	Instructors (reputation)	4	4	16	<p>Instructors are required to and agree, by agreeing to abide by the health and safety policy, to ensure:</p> <ul style="list-style-type: none"> they match the level of activity to the skill and physical size of the students involved that students are mentally and physically prepared for the intended activity. Specialist assistance should be provided for those who may need additional coaching / help. <p>Instructors advised to contact The Jitsu Foundation if planning to work with disabled students, so that The Jitsu Foundation can as far as is reasonably practicable ensure appropriate resources, procedures and specialist assistance are available for any disabled participants identified as requiring additional help.</p>	1	4	4	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
4	Injury to student participating at an unsuitable level (cont)	Serious Injury(cont)	Students(physical or mental harm)(cont)	4	3	12	Instructors and Club Committees are made aware, by completion of the Physical Activity Readiness Questionnaire on the Jitsu Foundation licence application form, of any medical conditions their students may have and of any specific treatment required. Instructors are advised to ensure all club committee and assisting instructors are aware of any medical conditions.	1	3	3	Low
							Instructors advised and agree to, by agreeing to abide by the child protection policy, that the younger the age of students, the higher the ratio of supervising adults to students should be.				
		Suspension by TJF(cont)	Instructors (reputation)(cont)	4	4	16	Instructors and Club Committee agree, by agreeing to abide by the health and safety policy, to:	1	4	4	Low
							<ul style="list-style-type: none"> • cancel sessions if there is not access to a telephone at the site where training is taking place • follow accident reporting procedures 				
All incidents requiring treatment by a medical professional are report to The Jitsu Foundation, Employer liability, member to member liability insurers.	All incidents requiring treatment by a medical professional are investigated and a report produced to enable trend analysis to be carried out										

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
5	Accusation of unprofessional activities and poor advice	Death or very serious Injury to one person	Students(physical or mental harm)	3	4	12	All Instructors and Junior Club Assistants are CRB checked.	2	3	6	ALARP
		TJF Ban for life	Instructors (reputation)	3	5	15	<p>Instructors and Junior Club Assistants are advised and agree, by agreeing to abide by the child protection policy:</p> <ul style="list-style-type: none"> to keep physical contact to an essential minimum to assist the development of a skill or required posture to ensure Adult to Junior Supervision ratio of at least: <ul style="list-style-type: none"> Age 4 to 8 - 1 adult to 6 participants Age 9 to 12 - 1 adult to 8 participants Age 13 to 18 - 1 adult to 10 participants when working with juniors they should never place themselves in a situation where an accusation could be made and independent witnesses could not help you refute them that when parents do not turn up to collect children they should: <ul style="list-style-type: none"> get at least one other adult to stay with them, preferably another mandated instructor, TJF CRB Checked club member of the club or parent until all children have been collected stay in a public place that is well lit, preferably indoors arrange a suitable collection and meeting place in advance have a list of mandated instructors', TJF CRB Checked club members' and parents' telephone numbers to hand. 	2	2	4	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
5	Accusation of unprofessional activities and poor advice (Cont)	Death or very serious Injury to one person(cont)	Students(physical or mental harm)(cont)	3	4	12	<ul style="list-style-type: none"> notify parents by phone and a follow-up letter that it is irresponsible for them to abandon their children. that a system of nominating authorised collectors should be arranged. that children should not be released to anyone other than an authorised collector. that children under 12 should not be allowed to leave training sessions by themselves without receiving written permission from their parent/guardian. that children should: <ul style="list-style-type: none"> only be transported where they have written agreement of the child's/children's parents/guardians where possible another independent adult should also be present. junior students should sit in the rear of the vehicle with their seatbelt fastened to be aware of the possibility of students becoming infatuated with them, mistaking their attention for a sign of fondness or affection. 	2	3	6	ALARP
		TJF Ban for life(cont)	Instructors (reputation)(cont)	3	5	15		<p>All Instructors have to provide evidence that they have suitable professional indemnity insurance before they are mandated</p> <p>The Jitsu Foundation has employers' liability insurance</p> <p>All participants are advised and agree, by confirming they will abide by the individual responsibility document, that they must hold or have applied for within two weeks of starting, membership of the Jitsu Foundation.</p>	2	2	4

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
5	Accusation of unprofessional activities and poor advice (Cont)	Death or very serious Injury to one person(cont)	Students(physical or mental harm)(cont)	3	4	12	All Instructors are required to agree, by confirming they will abide by the Health and Safety Policy and Instructor's code of conduct, that they will not allow anyone to train, without within two weeks of starting, that participant having applied for membership of the Jitsu Foundation, in order for a club instructor to receive a mandate to teach.	2	3	6	ALARP
		TJF Ban for life(cont)	Instructors (reputation)(cont)	3	5	15	All Instructors and volunteers agree to follow written procedures of The Jitsu Foundation Instructors and Junior Club Assistants are advised that where possible they should have a witness to their actions Instructors are required and agree to arrange training in facilities only where they are not likely to be left alone with a student of group of junior students. Instructors and club committees publish training session times on TJF Jitsu Foundation and advised to stick to them. Instructors and club committees advised to run training sessions for a set amount of time so that parents are trained to collect their children on time. Instructors and Club Committees advised to encourage parents to arrive early or participate in coaching sessions (subject to CRB Checks with TJF if they will be participating as Junior Club Assistants) Instructors are required to identify all Junior club Assistants and ensure they complete The Jitsu Foundation Associate Application form. This enables Junior Club Assistants to be CRB Checked and confirms they have read and will abide by the Child Protection Policy. Instructors are advised that Junior Club Assistants should be closely monitored.	2	2	4	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
5	Accusation of unprofessional activities and poor advice (Cont)	Death or very serious Injury to one person(cont)	Students(physical or mental harm)(cont)	3	4	12	Instructors are required to only teach if they have a current mandate to teach from The Jitsu Foundation and are therefore on the list of mandated instructors www.jitsufoundation.org/mandatedinstructor.asp . Instructors, regional senior grades and club committees are required to only allow instructors on the mandated instructor list to be responsible for training sessions.	2	3	6	ALARP
		TJF Ban for life(cont)	Instructors (reputation)(cont)	3	5	15	Instructors and Assisting Instructors are advised and agree, by agreeing to abide by the Health and Safety Policy, that they should only teach up to their level of competence. The Jitsu Foundation maintains standards by a multi layered mentoring system which facilitates mentoring by progressively more experienced Instructors of Instructors on a level of experience below them. The Jitsu Foundation maintains technical standards by having regular technical training sessions for instructors and developing instructors with the most senior instructors in an area The Jitsu Foundation maintains technical and Instructor standards by assessing the progress of instructor's students at grading events 3 or 4 times a year Instructors advised that First Aid should be administered in the presence of witnesses while maintaining the privacy and dignity of the casualty as far as possible.	2	2	4	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
5	Accusation of unprofessional activities and poor advice (Cont)	Death or very serious Injury to one person(cont)	Students(physical or mental harm)(cont)	3	4	12	Instructors and Club Committee agree, by agreeing to abide by the health and safety policy, to: <ul style="list-style-type: none"> cancel sessions if there is not access to a telephone at the site where training is taking place 	2	3	6	ALARP
		TJF Ban for life(cont)	Instructors (reputation)(cont)	3	5	15	<ul style="list-style-type: none"> follow accident reporting procedures ensure that if the main club instructor is unavailable another mandated instructor of the Jitsu Foundation covers the session. If this is not possible Instructors ensure that someone else (probably a senior grade or club committee member - possibly two people) goes to the dojo they were due to be teaching at to ensure the safety of the students. Where possible arrangements should also made for the students to be contacted by telephone and advised that the session has been cancelled. ensure the maximum instructor/assistant instructor to student ratio is not exceeded. 1:60 for adult students and 1:20 (unless a higher ratio agreed due to risk assessed factors) where a junior is present. <p>All incidents requiring treatment by a medical professional are reported to The Jitsu Foundation, Employer liability, member to member and Instructors' professional indemnity insurers.</p> <p>All incidents requiring treatment by a medical professional are investigated and a report produced to enable trend analysis to be carried out</p>	2	2	4	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
6	Injury to instructor	Serious injury	Instructors (physical harm)	1	3	3	Instructors are empowered to exclude any group or individual for misbehaviour.	1	1	1	Low
							Instructors advised to not work alone which means they should have adequate support if students misbehave or are likely to be a problem. Extensive support network also available via mentoring system and also easily able to directly contact The Jitsu Foundation.				
							Instructors choose where they teach so not required to teach in locations that pose an exceptionally high risk of physical assault.				
7	Failure or absence of equipment or use unsafe facilities	Death or very serious Injury to one person	Students(physical or mental harm)	2	4	8	Instructors and club committees advised and agree, by agreeing to abide by the Health and Safety Policy:	2	2	4	Low
		TJF Ban for life	Instructors (reputation)	3	5	15	<ul style="list-style-type: none"> that all training mats, weapons and equipment, whether owned by the club, venue or individuals, are inspected before use. that defective mats, weapons and equipment should be removed or reported and then either repaired or disposed of. to ensure mats are stowed such that stacks of mats are stable and in accordance with the requirements of the premises manager. 	1	1	1	Low

Ref	Hazards	Consequences	Who is at Risk?	P	S	=R	Controls	P	S	=R	Action Level
7	Failure or absence of equipment or use unsafe facilities (Cont)	Death or very serious Injury to one person(cont)	Students(physical or mental harm)(cont)	2	4	8	<ul style="list-style-type: none"> that where activities require the use of mats, as a rough rule of thumb two people per four square metres of mat should be followed and that where there are insufficient mats available the class should be split. A section of the class may be required to remain seated and observe. The class is then rotated. Alternatively use should be made of the non matted area of the Dojo utilising non break falling techniques. 	2	2	4	Low
		TJF Ban for life(cont)	Instructors (reputation)(cont)	3	5	15	<ul style="list-style-type: none"> that care must be taken to ensure that mats are butted closely with no gaps and set out so to ensure mats have been set out correctly and are in a sound condition. to keep the matted area free of gaps and the entire training area clear of training equipment throughout the training session as far as is reasonably practicable. 	1	1	1	Low
8	Transport accidents of incidents	Death or very serious injury to more than one person	Students(physical or mental harm)	2	5	10	No vehicle should be overloaded with passengers - there should be no more passengers than usable seatbelts.	1	5	5	ALARP
		TJF Ban for life	Instructors (reputation)	1	5	5	All passengers should wear a seatbelt	1	1	1	Low