New Zealand Ju-Jitsu Federation (NZJJF)

Risk Management Policy for Ju Jitsu Dojos

BACKGROUND

The Australian / New Zealand Risk Management Standard (AS/NZS ISO 31000:2009) defines risk management as "coordinated activities to direct and control an organisation with regards to risk".
Risk is inherent in all aspects of Ju-Jitsu and whilst many of these risks cannot be eliminated, they can, however, be identified, quantified, and controlled. Risks that impact on the objectives of your dojo can offer both opportunity and threat. This policy is designed to provide Ju-Jitsu coaches and dojo owners with a systematic framework to minimise threats and maximise opportunities to their organisations operation.

PURPOSE

To provide guidance on how to effectively identify, assess and manage risks that arise within the practice of Ju-Jitsu.
To minimise the risk of harm to coaches, students, visitors, and volunteers through the appropriate management of hazards and risk.
To know where to go to for specialist advice if required.

POLICY

The following policy lays out a recommended approach to implementing risk management in accordance with the internationally recognised standard ISO 31000:2009 Risk Management – Principles and Guidelines.

Here are some of the more desirable repercussions of safe training environments:

- Increased retention rate and participation
- More motivated members and coaches
- The coach retains the confidence of the parents and participants
- A decrease in the perception that Ju-Jitsu is dangerous.

The NZJJF hopes that its member Clubs, and coaches will derive some inspiration from this policy to make Ju-Jitsu safer and more appealing by embracing Risk Management practices in the dojo.

ACKNOWLEDGEMENTS

The NZJJF would like to thank Sport New Zealand and Sensei Peter Jones of Kajuen Ryu for their help and guidance in the writing of this Policy

ADOPTED MAY 2020
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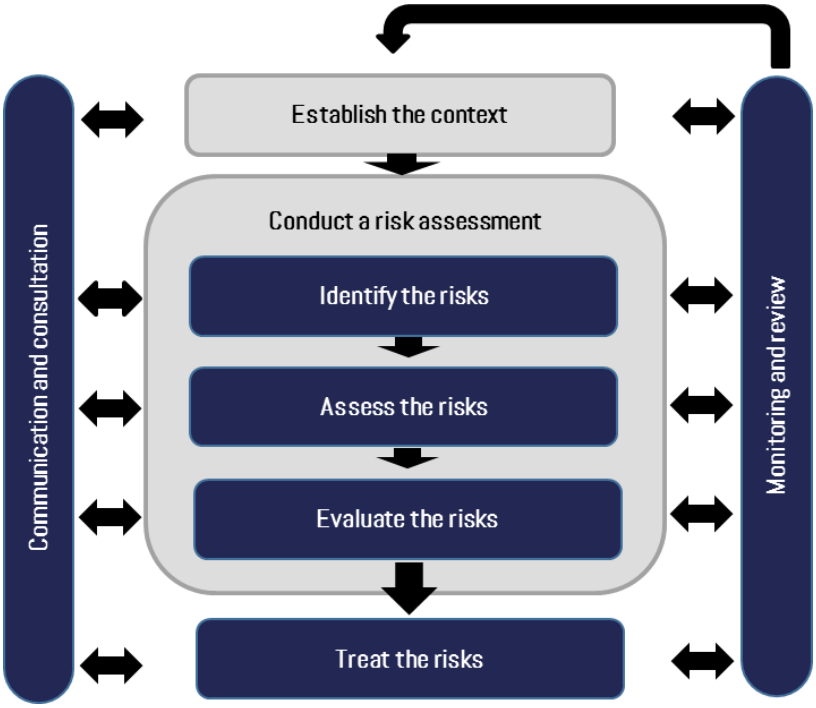
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DEFINITIONS	**Hazard:** Means an activity, arrangement, circumstance, event, occurrence, phenomenon, process, situation, behaviour, substance or any temporary condition (i.e. physical or mental fatigue, drugs, alcohol, traumatic shock) that is an actual or potential cause or source of harm to themselves or another person. **Notifiable Event:** Any event that did cause, or could have caused, significant harm or damage. **Risk:** Risk is the likelihood that a person may be harmed or suffers adverse health effects if exposed to a hazard. **Impact:** The potential outcome of a risk event (also known as 'severity' or 'consequence') **Probability:** The chance of something happening (also known as 'likelihood') **Risk level:** The size of a risk expressed in terms of the combination of probability and impact **Control measure:** Any action or process designed to modify or 'treat' the risk level (normally to reduce it) **Control effectiveness:** The actual observed impact of the control measure on the risk level.
RISK MANAGEMENT PRINCIPLES	The NZJJF recommends that your dojo adopts the principles detailed in AS/NZS ISO 31000:2009, to ensure risk management is effective within your organization. These principles are: a) Risk management creates and protects value b) Risk management is part of decision making c) Risk management explicitly addresses uncertainty d) Risk management is systematic, structured and timely e) Risk management is based on the best available information f) Risk management is tailored g) Risk management takes human and cultural factors into account h) Risk management is transparent and inclusive i) Risk management is dynamic, iterative and responsive to change j) Risk management facilitates continual improvement of the organisation
RISK MANAGEMENT PROCESS	The NZJJF recommended risk management process is based upon the AS/NZS ISO 31000:2009 Risk Management Process as shown in Figure 1 (below). Risks identified will be managed according to this process.

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Above: AS/NZS ISO 31000:2009 Risk Management Process

Overview

1. Establish the context: Ensure the process is aligned with your organisation's culture, processes, structure and strategy.
2. Identify the risks: Identify sources of risk, areas of impacts, events (including changes in circumstances) and their causes and potential consequences.
3. Analyse the risks: Consider the causes and sources of risk, their positive and negative consequences, and the likelihood that those consequences can occur.
4. Evaluate the risks: Compare the level of risk found during the analysis process with risk criteria established when the context was considered. Based on this comparison, consider the need for treatment.
5. Treat the risks: Select one or more options for modifying risks, and implement those options (known as control measures).
6. Communicate and consult about the risks: Communicate and consult with external and internal stakeholders during all stages of the risk management process.
7. Monitor and review the risks: Ensure both monitoring and reviewing are a planned part of the risk management process and involve regular checking or surveillance. The results of monitoring and review should be recorded and used to consider the performance of risk management.

ESTABLISHING CONTEXT

For your Ju-Jitsu organisation these will normally include:
Outcomes relating to participation and high performance underpinned by critical

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success factors.
Critical factors for success covering for example:
• Revenue generation and effective financial management
• Effective stakeholder management
• People/human capital
• IT/internet (including data protection, backups, appropriate use of IT)
• Health and safety
• Quality assurance in operational delivery
• Business continuity following crisis (major earthquake or similar)
• Reputational/brand integrity
The key objective of risk management is to systematically identify risks, quantify risks and control risks. To achieve this, it is recommended you use a risk register to keep track of this process. The risk register will also help you prioritise the risks you have identified and report significant risks to staff, students and visitors. Focus on managing your most significant risks first before managing less serious risks.

IDENTIFY

The first step is to identify the hazards in your organisation or dojo, starting with those that have the potential to cause people serious injury or illness.
To identify risks look at your business practices, training processes and equipment used, your facility and your dojo activities, for example a hazard can range from slips in the shower to specific Ju Jitsu techniques on your syllabus.
Walk around your dojo and identify what could seriously harm the health or safety of your staff and others. This could be something that could happen immediately, like a slip or a fall, or something that could happen slowly over a long period of time, like RSI from using the computer in the dojo office.
Once the hazard has been identified this is then written into your risk register.

ASSESS & EVALUATE

Once you have identified the hazards in your dojo, your risk assessment should consist of the following three key steps, each of which should be recorded against the risk entry in the risk register;

1. Consider the likelihood of the event occurring, for example:

LIKELIHOOD	**5**	**Almost Certain**	Will probably occur more than once within 12 months
	4	**Likely**	High probability that will occur at least once within next 24 months
	3	**Possible**	Reasonable likelihood that could occur more than once in 24 months
	2	**Unlikely**	Not likely to occur within next 24 months
	1	**Rare**	Not impossible but highly unlikely

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2. Describe the possible impact/severity of the risk event – for example;

		Financial	Operational	Brand/ Reputational	Physical/ Safety	Regulatory/ Legal	People/ Participation
5 – Extreme	**A risk that can prove catastrophic or terminal for the whole organisation.**	More than $100,000	Unable to deliver product/service in a region. Widespread migration of members to competitor organisation. Prohibited from delivering competition at any level.	Collapse of organisation. Major inquiry into systemic misconduct. Wholesale resignation of board members or senior management.	Death or total permanent disability of player/ participant due to compromised safety standards. Preventable death of a member of the public.	Criminal prosecution of organisation and/or board due to failure to comply with the law.	Active participation declines by more than 25%.
4 – High	**Risks which can significantly jeopardise some aspects of the organisation, but which will not result in organisational failure.**	More than $25,000 but less than $100,000	Widespread failure or loss of product/service standards. Increasing migration of members to competitor organisations. Unable to deliver the National Championships.	Loss of affiliated clubs/providers. Investigation of serious individual misconduct. Loss of significant skills from board or senior management.	Serious injury of player/ participant due to compromised safety standards. Preventable serious injury of member of public.	Civil action against organisation and/or board due to negligence. New regulations that impede operations.	Active participation declines by more than 15%, but less than 25%.
3 – Medium	**Risks which will cause some problems, but nothing too significant.**	More than $10,000 but less than $25,000	Moderate impact on product/service standards. Unable to deliver local sports competitions. Widespread discontent by members/participants.	Threats of withdrawal from affiliated clubs/providers. Failure of prominent branded project or product. Failure of a club or provider. Individual or group misconduct. Sustained public criticism of the organisation.	Systemic injuries of players/ participants and/or public. Increased frequency of near misses.	Regulatory/ police investigation with adverse findings against organisation and/or board.	Net active participation declines by more than 5%, but less than 15%.
2 – Minor	**Any risks which will have just a mild impact, but should be addressed.**	More than $1,000 but less than $10,000	Minor impact on product/service delivery. Competitive threats to membership. Constrained capacity to meet the demands of existing or new members/ participants.	Localised negative media coverage.	Minor injuries of players/ participants and/or public.	Regulatory/ police investigation of organisation and/or board without adverse findings.	Net active participation declines by more than 0%, but less than 5%.
1 – Insignificant	**Risks which do not pose any significant threat.**	Less than $1,000	Very minor, temporary product/service disruption.	Media interest in local issue.	Insignificant injuries of players /participants and/or public.	Persistent complaints against organisation and/or board.	Stable net active membership.

3. Cross-check your impact description against the criteria in your risk matrix to determine the impact rating (normally between 1 and 5). Likelihood x Severity = Level of Risk

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Risk Matrix		IMPACT					
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost Certain	5	Moderate	High	High	Extreme	Extreme

Remember to first focus your attention on the risks that could cause permanent injury, illness or death to coaches, students or others – even if this is not very likely.

TREAT

Once you have identified the level of risk, you must do what is reasonable and practical to eliminate it or, where it can't be eliminated, minimise it by choosing the best controls for the situation. The better the level of control, the lower the level of risk. The risk mitigation strategy should then be noted in your risk register.

RISK CATEGORY		ACTION REQUIRED
EXTREME	1 (15 – 25)	**Intolerable** • Operation/activity should be discontinued until level of risk can be reduced. • Consider options for reducing the impact or probability of the risk. • Consider external advice (legal or risk advisor).
HIGH RISK	2 (8 – 12)	**Tolerable level of risk – significant management and monitoring required.** • Action should be taken to ensure risk level is 'as low as reasonably practicable' (ALARP). • Consider options for reducing the impact or probability of the risk. • If level of risk is ALARP, continue to manage using documented operating procedures. • Increase monitoring of controls to ensure effectiveness in managing the risk.
MEDIUM RISK	3 (4 – 6)	**Tolerable level of risk – follow operating procedures** • Ensure risk level is 'as low as reasonably practicable' (ALARP). • If level of risk is ALARP, continue to manage using standard operating procedures with normal monitoring protocols
LOW RISK	4 (1 – 3)	**Tolerable level of risk** • Maintain existing controls. No additional controls required.

Note: Section 30 of the Health and Safety at Work Act requires you to eliminate risks, so far as is "reasonably practicable". To be reasonably practicable simply means to consider the level of risk, what you know about ways of controlling it, and the cost in

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	relation to the level of risk.
RE-ASSES	You won't always get your risk assessment right the first time. You will find situations where you have assessed the level of risk for a hazard and put in place controls, but the new level of risk is not where you planned it to be i.e it is still unacceptably high. If you find that the risk is still too high, go back and reassess it, this time choosing different controls to lower the level of risk. Throughout the process, seek feedback and insights from staff, students and coaches to ensure a comprehensive risk management plan is in place and is performing effectively.
SPECIALIST ADVICE	1. ACC Web site: Acc.co.nz Contact No: 0800 030 040 Specific Information on:- • Health and safety in the workplace • Occupational health • Industry specific safety • Hazardous materials e.g. Asbestos 2. WorkSafe NZ Web Site: Worksafe.co.nz Contact No: 0800 030 040 Specialist information on: - • Codes of practice for industry / sector specific • A full range of guidance documents • Workplace Health & Safety • Notifiable Events 3. First Aid / Medical Assistance – St John Website: Stjohn.org.nz Contact no: If emergency 111 or 0800 785 646 Specific assistance with medical and first aid requirements • Medical Alarms • Community Assistance • First Aid Training Courses

Appendices

The following generic Risk Registers can be modified and updated to your dojo requirements.

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DOJO FACILITIES

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Electricity • Electrical sparks from appliances. • Exposed/ broken wiring in cords or plugs. • Overloaded/ cracked power points. • Radiation leaks - older microwaves.	• Burns – electrical, or water/steam burns if exposed to overheated water - through too long in the microwave. • Electric Shock or Electrocution • Fire.	**Impact = Extreme** **Likelihood = Unlikely** **RISK SCORE = HIGH RISK (10)**	• Requirement to check all electrical appliances for frayed cords, bent prongs, exposed wires, and suitability of equipment prior to use. • Do not use unsafe appliances or equipment. • All unsafe or broken appliances to be reported investigated and repaired/ replaced prior to reuse. • Electrical repairs only to be completed by competent licensed electricians.	• Head coach to monitor any electricity related incidents. • Staff, students and visitors do not use unsafe electrical appliances.	• Portable Appliance Test & tag (PAT) programme in place for all dojo based electrical equipment.	**YES**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Fire (uncontrolled) • Open fires / naked flames. • Portable gas heaters/BBQ • Office equipment & Electrical equipment including computers/IT hardware. • Stove/electric kettles - boil dry.	• Burns. • Respiratory problems as a result of smoke inhalation. • Damage to or loss of facility and equipment. • Serious permanent injury or death.	**Impact = Extreme** **Likelihood = Unlikely** **RISK SCORE = HIGH RISK (10)**	• Six monthly fire drills to ensure everyone knows established exits in event of an emergency (preferably 2 exits). • Appropriately sited and maintained smoke alarms. • Carry out regular safety inspections to minimise risk of clutter and other fire risks. • In the event of a fire staff do not re - enter a building to collect personal items • Contents insurance.	• Head Coach/Owner to monitor any fire related accidents/ incidents and instigate preventative action for the future. • All coaches and students to be mindful of fire risks and assist in their prevention.	• Appropriate placing of Fire Extinguishers. • Appropriate placing of Fire Policy. • Highlighted Emergency assembly points, and appointed Fire Wardens. • Installed emergency lighting.	**YES**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Lighting (internal and external) • Poor or no lighting in car parks or back stairs • Inadequate for the assigned tasks indoors.	• Serious injury as a result of slips/trips/falls on uneven ground or impact against wall or furniture. • Potential for assault in public area. • Potential for getting hit by a car crossing the road or in a car park.	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• Indoors - lighting to be assessed regularly to be sure it is be appropriate to safely complete tasks. • Outdoors – to be assessed regularly to ensure safety. • After hours staff keep an accessible torch & batteries in case of power failure. • Park as close as possible to building. • Staff have cell phone accessible in case of emergencies.	• Staff report any incidents or unsafe conditions. • Head Coach/Owner ensure site safety checklist is completed as required and outstanding issues are addressed asap (see NZJJF Health and Safety Policy)	• TBA.	**YES**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21

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DOJO FACILITIES

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Natural Disasters • Earthquake, • Flood, • Tsunami, • Volcanic eruption, • Gale force winds, • Electrical storm, • Extreme temperatures, • Fire, • Snow, • Falling trees and power lines.	• Death • Drowning • Suffocation • Electrocution • Burns • Injury from falling objects – debris, trees, household objects. • Fire caused by lightning or power lines falling on trees • Loss of or damage to property. • Respiratory infections • Psychological effects • Inability to continue care caused by staff shortages or inaccessibility to properties.	**Impact = Extreme** **Likelihood = Rare** **RISK SCORE = MODERATE RISK (5)**	• Robust emergency training for all staff on action to take when a critical event occurs for timely evacuation of building. • Fire warden and/or most senior person present takes control. • In the event of a fire or evacuation staff do not re - enter a building to collect personal items. • Regular refresher emergency training on what to do for each type of emergency. • Refer to site specific emergency plan. • Twice yearly emergency evacuation drills completed. • Emergency policy procedure in place – located at reception. • All staff/students and visitors are aware of Emergency assembly points, and appointed Fire Wardens. • Contents insurance.	• Head Coach/Owner to ensure emergency training and refresher training is completed with all staff at least annually. • All staff to ensure they attend training, so they know what to do in an emergency.	• Consider implementing an Emergency Plan.	**YES**	**Impact = High** **Likelihood = Rare** **RISK SCORE = MODERATE RISK (4)**	May-21
Slips, trips & falls • Power cords, boxes, heaters etc. • Mats/rugs with upturned edges • Wet floors in changing room • Uneven/ slippery surfaces • Uneven pathways • Steps / change in level • Paving / Concrete / decking • Ice / snow, vegetation.	• Fractures • Cuts • Bruises • Sprains/strains • Loss of consciousness, haemorrhage, concussion. • Fractures /paralysis. • Lost productivity / absent from work – adding to staff pressures.	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• Staff induction training to include requirement to identify and move obstacles prior to starting work. • All internal wet areas are mopped and monitored regularly. • All staff to have consideration for wet surfaces, ice in winter, green / vegetation areas that may be slippery, changes in level, tripping hazards, and environmental factors, including flax leaves, wet leaves. • All staff/coaches to wear suitable footwear for the weather and/or conditions. • If work at height required a suitable step ladder must be used and on an even surface. • Staff to notify Head coach/Owner of defective equipment,	• Head Coach/Owner ensure site safety checklist is completed as required and outstanding issues are addressed asap (see NZJJF Health and Safety Policy) • Staff and students report all incidents and unsafe conditions to Manager/Owner immediately.	• All staff are First Aid trained. • Ensure approved ladders are purchased and used correctly.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Unlikely** **RISK SCORE = MODERATE RISK (6)**	May-21

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DOJO FACILITIES

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Unsafe storage • Items stored at high level, • Accessibility of stored items, and frequency of retrieval.	• Risk of items falling from height. • Risk of falling if using steps to access storage space. • Sprains/strains/cuts/ tears and prolapses. • Fractures. • Knocked out / loss of consciousness. • Back or shoulder injury. • Discomfort /pain. • Staff shortages from time off work due to injury.	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• Training in correct use of step ladders. • Store only light and preferably infrequently used items above shoulder height. • Store medium weight and frequently used items between shoulder and knee height. • Store large or heavy items below knee height and put in small containers (labelled) where possible. • Safe storage units in place – secured to the floor and wall where necessary and appropriate. • Regular safety checklist assessment.	• Manager to monitor any accidents or incidents reported because of unsafe storage or step ladders. • Manager to ensure workplace safety checklists are completed regularly.	• TBA.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Infectious Diseases • Exposure to blood or body fluids • Contaminated dressings. • Waste products.	• Blood borne illnesses • Skin Infections • Gastro / norovirus, viruses • Measles / Chicken pox, mumps • Influenza. • Head lice (nits). • Strain/fatigue for colleagues trying to cover sick staff during period of infection. • Possibility of outbreak / spread of infection / disease.	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• Hygiene Policy is displayed in the dojo and all staff and students are orientated to it. • Regular Cleaning strategy for gym equipment and mats, and post injury/First Aid event. • PPE provided for First Aid. • Hand washing signs displayed in all bathrooms. • Immunisation/treatment of Staff if appropriate to identified infection. • Appropriate disposal of contaminated waste or contaminated dressings / materials.	• All dojo students and coaches are responsible for hygiene in the dojo. • Manager/Owner to monitor any reported infection disease incidents • Dojo staff and students to notify Head Coach/Owner if any new hazardous situations relating to infectious diseases or hazards.	• Review of PPE suitability and functionality in First Aid kit • Review of cleaning process, equipment and cleaning solutions for dojo mats and toilets.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21

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DOJO FINANCIAL

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Dojo Finances • Fraud • Ineffective book keeping /financial management • Project overspend • Loss of sponsor or gaming funds. • Reduction in membership fees/income • Theft of stock • Insolvency	• Closure of dojo • Loss of reputation • Resignation of staff • Loss of affiliate clubs to rival organisations • Tax/Legal recompense	**Impact = Extreme** **Likelihood = Possible** **RISK SCORE = EXTREME RISK (15)**	• Appropriate accounting and payment policies and contracts are put in place. • Finance Committee established if required. • More than one signatory required on all significant bank transactions. • Financial/Operational Plan in place, especially for high cost projects. • GST returns filed 6 monthly. • Annual financial report by external certified accountant	• Head coach/Owner to monitor financial incidents. • Staff, students, and visitors pay all dojo fees on time for the correct amount.	• Consider implementing finance software i.e. Xero to track all financial dealings. • Mandatory payment contracts and automatic payments set up.	**YES**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21

DOJO REPUTATION

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE

Reputation Loss
• Coach or student convicted of criminal activity
• Participant returns positive drug test/gambling
• Social media trending as a result of an incident involving your organisation
• Improper media comment by employee / participant
• Negative media articles about your organisation
• Loss of students/staff personal data
	• Loss of students
	• Loss of finances.
	• Resignation of staff
	• Loss of affiliate clubs to rival organisations
	• Closure of dojo
	• Legal recompense
		Impact = Extreme
		Likelihood = Unlikely
		RISK SCORE = HIGH RISK (10)
			• Requirement to follow NZJJF Policies for.
			  ○ Child Protection
			  ○ Anti-Doping
			  ○ Anti-match fixing and Sport Betting.
			• Social Media access is restricted to Club Committee.
			• Data Management Policy.
				• Owner to monitor any reputational and social media related incidents.	• Consider implementing a Social Media Policy in place.
					• All coaches are CRC checked.
						YES	**Impact = Medium**
							Likelihood = Rare
							RISK SCORE = LOW RISK (3)
								May-21

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DOJO PERSONNEL

Fatigue • Mental and physical stress.	• Increased risk of traffic accidents. • Increased risk of injury to staff in the workplace. • Safety of Customers or customer care could be jeopardised • Susceptibility to illness. • Predisposed to accidents • Frequent absences from work placing stress, pressure and burn-out on colleagues leading to resignations and staff shortages. • Customer and employee safety at risk. • Injury to self or others.	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• All staff to take regular breaks and avoid long periods of concentration / driving. • Managers to manage staff workload. • Incident reporting of discomfort, pain and injury events • Competency assessment/performance management systems in place • Monitoring of incidents to identify trends. Staff encouraged to have adequate sleep and good nutrition. Staff advised to report fatigue to managers. • OCP available to all staff.	• Managers to take seriously any reports of fatigue and/or work overload. • Manage working hours. Get enough sleep at night. • Take regular breaks from work. • Take lieu days if working public holidays. • Avoid driving if fatigued. • Avoid making critical clinical decisions if fatigued. • Managers to monitor employee working hours - consider role of fatigue following incidents. • Staff have responsibility to report if fatigued or feel work overload.	• Fatigue & Lone Staff procedures. • Fatigue management to be included in induction process. • Refresher training, as necessary.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Minor** **Likelihood = Unlikely** **RISK SCORE = LOW RISK (6)**	May-21

Traveling in the course of Work
• Variability of employee driver skills.
• Variability of the driving skills of the general public.
• Inexperienced drivers.
• Adverse weather.
• Uneven roads, shingle roads, road repairs, uneven surfaces
• Unsafe parking especially on roads and in shopping mall car parks.
• Cycling to work.
	• Injured staff that are unable to perform their work duties.
	• Serious injury leading to lengthy time off work.
	• Staff liability if car not insured properly.
	• Customer may hold Staff accountable for damage to car or property.
	• Financial loss.
	• Incident could cause potential loss of reputation.
	• Possible death.
		Impact = High
		Likelihood = Possible
		RISK SCORE = HIGH RISK (12)
			• Encourage staff to have regular private vehicle maintenance, and check WOF, tyres etc.
			• Managers to organise meeting times to allow for safe travel times.
			• Park safely in designated well-lit areas, close to workplace.
			• Staff ensure mobile phones are charged in cases of emergency. All staff at work are advised at induction NOT to use mobile phone whilst driving.
			• Driver licences are checked on recruitment /appointment of staff and who will be driving cars in the operation of our business.
			• If cycling:
			  ○ Always wear appropriate PPE, helmet
			  ○ Carry a charged mobile phone, & Puncture repair kit.
			  ○ If possible, avoid cycling at night - if it is required ensure cycle has front and rear lights on at all times, and light coloured/high visibility clothing and
			  ○ Appropriate footwear is worn
			  ○ Always carry a working torch.
			• Monitor road conditions prior to and during long distance travel. Plan trip / journey and advise Manager if unable to proceed due to adverse weather.
				• All staff responsible for safe driving practice abide by legal road code, restrictions, speed limits and drive to the conditions.
				• Staff responsible for timely renewal of licences if driving work vehicles.
				• Head coach/Owner to monitor any motor vehicle incidents.
					• Consider defensive driver courses for some staff/areas.
					• Consider implementing a Vehicle Usage Policy
						YES
						Refer to Incident Reports for number of injuries associated with this Risk
							Impact = Medium
							Likelihood = Rare
							RISK SCORE = LOW RISK (3)
								May-21

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DOJO PERSONNEL

Lone working • Staff in Office / store • After hours Staff has serious health event • Car breakdown at night or in rural area.	• Mental stress • Exposure to criminal acts / assault, violence, sexual. • Delay or inability to obtain assistance • Staff unable to contact emergency services in the case of any medical emergency situation. • No or reduced cell phone coverage in rural areas. • Cell phone battery flat. • Car hijacked by perpetrator.	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• Remove self from unsafe or threatening environments. • In-service training for management of Challenging Behaviour. • Park only in designated well-lit areas. • Encourage staff especially in rural areas to belong to a breakdown service. • Staff always carry mobile phones (including car charger) to allow contact . • Staff encouraged to have quick dial emergency number on mobile phone	• Staff who work in offices in isolation to ensure someone knows where they are and check in regularly or when leaving / arriving. • Head Coach/Owner to monitor any accidents, incidents or illnesses reported re: working alone or in the event of vehicle breakdown.	• Consider Lone staff working policy.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Use of Office Equipment • Computer / laptop • Photocopier • Laminator • Guillotine	• Burns • Puncture wounds • Laceration • Amputation of fingers • Electric shock • Sprains & strain injuries • Distress / Workload	**Impact = High** **Likelihood = Possible** **RISK SCORE = HIGH RISK (12)**	• Safe use of equipment part of induction programme. • Workstation set up assessment completed, and guidance given on preventive injury strategies. • Staff encouraged to have regular breaks from sitting in front of screen. • Staff encouraged to complete exercises as per ACC office exercise poster or log in to www.habitatwork.co.nz for exercises to reduce pain in specific parts of the body. • Staff to report and document any incidents of discomfort or pain. • Manager to organise a task assessment, and training. • Manager to encourage healthy lifestyle, including quit smoking, exercise, scheduled breaks and good nutrition.	• Managers to monitor load allocation and deployment of hours. • Staff to report instances of discomfort ASAP. • All staff to report accidents and incidents.	• Site specific hazards are assessed for each site and recorded separately. • All site hazards are published on each site health & safety noticeboard. • Training on workstation design, as necessary.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Stress (Chronic & Acute) • Environment • People • Workload • Financial stress	• Psychological or behavioural disfunction resulting in lack of sleep, tension, depression, impacts on health and well-being of family members / colleagues. • Physical illness • Loss of concentration resulting in injury/harm when driving or providing care. • Staff shortages due to illness and time away from work.	**Impact = Extreme** **Likelihood = Likely** **RISK SCORE = EXTREME RISK (16)**	• Approval for all staff to remove themselves from an unsafe or threatening environment. • Staff always carry mobile phones to allow contact. • Roles and responsibilities are clearly defined in job descriptions. • There is an open-door management system in place. • Staff consultation occurs if changes need to be made. • Formal induction and training given for each role. • Mentor system in place. • One to one performance reviews in place • Issues reported to be caused by stress can be discussed at staff quality & safety meetings.	• Head Coach/Owner to operate an open-door policy and promote good nutrition and physical fitness. • Realistic workloads to be allocated and monitored. • Workplace assessments and policy to identify work related stress. • Head Coach/Owner to take seriously any reports of staff not coping and seek HR advice if they require it.	• TBA	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Unlikely** **RISK SCORE = MODERATE RISK (6)**	May-21

New Zealand Ju-Jitsu Federation (NZJJF)
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DOJO PERSONNEL

Substance Abuse • Drugs • Alcohol • Prescription drugs • Dependency - risk of being dysfunctional without the drug.	• Overdosing – risk of illness/death. • Serious work related injury • Motor vehicle accident leading to injury, serious harm (temporary or permanent) or death. • Injury to Customer or colleague. • Loss of job causing stress and financial pressure.	**Impact = High** **Likelihood = Unlikely** **RISK SCORE = HIGH RISK (8)**	• Requirement to follow NZJJF Anti-Doping Policy. • Pre-employment screening to identify staff / potential staff who have substance abuse concerns • Requirement for all staff to be responsible for confirming safety of prescribed medications prior to driving or coaching. • Culture of "no blame" for self-disclosure if unfit to work. • Support/provide rehab. Programme for staff who self-disclose with a problem and those who test positive more than once while at or before work. • OCP available for staff who wish to get help with dependency issues.	• Head Coach/Owner to monitor incidents of self-disclosure. • All staff are required to arrive "fit for work", or report "unfitness."	• Implement a dojo Drug and Alcohol Policy. • Testing protocols (through GPs) in place post incident, suspicion (reasonable cause to suspect) post rehab treatment or following a positive test.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = High** **Likelihood = Rare** **RISK SCORE = MODERATE RISK (4)**	May-21
Sexual harassment / workplace bullying	**By another staff member:** • loss of self-worth • inability to concentrate • fear of job loss if reported, • fear of not being believed, • physical or mental harm. **By a student:** • Fear and not wanting to come to work, • Fear of not being believed by others, • Physical harm to either party, • Mental harm to either party, • Loss of feeling of self-worth, • Depression, victimisation, aggression, suicide.	**Impact = High** **Likelihood = Unlikely** **RISK SCORE = HIGH RISK (8)**	• Follow NZJJF Anti-discrimination policy. • Report all incidents immediately to Head Coach/Owner/Manager. • Avoid being alone with person involved. • If no action is taken involve NZJJF committee. • Robust reporting procedure for sexual harassment and bullying in the workplace. • OCP – EAP services for all staff who ask for support, guidance, and counselling. • Peer support / management commitment to minimising sexual harassment and bullying.	• Owner/Manager ultimately responsible to ensure all staff have a safe and secure workplace. • All staff responsible for reporting any sexual or inappropriate behaviours by either other staff or Customer or if they are witnesses to any incidences. • Manager responsible to ensure appropriate training is given to all staff on how to deal with inappropriate, challenging behaviours or sexual harassment.	• Implement a Sexual Harassment policy. • All coaches are CRC checked.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk.**	**Impact = High** **Likelihood = Rare** **RISK SCORE = MODERATE RISK (4)**	May-21

New Zealand Ju-Jitsu Federation (NZJJF)
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JU JITSU ACTIVITY

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Warm-up and cool down	• Tripping • Chest pain • Soft tissue injury • Collision of students	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Environment is checked prior to the activity so that all tripping hazards are removed if possible. • All new students complete a health questionnaire. • Close observation by instructors along with explanation of the activity. We do not do partner assisted stretching. Student's age is accounted for, e.g. under 16s do not do wrist stretches. • Ensure sufficient training area. • All head injuries are dealt with as per NZJJF Concussion Policy.	• Head coach to monitor any warm-up related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Breakfalling	• Wrist injury • Shoulder injury • Neck injury • Collision with other students	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Start from low to ground. Height increases along with competence • Ensuring adequate space for each student. Mats down. Not rushing the activity. • All head injuries are dealt with as per NZJJF Concussion Policy	• Head coach to monitor any breakfalling related incidents. • Coaches and students ensure safe practice.	• Crash mats implemented. • Sprung dojo floor. • Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Solo Training - kata-based stances and striking.	• Soft tissue injury (e.g. hyperextension) • Slips, Trips and Falls (off balancing)	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Kicks start low and increase in height with grade promotion. Technique is broken down to constituent parts initially • Higher risk techniques reserved for higher graded students.	• Head coach to monitor any Solo practice related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Solo Training - Pad and Bag Work	• Soft tissue injury (e.g. hyperextension) • Wrist injury • Shoulder injury • Hip injury • Knee Injury • Falling (off balancing) • Impact to hands of pad holding.	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Kicks start low and increase in height with grade promotion. Technique is broken down to constituent parts initially. Students to communicate any pain so that technique can be checked and modified • Higher risk techniques reserved for higher graded students. • Check for correct holding of equipment. • Review technique before allowing access to the heavy bags	• Head coach to monitor any Pad and Bag work related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21

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JU JITSU ACTIVITY

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Solo Training - Weapons	• Soft tissue injury (e.g. hyperextension) • Wrist injury • Shoulder injury • Hip injury • Knee Injury • Falling (off balancing) • Impact injuries. • Lacerations from live blades, when drawing/sheathing and if doing Tameshigiri.	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Technique is broken down to constituent parts initially. • Higher risk techniques/weapons reserved for higher graded students. • Check for correct holding of equipment. • Review technique before allowing access to live weapons. • Ensure space for practice is appropriate when training.	• Head coach to monitor any Solo drill - weapons related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Partnered Set-Techniques: Strikes and defenses	• Soft tissue injury, e.g. fingers hyperextended • Injuries from students not controlling strikes • Tripping • Lacerations from finger or toenails • Eye injury from digits • Unconsciousness due to over-exuberance	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Technique is broken down to constituent parts initially. • Higher risk techniques reserved for higher graded students. • All head injuries are dealt with as per NZJJF Concussion Policy. • Appropriate PPE is worn if applicable.	• Head coach to monitor any Strikes and Defence related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified. • Ensure that PPE is of the appropriate quality and in good repair.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Partnered Set-Techniques: Joint locking	• Joint damage due to over-exuberance.	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Technique is broken down to constituent parts initially. • Higher risk techniques reserved for higher graded students. • Students all made aware of "tapping" and the philosophy of the dojo. Students not respecting other's health will be asked to leave.	• Head coach to monitor any locking related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Partnered Set-Techniques: Chokes and strangles	• Unconsciousness due to over-exuberance.	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Technique is broken down to constituent parts initially. • Higher risk techniques reserved for higher graded students. • Students all made aware of "tapping" and the philosophy of the dojo. Students not respecting other's health will be asked to leave.	• Head coach to monitor any choke/strangle related incidents. • Coaches and students ensure safe practice.	• Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21

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JU JITSU ACTIVITY

HAZARD	POTENTIAL HARM	INITIAL RISK SCORE	CONTROL(S)	RESPONSIBILITY	WHAT MORE COULD BE DONE	CONTROL EFFECTIVE (Y/N)	REVISED RISK SCORE	REVIEW DATE
Partnered Set-Techniques: Throwing	• Shoulder injury from falling • Back injury from throwing • Knee injury from being reaped. • See breakfalling.	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Explanation and demonstration. Observation of practice. Technique is broken down to constituent parts initially. • Higher risk techniques reserved for higher graded students. • Break-falling practised regularly. • Ensuring adequate space for each student. Mats down. Not rushing the activity. • All head injuries are dealt with as per NZJJF Concussion Policy	• Head coach to monitor any choke/strangle related incidents. • Coaches and students ensure safe practice.	• Crash mats implemented. • Sprung dojo floor. • Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Weapon Defenses	• Unconsciousness due to over-exuberance • Head injury from impact • Eye injury • Bruises	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Set drills are taught to begin with, working toward free techniques • Low level techniques OR eye protection is available. • NO LIVE BLADES	• Head coach to monitor any weapons related incidents. • Coaches and students ensure safe practice.	• Depending on activity, foam weapons may be used. • Coaches are NZJJF Coaching Course Qualified	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21
Sparring Drills and Free Sparring (including with weapons)	• Head injury from impact by hand or foot. • Epistaxis from impact by hand or foot. • Soft tissue injury, e.g. fingers hyperextended • Injuries from students not controlling strikes • Tripping • Lacerations from finger or toenails • Eye injury from digits	**Impact = Medium** **Likelihood = Possible** **RISK SCORE = HIGH RISK (9)**	• Appropriate PPE is worn. • Set drills are taught to begin with, working toward free techniques • Breakfalling practised regularly. • Ensuring adequate space for each student. Mats down. Not rushing the activity. • All head injuries are dealt with as per NZJJF Concussion Policy. • NO LIVE BLADE sparring.	• Head coach to monitor any sparring related incidents. • Coaches and students ensure safe practice.	• Ensure that PPE is of the appropriate quality and in good repair. • Crash mats implemented. • Sprung dojo floor. • Coaches are NZJJF Coaching Course qualified.	**YES** **Refer to Incident Reports for number of injuries associated with this Risk**	**Impact = Medium** **Likelihood = Rare** **RISK SCORE = LOW RISK (3)**	May-21