



HEALTH & SAFETY POLICY & PROCEDURES

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BRITISH TAEKWONDO® HEALTH & SAFETY POLICY & PROCEDURES

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(1) FOREWORD

This Section explains why British Taekwondo needs a safety management system and how it is structured.

British Taekwondo (BT) puts the health and safety of its members as its highest priority. Our objective is that no one will be hurt through participation in Taekwondo.

As health and safety is such a key priority this document is written in a manner that can be clearly and easily understood by all its officials, instructors and members alike to ensure full compliance.

Taekwondo is a martial art and a full-contact combat sport and therefore, by its very nature, there is always a risk of some minor injury. The BT Policy and Procedures are based upon eliminating any serious injuries and an on-going commitment to continually work to reduce risks.

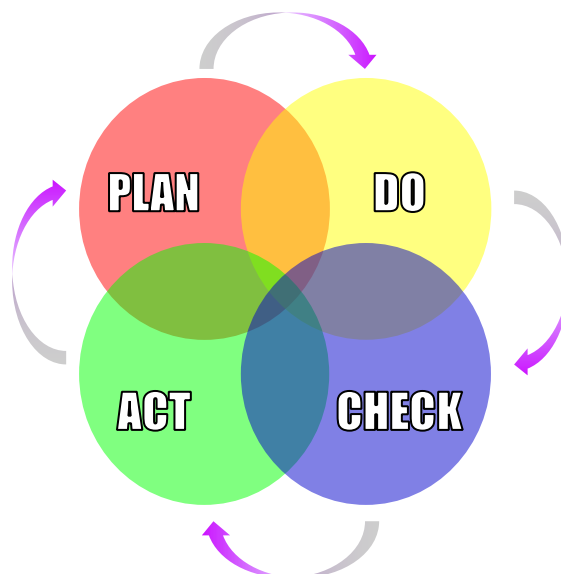
The BT Health and Safety Policy and Procedures comply with the Health and Safety at Work Act 1974 as issued by the UK Health and Safety Executive (HSE) and whilst not seeking external accreditation or certification it also complies with the intent and requirements of a Health and Safety Management System under International Standard OHSAS18001:2007.

The BT Health and Safety Management System details the processes necessary in order to meet its objectives. This management system should bring many benefits including:

- Assure compliance with legislation
- Continual improvement
- Improved risk management
- Increased user satisfaction
- More efficient use of resources

The HSE has now moved away from using the POPMAR (Policy, Organising, Planning, Measuring performance, Auditing and Review) model of managing health and safety to 'Plan, Do, Check, Act'. BT has adopted this new approach within its H&S Management System.

The move towards Plan, Do, Check, Act achieves a better balance between the systems and behavioural aspects of Taekwondo management. It also treats health and safety management as an integral part of good management generally, rather than as a stand-alone system.



The HSE high-level summary of the actions involved in delivering effective arrangements and how they are frequently described is given below, under the headings of *Plan, Do, Check, Act*. BT has responded to these actions through a variety of H&S management processes as detailed below:

Plan, Do, Check, Act	HSE Conventional H&S Management approach	British Taekwondo H&S Management Processes
Plan	Determine your Policy. Plan for Implementation.	BT Policy Statement BT Safety Rules BT Improvement Plan
Do	Profile the Risks. Organise for Health & Safety. Implement your Plans.	BT Management/Organisation BT Venue Risk Assessment BT Risk Categorisation BT Activity-specific Risk Assessments BT First Aid Requirements BT Health Guidance BT NVQ Level 2 Coach Training
Check	Measure Performance. Monitor before events. Investigate after events.	BT Accident Reporting BT Accident Investigation
Act	Review Performance. Act on Lessons Learned.	BT Review and Audit Lessons Learnt

(2) HEALTH & SAFETY POLICY STATEMENT

This Section contains British Taekwondo's highest level commitment to Health and Safety.

British Taekwondo acknowledges that WTF Taekwondo, by its nature, may present risks. It is a martial art and contact sport that involves the teaching and learning of potentially hazardous techniques, using the feet and hands to strike or defend against an opponent.

The British Taekwondo Health & Safety Policy and Procedures are in accordance with the Health and Safety at Work Act 1974 requiring British Taekwondo to do whatever is 'reasonably practicable' to understand the risks of Taekwondo, to control these risks and to ensure that the controls are communicated and implemented.

British Taekwondo will therefore implement the following actions so as to reduce any potential risks and impacts to members as follows:

- Implement a Health and Safety Management System which complies with UK legislation and other requirements.
- Ensure, as far as reasonably practicable, that all British Taekwondo registered members are not exposed to unnecessary risks/hazards whilst practicing Taekwondo.
- Make the necessary resources available for the implementation of this Policy.
- Ensure that all instructors are registered, insured and qualified.
- Provide information and training to instructors to guide them in the implementation of their statutory duties.
- Provide clear guidance to all members regarding the use of suitably approved martial arts protective equipment.
- Ensure that proper records of any accidents/incidents are recorded and reported to the HSE and BT Insurers (where required).
- Actively promote general health and safety awareness for all members
- Provide services to instructors for the investigation of any accidents or dangerous incidents.
- Ensure that this Health and Safety Policy is reviewed annually or following any significant changes.
- Ensure all members are made aware of this Policy.
- British Taekwondo confirms its commitment to continual improvement.

Accountability for British Taekwondo's Health and Safety Management System will rest with the Executive and Council with specific responsibility being taken by the Chief Executive.

Instructors who fail to adhere strictly to these regulations may be held personally accountable.

Chief Executive

Date

(3) BRITISH TAEKWONDO SAFETY RULES

This Section contains British Taekwondo's safety rules.
All BT Instructors need to check that they currently comply with these rules as our minimum standards.

Through a robust approach to risk assessment specifically linked to WTF Taekwondo activities British Taekwondo has determined the following Rules as our absolute minimum standard of compliance with health and safety management:

Taekwondo activity risk assessment	Key safety risks to BT Members	BT mandatory safety rules	BT-preferred but optional protection	Do you comply?
Normal Class Training, Class Sessions for General Member Fitness/Health/ Warm Up/Cool Down etc.	Pulled Muscle Fainting Asthma Existing and Unknown Medical Conditions	Pre-membership health checks Instructor awareness of any existing medical conditions, symptoms and treatments Jewellery/piercings removed or taped Trained medic or emergency first aider always present Approved first aid kit always on hand Instructor lesson plan and adequate class supervision	WTF-approved Mats	
Kyorugi Full Contact Sparring in Class or Training Days (i.e., not competitions/ events)	Knock down Strong blow to head/body Unconsciousness Broken bone Bleeding Fall Injury Winded Clash of limbs	Full WTF-approved PPE Trained Medic or Emergency First Aider always present Approved First Aid Kit always on hand Instructor Supervision WTF Rules on the pairing of players for practise	WTF/BT-appointed Officials WTF approved Mats	
WTF Kyorugi Competitions/ Events	As Above	Trained Medics always present (1 per 2 Courts) Approved First Aid Equipment always on hand Use full WTF-approved PPE WTF-approved Mats WTF Rules WTF/BT-appointed Officials		

Taekwondo activity risk assessment	Key safety risks to BT Members	BT mandatory safety rules	BT-preferred but optional protection	Do you comply?
Controlled Free Sparring in Class	Blow to head/body Broken bone Bleeding Fall Injury Winded Clash of limbs	Trained Medic or Emergency First Aider always present Approved First Aid Kit always on hand Instructor Supervision Level based on the competence of the least able member	WTF-approved Mats Full WTF-approved PPE	
Basics Techniques and Poomsae in Class	Collision Accidental Contact	Clear/Clean Floor Space No Overcrowding Members well-spaced Trained Medic or Emergency First Aider always present Approved First Aid Kit always on hand Instructor Supervision	WTF-approved Mats	
WTF Poomsae Competition/ Events	Collision Accidental Contact	WTF-approved Mats WTF Rules WTF/BT appointed Officials		
Self Defence in Class (1&3 Step Sparring / Restraints/ Throws/ Falling & Rolling techniques / Weapons defence)	Strikes to Face/Body Falling Badly Breaks Twists Eye Injuries Winded	Fake / Dummy Weapons Only No weapons training until 2 nd Kup No weapons training until 15 years of age Trained Medic or Emergency First Aider always present Approved First Aid Kit always on hand Instructor Supervision	WTF-approved Mats Full WTF-approved PPE	
Breaking Wood/Plastic Boards/Bricks etc. in Class	Hand/Foot Injury Broken Bones Bruising Eye injury	Holders are competent and trained Correct number of holders: Minimum of 2 Holders (2 for 1') (4 for 2'+) Clear 'NO GO' Area(s) Trained Medic or Emergency First Aider always present Approved First Aid Kit always on hand Instructor Supervision with no breaking until 15 years of age	WTF-approved Mats Eye Protection for Wood or Brick Dust	

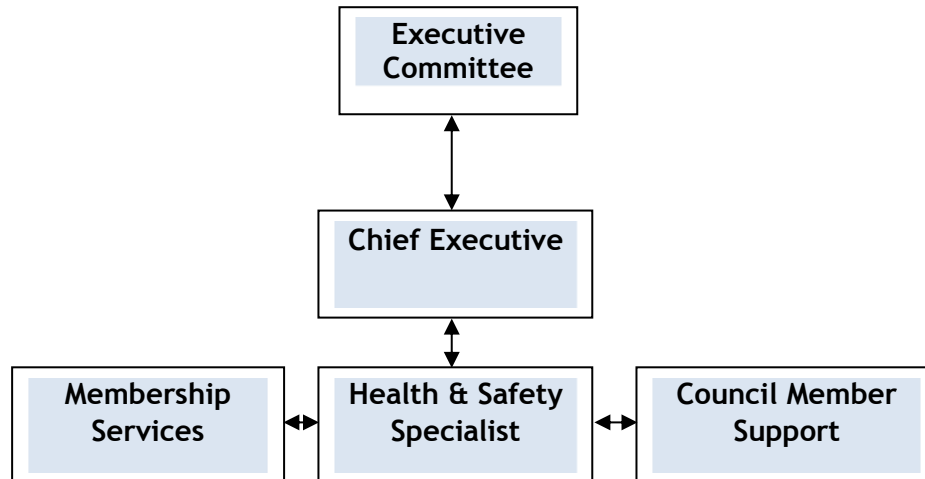
Taekwondo activity risk assessment	Key safety risks to BT Members	BT mandatory safety rules	BT-preferred but optional protection	Do you comply?
Club Demonstrations	All of the Above	All Activities as per individual Risk Assessments above	Additions as appropriate	
BT Dan Gradings	All of the Above	All Activities as per individual Risk Assessments above plus all Options	Additions as appropriate	
Club Kup Gradings	All of the Above	All Activities as per individual Risk Assessments above	Additions as appropriate	
Head Injury 1	Hit to Head sufficient to stagger/stop the player	Issue Head Injury Warning Notice No sparring for at least 48 hours Call/visit (within 24 hours) to ensure member is well and Parents are aware		
Head Injury 2	Hit to head causing Unconsciousness	Issue Head Injury Warning Notice Mandatory visit to A&E or GP No sparring for at least 30 days Call/visit (within 24 hours) to ensure member is well and Parents are aware		

(4) MANAGEMENT AND ORGANISATION

This Section details how British Taekwondo is structured to manage health and safety and who does what.

Overall accountability for health and safety within British Taekwondo lies with the Executive Committee led by the Chief Executive.

The Executive have put in place the following structure and resources to manage the commitment to health and safety within the organisation:



Summary health and safety roles and responsibilities are as follows:

Executive Committee

- Lead by example.
- Approve H&S Policy.
- Monitor H&S performance.
- Review H&S performance annually.
- Approve H&S Improvements.

Chief Executive/Council

- Lead by example.
- Implement H&S Policy through an appropriate H&S Management System.
- Monitor and report on H&S performance.
- Review H&S performance annually.
- Appoint and manage H&S Specialist.
- Support accident/incident investigations.
- Carry out audits if and when appropriate.
- Ensure H&S training is included in instructor training.
- Promote general H&S awareness.

Health & Safety Specialist

- Lead by example.
- Develop the H&S Management System.
- Lead the investigation of accidents/incidents.
- Review on-going H&S performance.
- Audit the Management System and BT Clubs as appropriate.
- Support delivery of training to instructors.
- Advise on suitably approved martial arts protective equipment.
- Promote general H&S awareness.

Membership Services

- Keep records of Accident Reports and Accident Investigations.
- Produce statistical reports for review.
- Liaise with Insurers.
- Report all accidents to Insurers within 30 days of the accident.
- Audit Events participation for appropriate membership/competence.
- Issue Events Insurance.

Council Members

- Lead by example.
- Support the Chief Executive.
- Support the H&S Specialist.
- Review on-going H&S performance.
- Support audits of the Management System and BT Clubs.
- Support accident/incident investigations.
- Promote general H&S awareness

(5) IMPROVEMENT PLAN 2013-2014

These are the British Taekwondo health and safety targets for 2013-2014.

The Executive Committee has recognised the following improvement requirements to the BT Health and Safety Management System during 2013 and 2014. The Chief Executive and H&S resources will work together to deliver the following actions:

MS=Membership Services/CE=Chief Executive/CM=Council Member/H&SS=H&S Specialist

Improvement	Action	By whom	By When	Status
Instructor Registration	Ensure that all Instructors are BT-Registered and Insured	MS	On-going	Complete
Expertise	Appoint a new H&S Specialist	CE	End Oct 2013	Complete
Risk Assessment	Develop an appropriate RA process for TKD-specific activities	CE/CM/H&SS	End Oct 2013	Complete
H&S Policies and Procedures	Review and update existing documents dated 2006/7	CE/CM/H&SS	End Nov 2013	Complete
Reporting	Ensure reporting of all designated accidents	H&SS	End Dec 2013	Planned
Training	Incorporate H&S training into NVQ Level 2 Coach training	CE	End Dec 2013	Complete
Communication	Communicate new H&S documents to membership	CE	End Jan 2014	Planned
Investigation	Pilot an Accident Investigation	H&SS	End March 2014	Planned
Continuous Improvement	Review H&S performance at Council/Executive Meetings	CE	End Jan 2014	Planned
Compliance	Schedule Club Audits and carry out 2 random Audits	H&SS	End Mar 2014	Planned
Continuous Improvement	Report on annual H&S performance at AGM	CE	End Aug 2014	Planned
Consultation	Develop a H&S Consultation Group to gain feedback from the membership	H&SS	End Jan 2014	Planned

(6) TAEKWONDO VENUE RISK ASSESSMENT

This Section details how Instructors must conduct a risk assessment for their own club venue.

Each venue in which a Taekwondo class is held will have its own specific facilities/benefits but it will also have its own specific hazards and therefore risks to members. Typical venue risks might include:

- Electric Shock
- Condition of Floor/Mats
- Fire/Alarms/Evacuation/Muster Points
- Lighting
- Heating/Air Conditioning
- Ventilation
- Chemicals
- Access to a First Aider
- First Aid Facilities
- Surrounding Furniture/Objects
- Mirrors/Photograph

Some venues may be full-time Taekwondo dojangs. Others may be modern council or privately owned leisure centres whilst some may be in school premises or in local church or village halls.

Every type of venue should be risk-assessed prior to use. This assessment should only take a short time but it is a critical piece of the Instructors work which must be completed prior to letting students take part in any Taekwondo class. Failure to assess the risks could lead to injury or harm to members. To assist in this assessment, British Taekwondo recommends use of the Taekwondo Venue Risk Assessment Form included in Section 15, which is simple to use but highlights some potential risks. Other risks may exist and the Instructor must identify these *in situ*.

Completed Venue Risk Assessments should be kept by the Instructor and/or displayed in the venue. These assessments should be reviewed if any changes are made to the venue or alternatively every six months (maximum).

(7) RISK CATEGORISATION

This Section shows how to determine the size of a risk when producing a risk assessment.

British Taekwondo risk will be categorised against the following risk matrix:

		Impact Level			
		1.Negligible	2.Minor	3.Serious	4.Severe
Probability		Minor knock	First Aid Case	Medical Treatment Case	Lasting Injury or Fatality
4. Very Likely	Every session	4	8	12	16
3. Likely	Two or three times a year	3	6	9	12
2. Very Occasionally	Hardly ever	2	4	6	8
1. Extremely Unlikely	Freak chance	1	2	3	4

The above matrix details the level of the *risk impact* i.e. how much damage could be

caused (Minor Knock to Lasting Injury) and the *probability of that risk occurring*, i.e. how often it might occur (Very Likely to Extremely Unlikely)

Risk Category	Assessment	Action
1	Risk is judged to score 8 (e.g. 2×4) or higher (as shown in Red in the matrix)	The risk must be reviewed and removed or reduced.
2	Risk is judged to score 4 (e.g. 2×2) or higher (as shown in Amber in the matrix)	The risk should be reviewed and reduced where possible or protection provided.
3	Risk is judged to score 3 (e.g. 1×3) or lower (as shown in Green in the matrix)	The risk may be tolerable and no action taken other than additional care or supervision.

It should be noted that protecting against a high risk is the last form of defence. Preferably a risk should be removed or reduced prior to protecting from it.

(8) RISK ASSESSMENT: TAEKWONDO-SPECIFIC ACTIVITIES

Risk Assessments have been carried out by BT for all normal Taekwondo activities. It is the Instructor's responsibility to check and sign these against their club's specific situations and conditions.

The Executive Committee have instigated a robust Risk Management process based upon risks being 'As Low As Reasonably Practical' (ALARP) recognising Taekwondo's uniqueness namely that:

'Taekwondo is a martial art and a full-contact combat sport and therefore by its very nature there is always a risk of some minor injury. British Taekwondo is committed to minimising the risks'

It is always the Instructors final responsibility to carry out a specific Risk Assessments against the actual activity, circumstances and conditions. Additional hazards may exist and additional measures or protection may therefore be necessary.

Every Taekwondo specific activity may contain a variety of hazards and risks to look for such as:

- Tripping/Slipping/Falling
- Face injuries (Eyes/Teeth/Nose)
- Body injuries (Ribs/Groin/Bones)
- Hand or Foot Injuries (Fingers/Toes)
- Knockout / Unconsciousness
- Bleeding
- Choking
- Fainting
- Asthma
- Undeclared/Unknown Medical Conditions

Conducting specific Risk Assessments at their point of use is always the best way to identify these and any additional hazards. Likewise every Taekwondo activity will carry different levels of risk for example Full-contact Sport Sparring will be naturally far more hazardous than Poomsae practise.

Regardless of the activities involved each Risk Assessment must be individually checked by the Instructor to ensure its applicability in 'that venue', at 'that time', in 'those conditions' etc.

British Taekwondo has carried out some 'Model Risk Assessments' for the following Taekwondo-specific activities:

- Normal Class Training, Class Sessions for General Member Fitness/Health/ Warm Up/Cool Down etc. (Generic Risks)
- Kyorugi Full-contact Sparring in Class or Training Days (i.e. Not-Competitions/ Events)
- WTF Kyorugi Competitions/ Events
- Controlled Free Sparring in Class
- Basic Techniques and Poomsae in Class
- Pad Kicking (In Class)
- WTF Poomsae Competition/ Events
- Self Defence in Class (1&3 Step sparring / Restraints/ Throws/ Falling & Rolling techniques / Weapons defence)
- Breaking Wood/Plastic Boards/Bricks etc. in Class

The intention of these detailed Taekwondo-specific activity related Risk Assessments is to identify methods of eliminating, reducing or protecting from any resulting risks and thus eliminating any serious injuries.

The minimum standards and expectations resulting from these Model Risk Assessments are captured in Section 3 of this Management System - British Taekwondo Safety Rules

It must be stressed that the attached are 'generic, model' assessments only and the Instructor must check each of them to ensure they are applicable to the time, place and conditions in which he is applying them. Additional hazards and risks may be discovered and must be added to the Risk Assessment for that Club.

The Instructor should sign off the Risk Assessments which they are applying to their own Club.

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: Normal Class Training, Class Sessions for General Member Fitness/Health/ Warm Up/Cool Down etc. (Generic Risks)

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Pulled Muscle	3	2	6	Slow stretching to begin then a gentle progressive build up and slow down of strenuous activity	1	2	2	Instructor awareness of individual member's capabilities Instructor should have a pre-prepared 'Session Plan' to ensure a smooth coordinated approach
2	Fainting	2	2	4	Instructor to be observant. Allow member to sit down if dizzy.	1	2	2	Apply First Aid if this occurs: recovery position clear airways
3	Unknown and Existing Medical Condition	2	3	6	Always carry out pre-membership checks Be aware of known symptoms and treatments Insist that members bring inhalers or pen jabs to lessons and have them close by Always be observant	1	3	3	Pre-membership checks should identify common conditions. Instructor to liaise with member on treatment if symptoms occur. Unknown conditions require the Instructor to be vigilant at all times
4	Over-exertion	2	2	4	Be aware of individual fitness levels. Do not push beyond an individual's level	1	2	2	Be aware of individual fitness levels
5	Jewellery/ Piercings	2	2	4	If visible they must be removed or taped. If covered likewise or at the members risk	1	2	2	Instructor to be vigilant to jewellery/piercings

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: **Kyorugi Full-Contact Sparring in Class or Training Days (i.e. Not-competitions/ Events)**

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Kick / Punch to Head	4	3	12	Use of WTF-approved Headgear & Gloves WTF rules on punching to the head Medic/First Aid available	4	2	8	Taekwondo remains a full-contact martial art and sport and this activity remains its greatest residual risk Use WTF-approved PPE Medic or First Aider/Kit on hand
2	Knock-out Blow / Unconsciousness	3	3	9	Use of full WTF-approved PPE WTF-approved Mats to protect fall whenever practical/possible Medic/First Aid available	3	2	6	Trained medic or Emergency First Aider must be present when full-contact sparring is practiced
3	Bleeding	2	2	4	First Aid on hand	2	2	4	First Aider/Kit on hand
4	Kick / Punch to Body	4	2	8	Use WTF-approved PPE	4	1	4	WTF-approved PPE
5	Broken Bone	2	3	6	Use WTF-approved PPE	1	3	3	WTF-approved PPE
6	Winded	3	2	6	Use WTF-approved PPE	2	2	4	WTF-approved PPE
7	Fall/Slip Injury	4	2	8	Use WTF-approved Mats whenever practical/possible	4	1	4	WTF-approved Mats where practical/possible
8	Clash of Limbs	3	2	6	Use WTF-approved PPE	3	1	3	WTF-approved PPE

WTF Kyorugi Competitions/ Events must comply fully with BT/WTF Regulations

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: Controlled Free Sparring in Class

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Kick / Punch to Head	2	3	6	Taekwondo sparring with no, little or light contact is a normal class activity.	2	2	4	Taekwondo sparring with no, little or light contact is a normal class activity.
2	Knock Out Blow/Unconsciousness	2	3	6		1	3	3	
3	Bleeding	2	3	6		1	3	3	
4	Kick / Punch to Body	3	2	6	Control measure in all cases is Member self-control	2	2	4	Control measure in all cases is Member self control
5	Broken Bone	1	3	3		1	3	3	
6	Winded	1	2	2	Instructor supervision.	1	2	2	Instructor supervision.
7	Fall/Slip Injury	2	2	4	First Aider/Kit on hand	2	2	4	First Aider/Kit on hand
8	Clash of Limbs	3	2	6	Use WTF leg/arm guards	2	2	4	WTF leg/arm guards preferred

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: **Basic Techniques and Poomsae in Class**

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Pulled Muscle	3	2	6	Adequate warm up/cool down	2	2	4	Instructor awareness of individual member capabilities
2	Twisted Ankle	2	2	4	Ensure floor is clear/flat.	1	2	2	Clear Floor space
3	Collision with others	2	2	4	Avoid class overcrowding and space class accordingly	1	2	2	No overcrowding and well-spaced
4	Over exertion	2	2	4	Be aware of individual fitness levels. Do not push beyond an individual's level	1	2	2	Be aware of individual fitness levels
5	Loss of Balance	2	2	4	Check - Use of TKD Shoes and Mats/Floor coverings may cause loss of balance	1	2	2	Instructor decision on use on TKD Shoes and WTF Mats
6	Accidental Contact	2	2	4	Avoid class overcrowding and space class accordingly	1	2	2	No overcrowding and well-spaced

WTF Poomsae Competitions/Events must comply fully with BT/WTF Regulations

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: Pad Kicking in Class (Paddle/Large/Iranian)

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Incorrect holding	3	2	6	Instructor supervision and demonstrating correct holding method	1	2	2	Monitor holding method.
2	Damage to foot	2	2	4	Instructor demonstrating correct holding & kicking technique	1	2	2	Monitor kicking techniques.
3	Loss of Balance	2	2	4	Check - Use of TKD Shoes and Mats/Floor coverings may cause loss of balance	1	2	2	Instructor decision on use on TKD Shoes and WTF Mats.
4	Pulled Muscle	3	2	6	Slow stretching to begin then a gentle progressive build up and slow down of strenuous activity	2	2	4	Instructor awareness of individual member capabilities
5	Twisted Ankle	2	2	4	Ensure floor is clear/flat.	1	2	2	Clear floor space
6	Fall/Slip Injury	3	2	6	Use WTF-approved Mats whenever practical/possible	2	2	4	WTF-approved Mats whenever practical/possible

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: Self Defence in Class (1&3 Step Sparring / Restraints/ Throws/ Falling & Rolling Techniques / Weapons defence)

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Strike to Face or Body	3	3	9	Use of full WTF Body PPE preferred Use of Fake/Dummy Weapons only and only to be taught from 2 nd Kup First Aider/Kit on hand	2	3	6	Full WTF Body PPE preferred First Aider/Kit on hand Fake/Dummy Weapons
2	Broken Bone	2	3	6	Excellent instruction and demonstration of correct / appropriate techniques for Grade Use of full WTF Body PPE preferred	1	3	3	Instructor supervision First Aider/Kit on hand
3	Falling Badly	3	3	9	Use WTF-approved Mats whenever practical/possible	1	3	3	WTF-approved Mats whenever practical/possible
4	Eye injury	2	3	6	Consideration of techniques involving face/eye area First Aider/Kit on hand	2	3	6	Instructor supervision First Aider/Kit on hand
5	Twisted Joint	3	3	9	Excellent instruction and demonstration of correct / appropriate techniques for Grade	2	3	6	Instructor supervision First Aider/Kit on hand
6	Bruising	3	2	6	Use of full WTF Body PPE preferred First Aider/Kit on hand	2	2	4	Full WTF Body PPE preferred First Aider/Kit on hand
7	Winded	3	2	6	Appropriate techniques	2	2	4	First Aider/Kit on hand

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: **Breaking Wood/Plastic Boards/Bricks etc. in Class**

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Hand/Foot Injury	3	3	9	Correct technique for grade First Aider/Kit on hand	2	3	6	Instructor supervision First Aider/Kit on hand
2	Broken Bone	2	3	6	Correct technique for grade	1	3	3	Instructor supervision
3	Falling Badly	2	2	4	Correct technique for grade	1	2	2	Use WTF-approved Mats whenever practical/possible.
4	Eye injury from flying boards	2	3	6	Correct holding Technique Correct number of holders: 2 Minimum and 2×1” / 4×2”+	1	3	3	Ensure holders are competent and trained Correct number of holders: Minimum of 2 Holders Guide: 2×1”/ 4×2”+
5	Eye injury from wood splinters /dust Applies to wood boards/bricks only.	2	3	6	Consider if wood/material is dusty or dry Dampen wood to control dust	1	3	3	Instructor supervision First Aider/Kit on hand Use eye protection if concerned.
6	Bruising	3	2	6	Correct technique for grade	3	2	6	Instructor supervision
7	Young People/Frail People	3	3	9	No breaking for 14 years and below. 15 year olds may break with the correct technique for their grade. Consider long-term damage. Watch for frail body types through increased Instructor guidance	2	3	4	Increased Instructor supervision
8	Spectators	3	3	9	Aim Techniques away from people. Clear a ‘no-go area’	2	3	6	Increased Instructor supervision Monitor no-go area.

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

(9) FIRST AID

This Section tells the Instructor about what to do if there is a head injury in your club and what first aid cover and equipment are necessary at each of your club sessions.

Taekwondo Head Injuries

It is inevitable that kicks (or other parts of the body, accidentally) will make contact with the head during Taekwondo training. A normal touch kick to a head guard will have no effect and sparring will continue without stopping however if a kick to the head causes a player to stop or to stagger then they have sustained a 'Head Injury'.

In this case a 'Head Injury Warning Notice' should be given to the member by the Club Instructor. This note will alert them of potential side effects of that injury. If it is given to a person under 18 years then the note must reach their parent or guardian.

To ensure that this message has been delivered the Instructor should make a follow up call or visit within 24 hours to ensure the member is well and the parent or guardian is aware of the issue.

The Instructor should ensure that they do not spar/compete again for at least 48 hours even if there are no follow-on effects.

If a head kick renders a player unconscious, even for a short time, then appropriate First Aid should be administered until they recover consciousness and then a 'Head Injury Warning Notice' issued. If it is to a person under 18 years then the notice must reach their parent or guardian.

If the player was unconscious for any length of time then it is mandatory to visit a GP or A&E Department as soon as possible.

To ensure that this message has been delivered, the Instructor should make a follow-up call or visit within 24 hours to ensure the member is well and the parent or guardian is aware of the issue.

The Instructor should ensure that they do not spar/compete again for at least 30 days (per WTF Regulations, Article 18.2) even if there are no follow on effects.

Minimum Requirements for First Aid

Taekwondo is a physical and hazardous activity and, by its very nature, there will be times when minor First Aid is required by its members, e.g. plasters, freeze spray and nose bleeds etc. However, more serious life-saving first aid for conditions such as heart attack, cardiac arrest and choking must be considered by the Club Instructor.

One of British Taekwondo's key Safety Rules is that every BT Club, during all its activities, must have access to:

- A trained Medic or a trained Emergency First Aider
- A fully equipped and approved First Aid Kit
- An Accident Report Book
- Emergency services via telephone

Emergency First Aiders

If a Club trains in a leisure centre then it is probable that the staff in the centre will already be first aid trained. Instructors should check that this is the case with the centre and assure themselves that there will always be a Centre First Aider close by during all Taekwondo Classes.

If a Club trains in its own full-time dojang or an isolated hall such as a church or village hall then the responsibility for first aid cover generally falls to the Club Instructor.

Any Club that has a full-time doctor or paramedic instructing or training all the time is truly very lucky. However most do not and therefore British Taekwondo recommends its Instructors to take an approved and certified First Aid Course such as the Emergency First Aid at Work (EFAW) Course. This Course takes one day and qualifies the Instructor for 3 years. It is an essential requirement for Instructors, Assistants and anyone who may end up taking the class e.g. an Assistant or Emergency Instructor.

The EFAW Course is certified by the HSE and covers all aspects of first aid in an emergency. The Course places a strong emphasis on teaching practical skills that are relevant to Taekwondo and the workplace.

All candidates receive a nationally recognized certificate, which proves that they are a competent first aider. The most important benefit is that the course gives people new found confidence, which can help when they find themselves in an emergency situation.

The syllabus includes:

- Responsibilities of the first aider
- First Aid Kit. Clearing Accident and Reporting Procedures
- How to check for breathing
- First Aid At Work principles
- Assessment of injuries
- Resuscitation of a non-breathing casualty
- Choking
- Severe Bleeding
- Anaphylactic Shock & Epi-Pen usage
- Shock Management
- Spinal Injury Management
- Major illnesses
- Emergency First Aid Review

These low cost Courses are available from organisations such as:

The Red Cross	www.redcross.org.uk
St John's Ambulance	www.sja.org.uk
St Andrew's Ambulance	www.firstaid.org.uk
Active Aid	firstaideden@gmail.com

There are many providers of this Course and they are normally happy to put on specific Courses for Taekwondo clubs and groups of around 20 people.

The same Course is also used in the work place and can often be provided by employers.

There are no hard and fast rules on exact numbers of First Aiders required so the Instructor will need to take into account all the relevant circumstances of your particular training venue by conducting a BT Venue Risk Assessment.

A general guide for First Aider requirements is as follows:

- | | |
|--------------------------|--|
| • Fewer than 25 students | At least one EFAW First Aider |
| • 25-50 students | One additional EFAW First Aider |
| • More than 50 students | One for every additional 100 (or part thereof) |

For most Taekwondo Clubs one First Aider (or access to one) will normally suffice.

For large British Taekwondo Seminars or Gradings of say 200 students then 3 or 4 First Aiders should be in attendance.

For competitions it is normally good practice to have qualified doctors or paramedics at the ratio of 1 per 2 courts.

First Aid Kits

Good quality First Aid Kits are relatively cheap easy to purchase. Kits should be BS8599-1 compliant: these will exceed HSE minimum statutory requirements.

The kits come in three sizes, Small, Medium and Large but the cost is much the same. Guidance on size requirements are as follows:

- Fewer than 5 students 1 × Small Kit
- 5 to 25 students 1 × Medium Kit
- Over 25 students 1 × Large Kit per 25

A Medium Kit will be sufficient for most Taekwondo Clubs. Its contents are as follows:

- 1 × Guidance Leaflet
- 6 × Medium Sterile Dressings
- 2 × Large Sterile Dressing
- 3 × Triangular Bandages
- 12 × Safety Pins
- 3 × Eye Pad Sterile Dressings
- 60 × Sterile Adhesive Dressings (Plasters)
- 30 × Sterile Cleansing Wipes
- 1 × Adhesive Tape
- 9 × Nitrile Disposable Gloves (Pairs)
- 3 × Finger Sterile Dressings
- 1 × Resuscitation Face Shield
- 2 × Foil Blanket
- 2 × Hydrogel Burn Dressing
- 1 × Shears
- 2 × Conforming Bandage

A typical supplier of First Aid Boxes/Kits and Signs is sales@firstaid4less.co.uk.

In addition to the above it is also useful to have Hot and Cold sprays which may be used as required for temporary relief of existing pains and new knocks.

Accident Report Book

Every BT club must have its own accident report book in which to record any injuries sustained during its classes. The instructor has a responsibility to keep a record of all injuries that happen in a class or in their own premises.

Leisure centres will also have accident report books and instructors must ensure that any injuries are reported in both sets of books.

The accident book must be available for inspection by BT H&S auditors at all times. Completed books must be kept for a minimum of 3 years from the date of the last entry.

Accident books are easy to buy at most DIY type outlets or online suppliers

Emergency Services

During classes Club Instructors and/or First Aiders should always have a telephone available to call the emergency services should the need arise. It is also wise to be aware of which is the nearest Hospital and/or A&E Department and the route to it.

(10) HEALTH GUIDANCE

This Section alerts Instructors to the potential of some medical conditions which could occur in a class, in addition to how to promote a healthy lifestyle through Taekwondo.

Medical

If an Instructor has reason to believe that a member has a medical or health problem they should tactfully advise the member to visit their GP before training commences.

Known/Declared Conditions

Students must identify existing medical conditions to Instructors when they join British Taekwondo, via the Individual BT Membership Form. The Instructor should note these conditions and discuss them with the member so that they are both clear on:

- What symptoms might occur or be seen in Class
- What the Instructor or member needs to do if the symptoms occur
- If there are any drugs/inhalers/injections/medicine which the Instructor needs to administer
- Where these drugs etc. will be during each session

Typical conditions that are commonly seen are:

- Asthma
- Hay fever
- Diabetes
- Attention Deficit Disorder
- Dyslexia
- Epilepsy
- Deafness
- Speech impediment
- Restricted Vision
- Back Problems
- Knee/Hip/Ankle problems
- Blood clotting disorders (such as haemophilia)

The Instructor must be able to discuss/understand these, work their sessions around them, know the symptoms and apply any treatments

Unknown/Undeclared Conditions

Occasionally a member may forget to declare a medical problem or they may not know of a problem. This can lead to serious consequences for both the member and Instructor if the condition arises whilst training.

A qualified First Aider should initially deal with any problems but if there is any potential for loss of life or serious injury the Instructor should dial 999 immediately.

Unknown conditions could include all of the typical known conditions plus:

- Heart conditions
- Fainting
- Choking
- Osteoporosis

If in any doubt the Instructor should dial 999 urgently.

Lifestyle

British Taekwondo wishes Taekwondo to be seen as a healthy active martial art and sporting activity. It is vital therefore that Clubs, Instructors and members promote a healthy lifestyle.

It is important that Taekwondo promotes and demonstrates healthy lifestyle by developing, communicating and publicising some of the key features of the art, such as:

- Fitness
- Relaxation
- Self-control
- Confidence
- Weight Loss
- Balance
- Flexibility
- Breathing control
- Olympic sport
- Indomitable spirit

Clubs, Instructors and members should actively discourage Taekwondo's association with unhealthy lifestyle features and should work towards helping to eliminate these from society. Association with the following should be discouraged:

- Smoking
- Excessive Alcohol
- Drug taking
- Junk Food
- Performance-enhancing drugs (per anti-doping guidelines)

(11) ACCIDENT REPORTING

This Section tells the Instructor what accidents must be reported and how/when to do it.

All injuries within a British Taekwondo Club must be recorded in the individual Clubs Accident Book by its Instructor.

The UK Health and Safety Executive (HSE) require that injuries which occur through a work-related injury must be reported to them (by the employer or person in charge of the premises) under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR).

Sports injuries, such as in Taekwondo, need not be reported to the HSE if the injury arose out of the normal participation of the activity. However, Taekwondo injuries should be reported if they were due to defective equipment or failings in the organisation and management of an event.

British Taekwondo does require reporting of certain injuries resulting from Taekwondo training so that it can use the data provided to continuously improve its health and safety performance, i.e., causing less harm to BT members.

In addition, British Taekwondo is required to manage insurance cover and any claims on behalf of its members. Through reported accident data, BT will be able to negotiate appropriate levels of cover and best value member costs whilst minimising the need for claims.

The following incidents must be reported by the Club Instructor to the BT Membership Services and the BT H&S Specialist within 12 hours of the incident occurring:

	Examples
Injuries that require qualified Medical attention via a GP, Dentist or A&E Department.	<i>Collapse, breaks, sprains, dislocations, tears, cuts, teeth, eyes etc.</i>
Injuries that cause the member to be absent from their normal work, or normal activities for any period of time.	<i>If a member cannot go to school or to their job due to a Taekwondo injury</i>
Injuries occurring through defective equipment	<i>Broken gum/groin guard, defective PPE</i>
Injuries occurring through the organisation and management of an event	<i>Missing PPE, No Mats and non-WTF-approved equipment etc.</i>

Injuries that do not require to be reported are:

	Examples
First Aid injuries in the club environment (as long as they do not develop into any of the reportable incidents)	<i>Injuries that are only treated in class such as cut lip, clash of legs, winding etc)</i>
The issue of a Head Injury Warning Notice (as long as the injury does not lead to any of the reportable incidents)	<i>Head Injury Warning Notice issued but no further problems)</i>

Injuries must be reported electronically utilising the H&S Accident Report Form, to BT Membership Services and the BT H&S Specialist, within 12 hours of the incident occurring. Failing this, the President must be informed by telephone within the 12 hours.

British Taekwondo will then make the necessary arrangements to:

- Provide follow-up advice to the BT Instructor/Club
- Follow up care with the BT Member/Family concerned (if appropriate)
- Report to the HSE (if applicable)
- Manage any publicity implications (if needed)
- Arrange for a BT Investigation (if needed)
- Advise Membership Services of any potential Insurance Claim

The Officials and its Instructors of British Taekwondo's greatest concern at the time of any injury is the care and welfare of the BT Member concerned and that of their family.

The British Taekwondo H&S Accident Report Form is included under Section 15 of this Procedure.

(12) ACCIDENT INVESTIGATION

This section tells you what will happen if an investigation is to be carried out into an accident at your Club.

British Taekwondo may elect to carry out internal H&S investigations into selected or serious accidents. The investigation process will follow HSE guidance HS (G) 245 in that it follows four key steps:

- Gathering of information
- Analysis of the information (objective, fact-based, direct/immediate/under-lying causes)
- Meaningful Recommendations (which can be implemented)
- Action Plan to prevent recurrence (SMART objectives)

Investigations will use this model to determine root causes and to enable improvement processes to be put in place to avoid reoccurrence. Investigations will review any lack or loss of management control (i.e. the BT Management System), any lack of control systems (BT Procedures/Standards) and any underlying factors (lack of leadership, knowledge, training, competence, motivation, attitude, human factors).

The aim of BT investigations will be one which is neutral with respect to fault and has the primary purpose of obtaining the information necessary to prevent reoccurrence. In simple terms, what happened, what was the root cause and what needs to be done to stop it happening again?

The point of the investigation will not be to exonerate people or management, satisfy insurance requirements, make unsupported assumptions, defend a legal position or assign blame.

A British Taekwondo Accident Investigation will be recommended by the BT H&S Specialist following receipt of a BT Accident Report Form. This recommendation will be based upon the H&S Specialists experience and with reference to the seriousness of the accident, the frequency of the type of accident or the learning which can be potentially gained from such an accident.

The Council of BT will approve the resources (People/Funding) to carry out the investigation by a simple e-vote based of the H&S Specialists business justification case. Following approval the investigation will be implemented as follows:

Preparation

- Prepare a brief Statement on the Accident for the Council
- Council Approval of Funding/Resources
- Appoint the Investigation Team
- Review any applicable BT Procedures
- Review the Accident Form/Details
- Define the Scope of the Investigation (Term of Reference)
- Plan Reporting Dates (Initial/Final)
- Plan the Investigation (who does what by when)
- Check any tools required (Camera/measure/recording device/etc)

Active Investigation

- Preserve and document the accident scene
- Collect evidence (Equipment etc)
- Check Controls in place (First Aider/First Aid Kit/Mats/PPE etc)
- Interview witnesses (Fact/Fiction/Emotion)
- Determine the sequence of events

Research and Analysis

- Review documentation
- Analyse findings (Facts)
- Identify direct, immediate and underlying causes
- Identify corrective actions

Report

- Produce the Initial Accident Report
- Recommend Improvement Actions
- Seek BT Council Approval
- Implement Improvement Actions and track
- Produce Final Report

(13) AUDIT AND REVIEW

This section explains how audits may be carried out on BT Clubs' H&S compliance and how to do your own self audit.

The final part of the British Taekwondo Health and Safety Management System is aimed at learning from our performance and the reviewing the compliance with BT Procedures.

Audit

The aim of an Audit is to check a specific BT Clubs compliance against the requirements of the BT Health and Safety Management System. There are two types of Audit under the BT system:

- Instructor Self-audit
- BT Club Audit

BT Club Audits may be planned or unplanned.

A schedule of planned audits will be pre-agreed between the Council and the Club Instructor. Unplanned audits are normally aimed at auditing BT Clubs on a random basis or where accident trends are causing concern to the Council.

To help with the auditing process BT has prepared a simple but effective check list aimed at assessing BT Club compliance against BT requirements. It can be used by a BT Auditor or by a Club Instructor to 'health check' their own compliance and safety levels.

The BT H&S Compliance Checklist is included in Section 15.

Review

British Taekwondo's Health and Safety performance in the period will be reviewed at every BT Executive and Council Meeting. H&S will be top of the Agenda at all Meetings.

The Executive and Council of British Taekwondo will review its performance annually through Accident Reports, Investigations and Audits.

Where necessary, amendments to the BT Health and Safety Policy and Procedures will be proposed to improve on-going performance and reduce injuries.

Resources will be made available to update BT documents and all changes will be communicated to the membership for implementation. Training will be provided where necessary and audits will check compliance with any improvement made.

Lessons learnt will be made available to all BT Clubs and Instructors. BT may share any lessons with similar martial arts organisations and seek similar learning in return.

(14) GLOSSARY OF TERMS

This section explains the terms and abbreviations used in this document

Accident	An undesired or unplanned event which results in physical harm and/or property damage
ALARP	As Low As Reasonably Practical
A&E	Accident and Emergency Department
British Taekwondo	National governing body for WTF Taekwondo in the UK
BT	British Taekwondo
BT H&S Specialist	Appointed by the Council as Health & Safety expert
Council	Management Committee of BT
CMIOSH	Chartered Member of the Institute of Safety and Health
Dojang	A place where Taekwondo is practised.
EFAW	Emergency First Aid at Work
GP	General Practitioner
HSWA	Health and Safety at Work Regulations
Hazard	A potential source of danger
H&S	Health and Safety
HSE	The UK Health and Safety Executive
HS (G)	HSE Guideline
Incident	Is an undesired or unplanned event without the harm
Instructor	The Main Club Instructor (also read Coach) is the person responsible for H&S in a Club. This responsibility cannot be delegated either upwards (to a Senior/Chief Instructor) or downwards (to an Assistant, Junior or Emergency Instructors or Class Assistant). If the Instructor is not present at a class then it is their specific responsibility to ensure that all H&S arrangements are in place.
Kyorugi	Taekwondo full-contact sparring
OHSAS	Occupational Health and Safety Standard
Poomsae	Taekwondo pattern movements
Policy	Document summarising 'what' is committed
Procedure	Document describing 'how' to meet commitments
PPE	Personal Protective Equipment
RIDDOR	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations
Risk	A situation involving exposure to danger
RA	Risk Assessment
Sparring	Taekwondo non-contact or controlled contact sparring
Taekwondo	Korean Martial Art and Olympic Sport
WTF	World Taekwondo Federation

(15) STANDARD BRITISH TAEKWONDO H&S FORMS

This section contains the BT Standard Forms which Club Instructors need to use, when appropriate.

The following, easy to use H&S Forms for the use of BT Instructors are attached:

- Taekwondo Venue Risk Assessment
- Taekwondo Activity-specific Risk Assessment
- Head Injury Warning
- Accident Report Form
- Health & Safety Compliance Checklist

BRITISH TAEKWONDO TAEKWONDO VENUE RISK ASSESSMENT FORM

Name of Venue/Room

--

Address

Type of Venue
(Tick)

Dedicated Dojang		School	
Leisure Centre		Isolated Hall	

Risks Assessed	Yes	No	Remedial Action	Complete
<i>Example: Is there access to a First Aider?</i>		<i>No</i>	<i>Instructor to take a one-day Emergency First Aid at Work Course</i>	<i>Yes Feb 2014</i>
Are there any devices or cables which could cause an electric shock?				
If a full-time Dojang, are electrical goods PAT tested?				
Is the floor dry, smooth, level and/ or matted?				
If a full-time Dojang has it passed a Fire Inspection?				
If a full-time Dojang are there certified Fire Extinguishers available?				
Is there a Fire Alarm System fitted?				
Is the alarm tested when the class is on?				
Are all exit routes clear and signed?				
Do you/your students know the Muster point				
If a full-time Dojang has an evacuation practise been carried out in the last year?				
Is the lighting level adequate?				
Is the temperature suitable for training?				
Is the area well ventilated?				

Risks Assessed	Yes	No	Remedial Action	Complete
Are there are chemical products around which could be a hazard if touched/moved?				
Is there access to a First Aider throughout the class?				
If there is no First Aider are you fully trained/ refreshed/ certified?				
Is there quick access to a well-equipped First Aid Box?				
Is there a Facility Accident Book and a TKD Accident Book?				
Are there any objects or furniture which could be a hazard?				
Are there any Mirrors or Pictures on walls which could cause injury?				
Is the provision of Insurance clear i.e. Venue, School, Instructor, other?				
Are insurance / Fire / Safety Certificates / Documents displayed?				
Do you have emergency telephone numbers readily available?				
Do you have access to a telephone during classes?				
Are there adequate Toilet facilities for M/F/Disabled?				
Are there M/F changing Facilities?				

Assessor's Name

Title/Position in Club

Date of Assessment

Reassessment Due

Reassessed by

Date

Reassessed by

Date

BRITISH TAEKWONDO: ACTIVITY-SPECIFIC RISK ASSESSMENT

Instructors should check the 'model' risk assessments against their own circumstances. These should be signed by the Instructor if appropriate to their specific activities.

Additional risks can be assessed using this Form.

Taekwondo Activity

N°	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
EG	<i>Example: Clash of legs whilst kicking</i>	3	2	6	<i>Members must wear leg guards</i>	2	2	4	<i>Ensure students always put on pads before sparring</i>
1									
2									
3									
4									
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO: HEAD INJURY WARNING NOTICE

Injured Member

Date of Birth

You have sustained an accidental blow / knock to the head during Taekwondo training today

If you are under 18 please pass this note to your Parent/Guardian.

You should now go home and rest. It is important that you do not take any alcohol or drugs unless the drugs have been prescribed by a Doctor.

If you have any of the following symptoms, please seek urgent medical help:

(Tick any that apply)

Severe or persistent headache (which does not improve with the recommended dose of normal Paracetamol tablets, or similar)

Nausea or vomiting

Drowsiness, dizziness or confusion

Fits or twitching of the face, arms or legs

Bleeding from the ears or nose

Unconsciousness

Blurry eyes, seeing double or other problems seeing clearly

If you do show any of the above symptoms you need to seek urgent Medical help. Please visit the nearest A&E Hospital or Dial 999 and take this warning with you.

Nature of Head Injury

Date and Time of Injury

First Aid Given (details)

Instructor's Name

Instructor's Contact Details

Address

Post Code

Telephone N°

E-mail address

BRITISH TAEKWONDO: HEALTH & SAFETY ACCIDENT REPORT FORM

CLUB/INSTRUCTOR

Name of Club		Club Number	
Name of Instructor			
Instructor's Tel N°		Instructor's Licence	
Instructor's Grade			
Instructor's email			
Premises	Owned	Rented	(Circle one.)

INJURED PERSON

Member's Name			
Member's Tel N°		Member's Licence N°	
Member's Grade		Age	
Member's email			
Gender	Male	Female	(Circle one.)

ACCIDENT DETAILS

Date of accident	
Time of accident	
Place of accident	
Injury received	
Details of what happened	

GENERAL DETAILS

Was first aid administered in club?	
First aider's name	
Was accident book completed?	
Was injured member sent to A&E/GP?	
Which A&E (Hospital)/GP?	
Doctor's name (if known)	
Was Member Detained in Hospital?	
How long was Member Detained?	
Recommended action to parent/guardian?	

WITNESSES

Name 1		Tel N°	
Name 2		Tel N°	

REPORT

Reported By		Date	
Signature		Time	

BRITISH TAEKWONDO: HEALTH & SAFETY COMPLIANCE CHECKLIST

Compliance Level	Explanation	Score
Full	Fully complies with BT Policy and Procedures. All protective measures in place. All Risk Assessments specific to the venue in place. First Aid measures in place.	5
Partial	Some progress made. Plans in place to meet the requirements. Active H&S culture working to put all measures and protection in place	3
None	No progress made. Culture is non-caring. No knowledge of procedures and little evidence of any form of compliance	0

Check	Evidence	To Complete / Improve	Score
BT Policy displayed			
Compliance with BT H&S Rules			
Venue risk assessment complete			
Taekwondo-specific Risk Assessments reviewed/signed			
First aid requirements in place			
Health guidance known/followed			
Head injury warnings used			
Accident Book up to date			
Reporting requirements known			
Self-audit complete			

Overall Score	
Best Possible Score	50
% Compliance Score	

Auditor	
Date	