

## Risk assessment



### **PURPOSE**

The purpose of this policy is to outline the procedures JTS Holiday Camps follows to identify, assess, and control risks associated with all activities undertaken in educational and organisational settings. This includes but is not limited to sports coaching, mentoring, training, and any other services delivered. The goal is to ensure a safe working and learning environment for all children, staff, contractors, volunteers, and associated professionals.

This policy ensures legal compliance, minimises the potential for accidents or injury, and fosters a culture of proactive risk management. Risk assessments are a critical part of our safeguarding and operational commitment and are essential for maintaining high standards of safety and professionalism across all our services.

### **MONITORING & REVIEW**

This policy will be reviewed on an annual basis, or earlier if prompted by changes in legal or regulatory guidance, significant organisational changes, or lessons learned from incidents or audits. Ongoing monitoring will involve regular audits of existing risk assessments to ensure they remain accurate and effective. It will also include gathering staff feedback, reviewing incident reports, and making necessary updates to how the severity x likelihood matrix is applied in risk evaluations. This process ensures that our approach to risk management remains current, responsive, and aligned with best practices.

DISCOVER, PLAY, AND CREATE

An illustration at the top of the page shows several children in motion. One child in the center wears a pink shirt and blue trousers. To their right, a child wears a white tank top and blue shorts. On the far right, a child is in a purple leotard. The background is a light blue and white pattern. The text 'RISK ASSESSMENT' is written in a bold, brown, sans-serif font.

## RISK ASSESSMENT

### 1. Scope

This policy applies to all members of JTS Holiday Camps, including full-time, part-time, and freelance staff, volunteers, and any third-party professionals working on behalf of the organisation. It also applies across all settings where services are delivered, including schools, clubs, community centres, and external venues.

### 2. Responsibilities

The Senior Leaders of JTS Holiday Camps hold overall responsibility for the implementation and oversight of this policy, ensuring that risk assessment procedures are embedded within the organisation's operations. A designated Risk Assessment Officer, or another delegated staff member, is responsible for ensuring that individual risk assessments are completed, regularly reviewed, and updated as necessary to remain relevant and effective. All team members are expected to be familiar with this policy and are required to follow the control measures outlined in the risk assessments relevant to their specific roles and activities.

### 3. Risk Assessment Procedures

JTS Holiday Camps will follow a structured and consistent process for assessing risk:

#### ***A. Identify Hazards:***

Each work activity is reviewed to identify potential hazards that may cause harm. This includes physical, environmental, emotional, and organisational hazards.

#### ***B. Determine Who May Be Harmed:***

VER, PLAY, AND C

A background illustration of children playing outdoors. In the foreground, a child in a pink shirt and blue pants is jumping. To the right, a child in a white tank top and blue shorts is also jumping. In the background, other children are visible, including one in a purple shirt and another in a green shirt. The scene is set on a light blue ground with some greenery in the distance.

This includes children, staff, volunteers, external contractors, and members of the public.

***C. Evaluate Risks:***

Each identified hazard will be assessed using the Risk Assessment Matrix by calculating:

$$\text{Risk Rating} = \text{Severity} \times \text{Likelihood}$$

Severity (1–5): The potential seriousness of the outcome.

Likelihood (1–5): The chance of the event occurring.

The resulting score determines the risk level (low, medium, or high) and guides the required control measures.

***D. Implement Control Measures:***

Appropriate steps are taken to eliminate or reduce risks. Control measures may include training, supervision, equipment, revised procedures, or use of personal protective equipment (PPE).

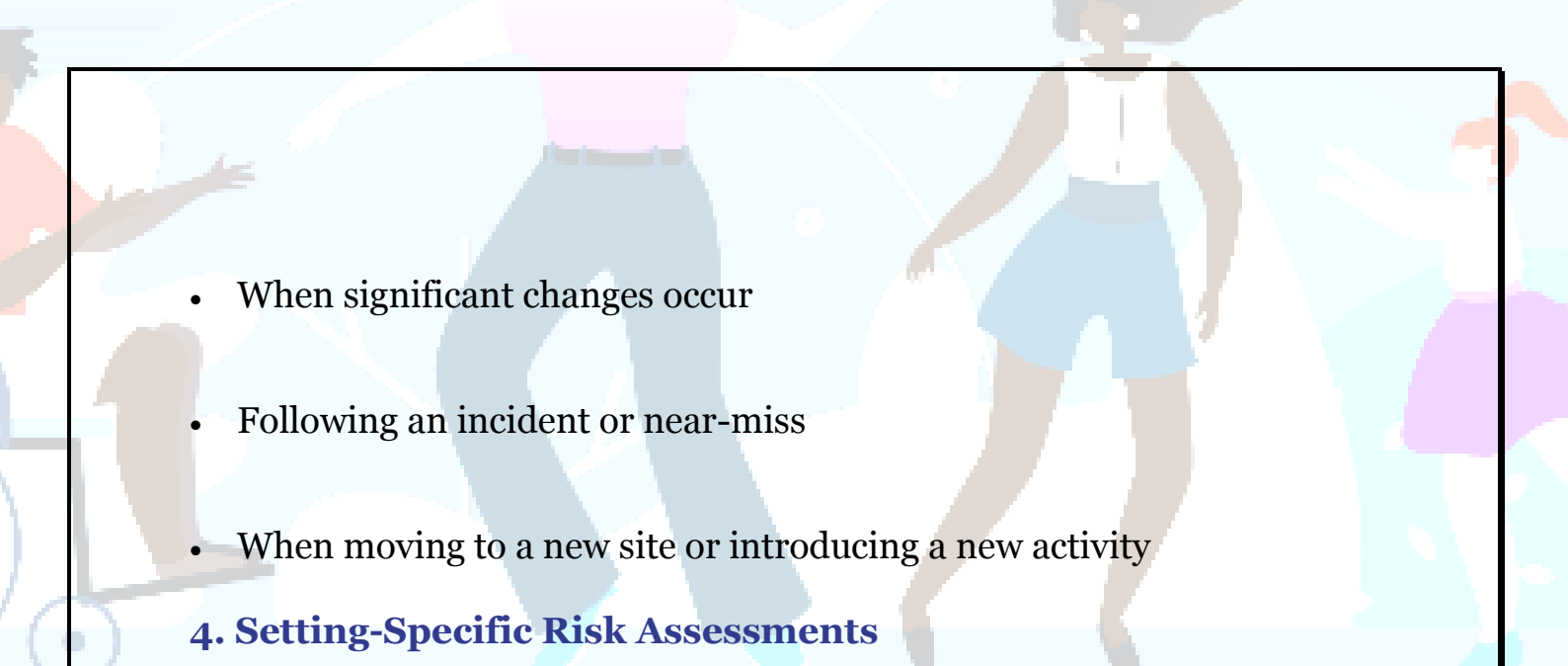
***E. Record Findings:***

Each risk assessment will be clearly documented and retained on file. It will include:

- Identified hazards
- Who may be affected
- Risk rating
- Control measures in place
- Responsible person(s)

***F. Review & Update:*** All risk assessments are reviewed:

- At least annually

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- An illustration at the top of the page shows several children in motion. In the center, a child in a pink shirt and blue pants is jumping or running. To their right, a child in a white tank top and blue shorts is also in motion. On the far right, a child in a purple shirt is visible. The background is a light blue and white pattern.
- When significant changes occur
  - Following an incident or near-miss
  - When moving to a new site or introducing a new activity

#### **4. Setting-Specific Risk Assessments**

Each distinct service delivered by JTS Holiday Camps will have its own detailed risk assessment, including:

- Sports Coaching
- Mentoring (1-to-1 and group)
- Holiday Camps

In addition, JTS Holiday Camps will always follow and adhere to the risk assessment procedures of the host organisation or school. We will request access to these assessments before delivery begins and collaborate to ensure a joined-up approach to risk control.

#### **5. Training**

All team members receive training on the principles and use of risk assessments during their induction to ensure a consistent understanding across the organisation. Further training is provided when there are procedural or legislative changes. In addition, guidance is offered to help team members identify, report, and manage new or evolving risks in their working environments.

#### **6. Policy Alignment Statement**

While team members of JTS Holiday Camps are working on location at partner organisations or schools, they are required to adhere to the policies and procedures of the host organisation in conjunction with JTS Holiday Camps's own policies. Where discrepancies arise, team members must seek guidance to ensure compliance with both sets of policies and maintain professional standards.