



MEMBER

HEALTH & SAFETY

POLICY & PROCEDURES

V08 – Feb 2021

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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. BT's 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, Coaches, Instructors and Members alike to ensure full compliance by everyone concerned.

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 British Taekwondo Policy and Procedures are based upon eliminating any serious injuries, as far as reasonably practical, together with an on-going commitment to continually work to reduce risks.

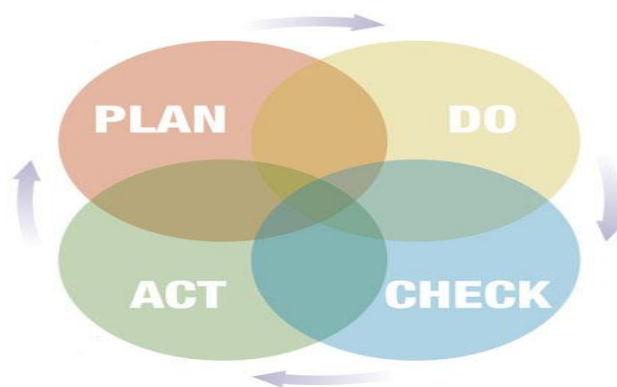
The British Taekwondo Health and Safety Policy and Procedures comply with the requirements of the Health and Safety at Work Act 1974 as issued by the UK Health and Safety Executive (HSE) and whilst not seeking external accreditation or certification, it also complies with the intent and many of the requirements of a Health and Safety Management System under International Standard ISO45001:2018.

The British Taekwondo 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 promotes a model of managing health and safety based on 'Plan-Do-Check-Act'. British Taekwondo has adopted this approach within its H&S Management System.

The Plan, Do, Check, Act model 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. British Taekwondo 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	Employ a H&S Adviser Policy Statement Safety Rules Improvement Plan
Do	Profile the Risks / Organise for Health and Safety / Implement your Plans	Management/Organisation Venue Risk Assessment Risk Categorisation Activity Specific Risk Assessments First Aid Requirements Health Guidance Coach Training
Check	Measure Performance (monitor before events, investigate after events)	Accident Reporting Accident Investigation
Act	Review Performance / Act on Lessons Learned	Review and Audit Lessons Learnt



(2) MEMBER HEALTH AND SAFETY POLICY STATEMENT

British Taekwondo acknowledges that Taekwondo, by its nature, may present risks as a martial art and contact sport involving 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 ensure the controls are communicated and implemented.

British Taekwondo has therefore implemented 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 British Taekwondo Insurers (where required).
- Actively promote physical and mental health and safety awareness for all members
- Provide services to Coaches/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 Board of Directors with specific responsibility being taken by the Chief Executive.

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

Ian Leafe

5th February 2021

Ian Leafe, Chief Executive

Date

(3) BRITISH TAEKWONDO SAFETY RULES

This Section contains British Taekwondo's Safety Rules. All Coaches/Instructors need to check that they currently comply with these rules as the minimum standards.

Through a robust approach to risk assessment specifically linked to WT 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 Members	Mandatory Safety Rules	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 See Section 15 for BT Physical Activity Readiness Questionnaire Forms Jewellery/piercings removed or taped Trained medic or emergency first aider always present Approved first aid kit always on hand Mobile phone for emergencies always on hand Instructor lesson plan and adequate class supervision	WT 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 Mobile phone for emergencies always on hand Approved First Aid Kit always on hand Instructor Supervision WTF Rules on the pairing of players for practise WT approved Mats	BT qualified/ appointed Officials	
WTF Kyorugi Competitions/ Events	As Above	Trained Medics always present (1 per 2 Courts) Mobile phone for	Full adherence to the WTF Medical Code	

Taekwondo activity risk assessment	Key safety risks to Members	Mandatory Safety Rules	Preferred but optional protection	Do you comply?
		emergencies always on hand Approved First Aid Equipment always on hand Use full WT-approved PPE WT approved Mats WT Rules apply WT/BT appointed Officials		
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 Mobile phone for emergencies always on hand Approved First Aid Kit always on hand Instructor Supervision Level based on the competence of the least able member	WT approved Mats Full WT 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 Mobile phone for emergencies always on hand Instructor Supervision	WT approved Mats	
WTF Poomsae Competition/ Events	Collision Accidental Contact	WT approved Mats WT Rules WT/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 Mobile phone for emergencies always on hand	WT approved Mats Full WT approved PPE	

Taekwondo activity risk assessment	Key safety risks to Members	Mandatory Safety Rules	Preferred but optional protection	Do you comply?
		Instructor Supervision		
Breaking Wood/Plastic Boards/Bricks etc. in Class	Hand/Foot Injury Broken Bones Bruising Face/Eye injury	<p>Holders are competent and trained</p> <p>Correct number of holders: Minimum of 2 Holders (2 for 1") (4 for 2" +)</p> <p>Clear 'NO GO' Area(s)</p> <p>Trained Medic or Emergency First Aider always present</p> <p>Approved First Aid Kit always on hand</p> <p>Mobile phone for emergencies always on hand</p> <p>Instructor Supervision</p> <p>No breaking until 15 years of age (unless training for Dan promotion)</p> <p>Breaking for under 15's is possible using the thinnest Plastic Boards available subject to their parent's agreement and one-to-one Instructor supervision</p>	<p>WT approved Mats</p> <p>Eye Protection for Wood or Brick Dust</p>	
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	<p>Issue Head Injury Warning Notice</p> <p>No sparring for at least 48 hours</p> <p>Call/visit (within 24 hours) to ensure member is well and Parents are aware</p>		
Head Injury 2	Hit to head causing Unconsciousness	<p>Issue Head Injury Warning Notice</p> <p>Mandatory visit to A&E or GP</p> <p>No sparring for at least 30</p>		

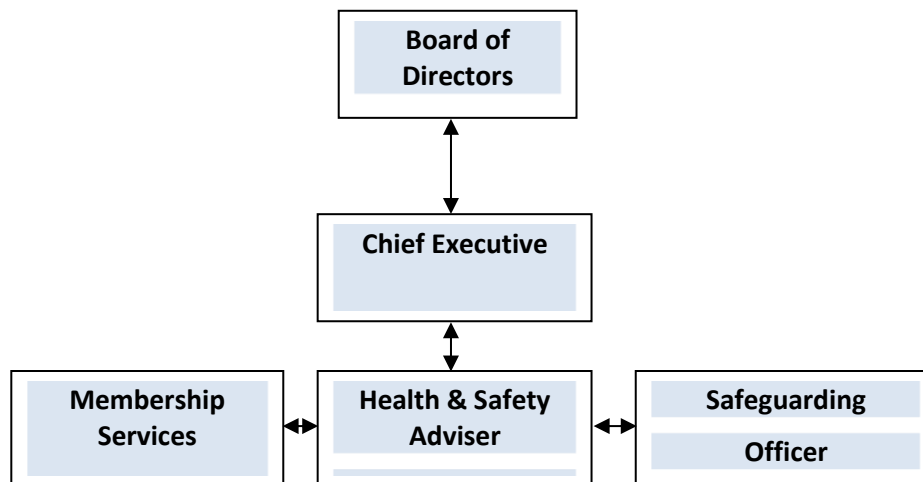
Taekwondo activity risk assessment	Key safety risks to Members	Mandatory Safety Rules	Preferred but optional protection	Do you comply?
		<p>days</p> <p>Call/visit (within 24 hours) to ensure member is well and Parents are aware</p>		
Wearing of Spectacles	<p>Harm to self</p> <p>Harm to partner</p>	<p>Wherever possible glasses should not be worn during sparring and self-defence. If this is not possible due to the quality of sight being sufficiently bad as to increase the potential for harm then Prescription Safety Glasses must be provided and worn by the Member</p>		
Pregnancy in Taekwondo	<p>Harm to self</p> <p>Harm to unborn child</p>	<p>A member who is pregnant MUST declare this as soon as possible to the Club Coach/Instructor.</p> <p>Once declared a pregnant member will <u>NOT</u> be allowed to take part in ANY form of sparring or Self Defence or Breaking.</p> <p>Continued training in warm ups/cool downs, basic techniques and Poomsae is encouraged as this enhances good health (subject to agreement with their own GP/Midwife)</p> <p>Instructing is allowed subject to there being NO contact or excessive movements/force.</p> <p>Coaching of players at Events/Competitions is <u>NOT</u> allowed due to the potential to be kicked or harmed.</p> <p>Refereeing or Judging is <u>NOT</u> allowed due to the potential to be kicked or harmed.</p>		

(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 Board of Directors with day to day implementation managed led by the Chief Executive.

The Board 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: -

Board of Directors

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

Chief Executive

- 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 take guidance from an H&S Advisor.
- Support accident/incident investigations.
- Carry out audits if and when appropriate.
- Ensure H&S training is included in Instructor/Coach training.
- Promote general H&S awareness.

Health & Safety Adviser

- Lead by example.
- Develop the H&S Management System.
- Lead the investigation of accidents/incidents.
- Review on-going H&S performance.
- Produce statistical reports for review.
- Audit the Management System and BT Clubs as appropriate.
- Support delivery of training to Instructors/Coaches.
- Advise on suitably approved martial arts protective equipment.
- Promote general H&S awareness.
- Provide regular Reports to the Chief Executive, Board and AGM

Membership Services

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

Safeguarding Officer

- Lead by example.
- Provide support to the H&S Advisor if required.
- Review on-going H&S performance.
- Provide guidance on areas of overlap (e.g. Physical & Mental Wellness)
- Support accident/incident investigations if requested.
- Promote general H&S awareness

(5) H&S IMPROVEMENT PLAN 2021

These are the British Taekwondo health and safety targets for 2021

The Chief Executive and Board of Directors have recognised and approved the following improvement requirements to the BT Health and Safety Management System during 2021.

The Chief Executive, H&S Advisor and others will work together to deliver the following actions:

MS=Membership Services/CE=Chief Executive/SO=Safeguarding Officer/HS=H&S Adviser

Improvement	Action	By whom	By When	Status
BT Compliance	Ensure regular and thorough review of H&S matters by the BT Chief Executive and BT Board of Directors as part of BT's legal responsibilities	HS/CE	End 2021	
BT H&S Improvement Projects	Identify (and agreed with the BT Board) real BT H&S Improvements Projects to enhance the Instructor, Coach and Member experience over following year: - <ol style="list-style-type: none"> 1. Develop and issue a BT Club H&S Plan 2. Develop a BT Club Accreditation Scheme 3. Establish a BT Consultative Group 	HS	End 2021	
BT Events	Monitor BT Event Plans and improve Event Reporting Processes	HS	End 2021	

(6) TAEKWONDO CLUB VENUE RISK ASSESSMENT

This Section details how Instructors must conduct a Risk Assessment for their own Club/Dojang/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/Photographs

Some venues may be full-time Taekwondo Dojang. 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 any 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 of this document 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 Coach/Instructor and/or displayed in the venue. These assessments should be reviewed if any changes are made to the venue or 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 uses the following risk categorisation matrix: -

Probability		Impact Level			
		1.Negligible	2.Minor	3.Serious	4.Severe
		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). The grid below determines what must be done regarding that risk level:

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 ASSESSMENTS: TAEKWONDO-SPECIFIC ACTIVITIES

Risk Assessments have been carried out by British Taekwondo for all normal Taekwondo activities. It is the Coach/Instructors responsibility to check these against their individual Club's specific situations and conditions.

The BT Board 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 Coach/Instructors final responsibility to carry out a specific Risk Assessment against the actual activity, specific circumstances and current conditions.

Additional hazards may exist and additional measures or protection may therefore be necessary to protect BT Members against these specific/current risks.

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

- Tripping/Slipping/Falling
- Face injuries (Eyes/Teeth/Nose)
- Body injuries (Ribs/Groin/Bones)
- Hand or Foot Injuries (Fingers/Toes)
- Knockout/Loss of consciousness
- 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.

The involvement of children, vulnerable adults, disability and pregnancy can also increase the risk/harm potential.

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

To assist Instructors and Members 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
- Kick Bob Exercises

The intention of these detailed Model 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 to BT Members.

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

It must be stressed that the attached are 'Generic/Model' Risk Assessments only and the Coach/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 Coach/Instructor should sign off the Risk Assessments which they are utilising in 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)**

Nº	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 slowdown 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 epi-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 not visible then taped likewise or stated as being at the members own 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)**

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Kick / Punch to Head	3	3	9	Use of WT-approved Headgear & Gloves Use of WT Rules on punching to the head Medic/First Aid available	3	2	6	Taekwondo remains a full-contact martial art and sport and this activity remains its greatest residual risk Use WT-approved PPE Medic or First Aider/Kit on hand
2	Knock-out Blow / Unconsciousness	3	3	9	Use of full WT-approved PPE WT-approved Mats to protect fall whenever practical/possible Medic/First Aid available Active match management by a BT official	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 WT-approved PPE	4	1	4	WT-approved PPE
5	Broken Bone	2	3	6	Use WT-approved PPE	1	3	3	WT-approved PPE
6	Winded	3	2	6	Use WT-approved PPE	2	2	4	WT-approved PPE
7	Fall/Slip Injury	4	2	8	Use WT-approved Mats whenever practical/possible	4	1	4	WT-approved Mats where practical/possible
8	Clash of Limbs	3	2	6	Use WT-approved PPE	3	1	3	WT-approved PPE

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

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO

ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: **Controlled Free Sparring in Class**

Nº	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		2	2	4	
5	Broken Bone	1	3	3	Control measure in all cases is Member self-control Instructor supervision.	1	3	3	Control measure in all cases is Member self-control Instructor supervision.
6	Winded	1	2	2		1	2	2	
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 WT leg/arm guards	2	2	4	WT 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**

Nº	Risk	P	I	PxI	Mitigation	P	I	PxI	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 WT Mats
6	Accidental Contact	2	2	4	Avoid class overcrowding and space class accordingly	1	2	2	No overcrowding and well-spaced

WT Poomsae Competition/ Events must comply fully with BT/WT 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)

Nº	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 WT Mats.
4	Pulled Muscle	3	2	6	Slow stretching to begin then a gentle progressive build-up and slowdown 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 WT-approved Mats whenever practical/possible	2	2	4	WT-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)**

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Strike to Face or Body	3	3	9	Use of full WT 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 WT 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 WT Body PPE preferred	1	3	3	Instructor supervision First Aider/Kit on hand
3	Falling Badly	3	3	9	Use WT-approved Mats whenever practical/possible	1	3	3	WT-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 WT Body PPE preferred First Aider/Kit on hand	2	2	4	Full WT 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**
Hand held Boards

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Hand/Foot Injury	3	3	9	Correct technique for grade of member 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 WT-approved Mats whenever practical/possible.
4	Eye injury from flying boards	2	3	6	Correct holding Technique Correct number of holders: 2 Minimum with 2×1" and 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	Minimal foot only 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.

BRITISH TAEKWONDO

ACTIVITY-SPECIFIC RISK ASSESSMENT

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

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Hand/Foot Injury	3	3	9	Correct technique for grade of member 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 WT-approved Mats whenever practical/possible.
4	Striker hitting part of the frame rather than the Board resulting in hand/foot injury	2	3	6	Correct technique for grade. Technique should not swing through board and continue to hit the frame. Correct technique for frame	1	3	3	Instructor supervision. First Aider/Kit on hand+
5	Board Holding frame incorrectly assembled or worn/broken	1	3	3	Thorough inspection of the frame before use. Check after moving or reassembly	1	3	3	Instructor supervision First Aider/Kit on hand.
6	Bruising	3	2	6	Correct technique for grade	3	2	6	Instructor supervision
7	Young People/Frail People	3	3	9	Minimal foot only 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

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: **Kick Bob Exercises**

Kick Bobs are soft/padded target areas on a flexible connection to a fixed (weighted) base.
They are designed to be kicked and punched by members of all ages without injury.

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Defective/ Damaged Equipment	1	3	3	Must be CE Approved and correctly erected without damage	1	2	2	Check Model & Instructions. Review condition
2	Using incorrect techniques	3	2	6	Instructor supervision and demonstrating correct techniques /method	2	2	4	Instructor/ Coach always in attendance
4	Damage to foot/shin	3	2	6	Instructor/Coach to demonstrate correct kicking technique	2	1	2	Demonstrate correct techniques Use of WT PPE
5	Loss of Balance	2	2	4	Ensure floor is flat and clear & correct footwear WT-approved Mats	1	2	2	Instructor /Coach decision on use on TKD Shoes/Trainers or bare feet.
6	Pulled Muscle	2	2	4	Gentle stretching to begin	1	2	2	Instructor/ Coach awareness of individual member capabilities
7	Twisted Ankle	2	2	4	Ensure floor is flat and clear & correct footwear	1	2	2	Instructor/ Coach decision on use on TKD Shoes/Trainers or bare feet.
8	Fall/Slip Injury	2	2	4	Use WT-approved Mats	2	1	2	Use of WTF- approved Mats

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

(9) HEAD INJURIES

This Section tells the Coach/Instructor what to do if there is a Head Injury in your Club, how to protect the Member and how to report it to BT.

Reference Documents

- WT Competition Rules and Interpretations (plus Amendments) dated 1st October 2020 – Article 18
- WT Medical Code in force as of 5th December 2019 (plus Amendments) – Appendix II
- SCAT5 – Sport Concussion Assessment Tool – 5th Edition
- The FA’s Concussion Guidelines – August 2019
- World Rugby Concussion Guidance – V3 December 2017
- GB Taekwondo Concussion Protocol – V3 April 2019

Introduction

Firstly, apologies for the long introduction, however, Concussion in sports has become a very topical subject in recent years. It remains a very difficult subject to diagnose and to manage as symptoms can often be hidden or occur over time. In Taekwondo this is equally an issue which has seen the WT Rules and WT Medical Code developed and expanded in recent years.

British Taekwondo has taken a best for member/player approach and developed a process which it believes gives a low as reasonably practical outcome. It also recognises the first 48 hours as being key to protecting the welfare of the injured member/player.

Kicks to the Head are a part of the WT Taekwondo style and Competition rules. Punches to the Head are not part of the style or rules but can occur accidentally or due to foul play. Either may also occur during training for Full Contact events e.g. Training Days, Test Matches etc.

In a Class or Club training scenario (with no Head Guards) it is also inevitable that kicks or other parts of the body - such as Punches, will accidentally, make contact with the head.

Potential damage to the Head (including unconsciousness, concussion or just a hard hit) remain British Taekwondo’s biggest risk factor for any member, player or participant.

British Taekwondo is the NGB and the Member National Association for World Taekwondo (the International Federation) style Taekwondo in the UK and as such, BT is duty bound to follow WT Rules and Medical Codes regarding Head Injuries.

However, WT Rules do not cover all scenarios of BT’s scope i.e. they exclude Children or Pee-wees under 12 years and they do not cover non-competition scenarios. Whether WT Rules and Codes are applicable to Competition Training is also a grey area.

It should be noted that **WT Rules and Medical Codes DO apply to all MNA Competitions and approved events under the WT Competition Rules.**

To ensure Head Injury Risk is kept as low as reasonably practical, British Taekwondo has taken an approach which adheres to WT Rules in WT and BT Competitive events (but is expanded to include the under 12’s).

This has been extended, with a best practise approach (with consideration of the Football Association, World Rugby and GB Taekwondo guidance) to cover BT Full Contact Training Events and in Club Sessions where no Head Guards are in use.

Best practice guidelines introduce the concept of ‘**Gradual Return to Play (GRTP)**’ which BT

considers to also include a Gradual Return to Training.

WT Rules and Codes do not refer to any GRTP but BT has introduced this to the WT Suspension (recovery) periods to further protect the player.

BT has maintained its successful **Head Injury Notice protocol which covers THE FIRST 48 HOURS of the Head Injury – being the most critical**. Following the first 48 hours it is the Instructor/Coaches duty to determine the appropriate suspension period and GRTP timings, advising BT Membership Services of the results.

What are Head Injuries?

In a WT competition and training a normal touch kick to a head guard will have no effect and sparring will continue without stopping, however, if any strike to the head **causes a player to stop, or to stagger or to be rendered unconscious** then they have sustained a **'Head Injury'**.

Similarly, in a BT Class or Club, without Head Guards, a member can likewise sustain an accidental Head Injury or they may be stunned or shocked by the strike. Again, if any strike to the head **causes a player to stop, or to stagger or to be rendered unconscious** then they have sustained a **'Head Injury'**.

Resulting injuries from a Head Injury are therefore: -

- **Unconsciousness – for any length of time**
- **Concussion causing abnormal or unusual reactions/symptoms**
- **Head damage due to the blow but remain fully aware**

As the NGB for WT Taekwondo we have to legislate for all types of Head Injury occurrences in the UK and include those to Children who are not covered by WT Rules/Codes.

Where do Head injuries occur?

a) In a WT approved/recognised/sanctioned Competition Event

This will be managed by WT and its Medical providers. You should obey fully the WT Medical Doctors instructions. If you are suspended from Competition under WT Rules you must comply with the suspension and you must advise BT Membership Services as soon as possible.

b) In a BT approved/recognised/sanctioned Competition Event

This will be managed by a BT Organising Committee (OC) or a local/regional/private OC. Obviously, for your own best interests, you must comply with the instructions of the OC Medical Staff.

The OC must issue you with a BT Head Injury Notice which will advise you of your next steps (e.g. visit A&E or GP and notify any suspension period). The Chief Referee of that event will notify BT Membership Services and your Coach of your suspension period. You must comply with this suspension period.

c) In a BT Full Contact Club Training Session or Test Match (With WT Approved Head Guards)

This will be managed by a BT Club or Group of Clubs. Medical provision may also be as simple such as Club Coaches who are EFAW First Aider Trained. Obviously, for your own best interests, you must comply with the instructions of the First Aid/Medical provider.

The First Aider/Medic must issue you with a BT Head Injury Notice which will advise you of your next steps (e.g. visit A&E or GP and notify any suspension period). The Organiser of that event must notify BT Membership Services and your Coach of your suspension period. You must comply with this suspension period.

d) In a BT Club or Class (No WT Approved Head Guards)

This will be managed by a BT Club Instructor/Coach. Medical provision may be as simple such as the Club Instructor/Coach who should be an EFAW First Aider Trained. Obviously, for your own best interests, you must comply with the instructions of the First Aider.

The First Aider must issue you with a BT Head Injury Notice which will advise you of your next steps (e.g. visit A&E or GP and notify any suspension period). The Club Instructor/Coach of that Club must notify BT Membership Services of any suspension period which is greater than 48hours. You must comply with this suspension period.

Recognising a Head Injury

Visible Signs of Suspected Concussion:	Loss of consciousness or responsiveness Lying motionless or slow to get up Unsteady on feet Balance problems or falling over Lack of coordination Grabbing or clutching the head Dazed, blank or vacant look Confused - not aware of the situation/event
Instructors, Coaches, Referees and Officials Should recognise these signs of distress	

Red Flag Symptoms:	Athlete complains of neck pain Increasing confusion or irritability Repeated vomiting Seizure or convulsion Weakness/tingling/burning in arms or legs Deteriorating conscious state Severe or increasing headache Unusual behaviour change Double vision
If any of these symptoms show then the injured party must visit A&E/GP URGENTLY!	

The Head Injury Warning Notice

A Head Injury Warning Notice must be issued by the Instructor/Coach immediately following any significant head injury.

The Notice will alert the injured (or potentially injured) person/parents of potential side effects of that injury.

If the person is **under 18 years then the note must be given to their parent or guardian.**

To ensure that this message has been delivered the Coach/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 Coach/Instructor should ensure that the member does not spar/compete/train again for the **48hours** (even if there are no follow-on effects).

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

After 48 hours the Coach must make a judgement for the recovery of the member/player based on

their best interests, their age, any ongoing symptoms and the applicable event rules so as to determine: -

- a) The correct suspension periods
- b) The GRTP dates
- c) The Return to full training date.

Please see the **Tables 1 and 2** (below) to help make these judgements.

This information must be immediately advised to BT Membership Services to ensure they are picked up in event audits.

Failure to adhere to the suspension period will result in disciplinary action against the Coach and the Member

Table 1 - Category of Injury and the Rules that apply

Circle which process applies for your injury and event: -

Where Injury Occurred:	In WT Events	In BT Events	In BT Training Events	In BT Class / Sessions
Types of Head Injury: 1) Unconscious for any length of time 2) Suspected Concussion 3) Strong Hit to Head (No Concussion / Confusion)	Full Contact	Full Contact	Full Contact	No Headguards
	A	A	A	A
	A	B	B	B
	N/A	N/A	C	C

Table 2 - Managing the category of Injury

Circle which Rules apply (A, B or C): -

A	B	C
---	---	---

Head Injury Occurs	Day 1	0	0	0
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Issue Head Injury Notice	Day 1	Yes	Yes	Yes
---------------------------------	-------	-----	-----	-----

Urgently visit A&E or GP	Day 1-2	Yes	Monitor	Monitor
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Total Rest Period:				
Must not be alone for 24 hours Do not drive Do not drink alcohol or take recreational drugs Do not take Sleeping Tablets Do not take Strong Pain Killers or Aspirin Do not take anti-inflammatory medication		Days 1 & 2 (48 Hours)	2	2

WT or BT Suspension Period:	17 Yrs. +	Day 3 to 22	Day 3 to 22	
Rest with no physical activity	15-16 Yrs.	Day 3 to 37	Day 3 to 37	Day 3 to 15
	<14 Yrs.	Day 3 to 52	Day 3 to 52	
Reduce cognitive load (TV/Reading)				

Gradual Return to Play (GRTP):				
a) Light Exercise, Walk, Swim, Jog Max 15mins	2 Days	2	2	2
b) Basic TKD Movement Max 45 mins	2 Days	2	2	2
c) Non-Contact Training and Progressive Resistance Training	2 Days	2	2	2
d) Full Contact and/or Full Training	2 Days	2	2	2

Medical Approval Letter to Return	Last Day	Yes	No	No
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Overall Period of Recuperation	17 Yrs. +	30 Days	30 Days	23 Days
	15-16 Yrs.	45 Days	45 Days	23 Days
	<14 Yrs.	60 Days	60 Days	23 Days
		WT Rules	WT/BT Rules	BT Rules/Best Practise

Second concussion in last 90 Days =	90 Day Suspension
Third concussion in last 180 Days =	1 Year Suspension

For your information the following is a guide to current WT Suspension Periods and other Best Practice guidelines:

WT Senior Athlete/Member: 17 Years +	30 days
WT Junior Athlete/Member: 15 or 16 Years	45 days
WT Cadet Athlete/Member: 12 to 14 Years	60 days
Chid/Pewee Athlete/Member: Up to 11 Years	Not Stated
WT Second concussion in last 90 days:	90-day suspension
WT Third concussion in last 180 days:	1-year suspension
World Rugby Adults	7 Days rest/8 Days GRTP/Return on Day 16
World Rugby Under 18's	14 Days rest/8 Days GRTP/Return on Day 23
GB Taekwondo (all ages)	14 Days rest/8Days GRPT/Return on Day 23
Football Association Adults	14 Days rest/4 Days GRTP/Return Day 19

(10) FIRST AID

This Section tells the Coach/Instructor what First Aid cover and equipment are necessary at each of your Club sessions.

First Aid - Minimum Requirements

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 Coach/Instructor.

One of British Taekwondo's key Safety Rules is that every British Taekwondo 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. Coaches/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 Coach/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 Coaches / 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 Coach/Instructor for 2 years. It is an essential requirement for Coaches/Instructors, Assistants and anyone who may end up taking the class e.g. an Assistant or Emergency Coach/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 Coach/Instructor will need to take into account all the relevant circumstances of your particular training venue by conducting a British Taekwondo Venue Risk Assessment.

A general guide for First Aider requirements is as follows:

- | | |
|-------------------------|--|
| • Less 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 larger 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 fully 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 meet HSE minimum statutory requirements. Kits should be compliant with BS8599-1:2019. These should cost only €20 to £30.

The kits generally come in 3 sizes, Small, Medium and Large but the cost is much the same.

Guidance on size requirements are as follows:

- | | |
|--------------------|----------------|
| • >5 students | 1 × Small Kit |
| • 5 to 25 students | 1 × Medium Kit |
| • 25> students | 1 × Large Kit |

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

- 1 × Guidance Leaflet

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

A typical supplier of First Aid Boxes/Kits and Signs is sales@firstaid4less.co.uk or most good DIY Stores.

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 British Taekwondo Club must have its own Accident Report Book in which to record any injuries sustained during its classes. The Coach/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 British Taekwondo 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 Coaches/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.

Blood Injuries

Blood-based diseases can be easily transferred whilst treating cuts or grazes. The First Aider should only deal with bleeding injuries if first protecting themselves with the Nitrile disposable gloves supplied in BS8599-1:2019 compliant First Aid Kits.

Extreme care must be taken to avoid transfer of blood-based diseases from injured person to First Aider in all cases. This applies in both Club/Class and Competition scenarios. A box of 100 Nitrile Gloves should cost only c £5-£10.

(11) 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 a Coach/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. The Coach/Instructor should make a note these declared 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 Coach/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 Coach/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 Coach/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 Coach/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 Coach/Instructor should immediately 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, Coaches/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
- Meditation
- Self-control
- Confidence
- Weight Loss
- Balance
- Flexibility
- Breathing control
- Olympic sport
- Indomitable spirit

Clubs, Coaches/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)

Weight Loss/Gain

Body shapes and sizes come in many varieties and this is no different for people who train in Taekwondo. On occasions a member may wish to reduce or increase their body weight.

This is best achieved on a gradual basis of 1-2lbs (0.5-1.0kg) per week based on a calorie consumed versus a calorie burnt model - whilst eating a healthy diet.

Members who compete in Kyorugi may wish to reduce or increase their weight to meet a certain weight category (e.g. Senior Female -67kg).

In these cases, where loss or gain may be greater than that recommended above, members should refer to the latest BT Making Weight Policy available from the BT website under Downloads.

(12) ONLINE TRAINING

This Section gives advice and guidance for those who use online training regularly or occasionally

Before preparing online sessions and content, the first thing to think about is how to operate and communicate online safely, especially considering that many BT members are children.

The key issues for instructors wanting to share content online are:

Think about who might be watching?

- Unlike your class, you don't know who might be watching your broadcast.
- Always speak in polite terms, never use language that could be mis-interpreted or that could be taken offence with
- Never use inappropriate references, always assume that young children may be watching (even if they are not participating)

Always ensure that you are only communicating with parents of anyone under 18

- Advise participants to wear appropriate clothing during web sessions
- Children especially, dress and behave differently in the home and sometimes wear inappropriate clothing – remind all online participants about this.
- If webcams are switched on and interactive sessions are taking place (on zoom as an example), instructors should remind participants that 2-way cameras may be switched on and to turn the home camera off if anyone has privacy concerns

There is a whole raft of other useful and common-sense advice for parents on how to keep their children safe online. The Child Protection in Sport (CPSU) website is a great place to find out more - <https://thecpsu.org.uk/help-advice/topics/online-safety/>

Instructors should recommend these sites to parents where possible and play our part in educating our younger members about online safety.

Tips for using Zoom for Meetings/Sessions

- Take time to understand your Zoom settings prior to launching your meeting
- Nominate a Co-Host to moderate the meeting while you do your class/presentation
- Use the scheduled meeting option to create a unique URL for each meeting
- Make sure every meeting is password protected
- Insist your callers register for the call, in advance
- Switch on end to end encryption
- Lock the meeting once everyone has arrived
- Change your screen sharing to 'Host Only'
- Create a 'Waiting Room' so people can't join the meeting before the Host. This will allow you to admit people to the meeting one at a time

- Disable 'File Transfer' so people can't introduce anything untoward into your meeting
- Use the 'Allowed Removed Participants to Re-join' setting – this will mean anyone that has been removed from the meeting cannot re-join
- In chat, disable the facility for people to message people individually
- Make sure the setting 'Stream to FB' set to OFF – you also need to check that you haven't enabled 'Stream to YouTube' because your video will not be secure
- Never share your meeting URL or your personal meeting room URL in a public space or on social media

Insurance

British Taekwondo insurers, Bluefin, now includes cover for Instructors and Members for online activity.

There are a number of sensible conditions and responsibilities placed on this validity and any instructor delivering this kind of content should ensure the following:

- The online sessions/ videos are provided via a closed group (a secure medium which requires the user to be invited to join and accepted, and maybe with some kind of login or password if required).
- The sessions shouldn't be open sessions available for anyone to join, and the content should only be made available to BT members registered within your club.
- It should be a live broadcast of a live session or a broadcast of pre-recorded material.
- The person delivering the 'session' or advice, must be appropriately qualified to do so. In other words, a registered BT instructor with valid membership, DBS vetted with BT and valid indemnity insurance. (i.e. just as it would be in the physical club)
- Instructors have confirmed that the person receiving the content has been previously assessed in the club and suitable to train in Taekwondo activity.
- All content is of the type and range normally undertaken within the club (no new or unusual training methods)
- Instructors should retain a recording of all sessions for a period of up to thirty-six (36) months – this may assist in the event any claim is made.

Online Safety Notice for Insurance Purposes

The Instructor must also provide guidance regarding safe instruction in a home or similar environment, and do this directly before the beginning of every online session. Specifically: The instructor should mention / say at the start of all online sessions

- That by participating, members are doing so at their own risk
- That the sessions are for British Taekwondo registered members only from your club, and nobody else should attempt to take part.
- A suitable, non-slip floor space is required measuring at least 2m x 2m that is not too hard should someone fall
- All potential obstructions in the vicinity are removed before members participate (including protecting yourself against hard surface edges or fixed / loose obstacles that could cause harm should they be knocked or fallen against)
- To avoid activities if they have, or suspect they may have any current health concerns, injuries, aches and pains

- No use of blades, weapons or sharp instruments of any description is permitted at any time.
- To avoid physical contact with other participants and where appropriate, adhere to social distancing guidelines

(13) ACCIDENT REPORTING

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

Reporting Lines – Generally

a) British Taekwondo

BT **do not** require reporting of: --

- First Aid injuries in the club environment (*Example: bumps, bruises and the like*)

BT **do** require reporting of the following incidents within 48 hours of the incident occurring: -

- **Injuries that require qualified Medical attention via a GP, Dentist or A&E Department** (*Examples: collapse, breaks, sprains, dislocations, tears, cuts, teeth, eyes etc.*)
- **Injuries that cause the member to be absent from their normal work, or normal activities for any period of time** (*Example: If a member cannot go to school or to their job due to a Taekwondo injury*)
- **Injuries occurring through defective equipment** (*Examples: Broken gum/groin guard, defective PPE*)
- **Injuries occurring through failures in organisation and management** (*Examples: Missing PPE, No Mats, and non-WTF-approved equipment etc.*)
- **Head Injuries as per the instructions on the Head Injury Warning Notice**

Please use the attached BT Accident Report Form to report the above accidents to BT.

Accidents should be reported to BT within **48 HOURS**

British Taekwondo will then make the necessary arrangements to:

- Provide follow-up advice to the BT Instructor/Coach/Club
- Follow up care with the Member/Family concerned (if appropriate)
- Support HSE, LA, Police (if applicable)
- Manage any publicity implications (if needed)
- Arrange for an internal Investigation (if needed)
- Advise Insurers of any potential Insurance Claim

b) Police

Health & Safety accidents are not reportable to the Police, however, if an illegal act (e.g. grievous harm) or a death has occurred then this is a Police matter and should be reported immediately.

c) Local Authorities

If your Club is owned by a Local Authority then Health & Safety related accidents may be reportable directly to the Leisure Centre. Please follow the local policy and rules on this.

Note: This reporting is in addition to the BT Accident Reporting.

d) Privately owned/hired clubs/venues

Please follow the policies and rules of the venue for reporting H&S accidents.

Note: This reporting is in addition to the BT Accident Reporting.

e) Health & Safety Executive (HSE)

Sports injuries, such as in Taekwondo are not reportable under RIDDOR and are therefore not reportable to the HSE if the injury arose out of the normal participation of the activity.

Taekwondo injuries should only be reported to the HSE if they were due to either: -

- defective equipment or
- failings in organisation and management of an event.

Note: This reporting is in addition to the BT Accident Reporting and any HSE reports should only be done in conjunction with British Taekwondo.

f) Club Reporting

All Clubs must maintain an Accident Book which in the best interests of the Instructor and Member should record **ALL types of accidents and incidents**. This includes the bumps, bruises, sprains and the like.

g) Insurance Claims

BT will advise its insurers of all accidents against which an insurance claim may be made.

Should the member wish to make an insurance claim then BT Membership Services staff will liaise between the member and insurance company to expedite this as quickly as possible.

Any spurious claims will be defended robustly by BT and its insurers.

NOTE: British Taekwondo's greatest concern at the time of any injury is the care and welfare of the British Taekwondo Member concerned and that of their family.

BT Accident Reporting Process

STAGE	RESPONSIBILITY	ACTION
Injury Occurs	Injured Person	-Injury requiring qualified Medical attention via a GP, Dentist or A&E Department. -Injury that cause the member to be absent from their normal work/normal activities for any period of time. -Injury occurring through defective equipment -Injury occurring through the organisation/management of an event
Give First Aid	First Aider	As required
Record Accident	Coach/Instructor	Fill in Club Accident Book
BT Reporting	Coach/Instructor	Obtain BT Accident Form
BT Reporting	Injured Person	Complete BT Accident Form
BT Reporting	Coach/Instructor	Complete and check Form – Email to BT Membership Services within 48 hours
Insurance Claim	Member/Coach	Contact BT Membership Services for how to claim

(14) 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 British Taekwondo Management System), any lack of control systems (British Taekwondo Procedures/Standards) and any underlying factors (lack of leadership, knowledge, training, competence, motivation, attitude, human factors).

The aim of British Taekwondo 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, and not to defend a legal position or to assign blame.

A British Taekwondo Accident Investigation will be recommended by the BT H&S Advisor following receipt of a British Taekwondo Accident Report Form. This recommendation will be based upon the H&S Advisors 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 Board and Chief Executive of British Taekwondo will approve the resources (People/Funding) to carry out the investigation based on the H&S Advisors business justification case.

Following approval, the investigation will be implemented as follows:

Investigation Team Appointment (normally consisting of): -

- 1 x H&S Adviser
- 1 x Membership Services
- 1 x Safeguarding
- 1 x Independent (optional)

Investigation Preparation: -

- Prepare a brief Statement on the Accident for the Board
- Board/CE 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 Board Approval
- Implement Improvement Actions and track
- Produce Final Report

(15) AUDIT AND REVIEW

This section explains how audits may be carried out on a BT Club 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 British Taekwondo Procedures.

Audit

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

- Coach/Instructor Self-audit
- British Taekwondo Club Audit

British Taekwondo Club Audits may be planned or unplanned.

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

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

The British Taekwondo 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 British Taekwondo Board Meeting. H&S will be top of the Agenda at all of these Meetings.

The Chief Executive and Board of British Taekwondo will review its performance annually through Accident Reports, Investigations and Audits. A short report of BT's H&S performance will be given at the AGM each year.

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

Resources will be made available to update British Taekwondo 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 British Taekwondo Clubs and Coaches/Instructors. British Taekwondo may share any lessons with similar martial arts organisations and seek similar learning in return.

(16) GLOSSARY OF TERMS

This section explains the terms and abbreviations used in this document

Abbreviations and Terms used in this document are as follows: -

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 WT Taekwondo in the UK
BT	British Taekwondo
BT H&S Adviser	Appointed by the Board as a Health & Safety expert
Board	The Board of Directors of British Taekwondo
IOSH	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: 1974
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
ISO	International Standards Organisation
Coach/Instructor	<p>The Main Club Coach/Instructor (also read Coach) is the person responsible for H&S in a Club.</p> <p>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.</p>
Kyorugi	Taekwondo full-contact sparring
Poomsae	Taekwondo traditional 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 no contact or controlled contact sparring
Taekwondo	Korean Martial Art and Olympic Sport
WT	World Taekwondo the International Sports Federation

(17) STANDARD BRITISH TAEKWONDO H&S FORMS

This section contains the British Taekwondo Standard Forms that Club Coaches/Instructors will 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 Notice
- Head Injury Return to Play/Training
- Accident Report Form
- Health & Safety Compliance Checklist
- Adult Physical Activity Readiness Questionnaire
- Child (under 16) Physical Activity Readiness Questionnaire

BRITISH TAEKWONDO TAEKWONDO VENUE RISK ASSESSMENT FORM

Name of Venue/Room

Address

Type of Venue
(Tick)

Dedicated Dojang	<input type="checkbox"/>
Leisure Centre	<input type="checkbox"/>
School	<input type="checkbox"/>
Isolated Hall	<input type="checkbox"/>

Risks Assessed	Yes	No	Remedial Action	Complete
<i>Example: Is there access to a First Aider?</i>		No	<i>Instructor to take a one-day Emergency First Aid at Work Course</i>	Yes Feb 2014
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?				

Risks Assessed	Yes	No	Remedial Action	Complete
Is the area well ventilated?				
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/Generic' Risk Assessments (provided by BT) 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

Nº	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

GIVE THIS NOTICE TO THE INJURED PERSON OR IF UNDER 18, TO THE PARENT OR GUARDIAN

TAKE TO THE DOCTOR OR HOSPITAL AS DIRECTED BELOW

Injured Member Name	
Date of Birth / Age	/
Injury sustained	
Date and Time of Injury	
First Aid Administered at scene	
Advice given to injured party	

Unconscious for any length of time	Visit A&E / GP urgently
---	------------------------------------

Must not be alone for 24 Hours

Do not Drive

Do not drink Alcohol or take any type of recreational drugs

Avoid prescription or non-prescription drugs without medical supervision – specifically: -

- Sleeping Tablets
- Aspirin OR Strong Pain Killers
- Anti-inflammatory medication

Red Flag Symptoms:	
<p>If any of these symptoms show then the injured party must visit A&E/GP URGENTLY!</p>	<p>Athlete complains of neck pain</p> <p>Increasing confusion or irritability</p> <p>Repeated vomiting</p> <p>Seizure or convulsion</p> <p>Weakness/tingling/burning in arms or legs</p> <p>Deteriorating conscious state</p> <p>Severe or increasing headache</p> <p>Unusual behaviour change</p> <p>Double vision</p>

Instructor/Coach/Medic Name:	
Mobile No:	
Email:	
BT Club Name/Number:	
Date and Time of Report:	

The person issuing this Head Injury Notice (above) must advise BT Membership.Services@britishtaekwondo.org within 24 hours of the injury - stating details of the injured member (as above in grayscale) plus any suspension given.

BRITISH TAEKWONDO: HEAD INJURY RETURN TO PLAY/TRAINING

To BE AGREED WITH THE INJURED PERSON OR IF UNDER 18, THE PARENT OR GUARDIAN

AFTER THE INITIAL 48 HOURS REST PERIOD

Injured Member Name	
Date of Birth / Age	/
Injury sustained	
Date and Time of Injury	

Was the Injured Party Unconscious for any length of time?	YES / NO
Did the Injured Party visit A&E or GP	YES / NO
Has there been 48 Hours complete rest	2 DAYS
Agreed Rest Period	__ DAYS (See Policy & Procedures Doc)
Gradual Return to Play/Training Period	8 DAYS
Medical Letter Required	YES / NO
Return Day No:	DAY NO: __

<p>Continuing or Developing Symptoms: Seek medical advice if any of these symptoms persist or develop during the Rest, Suspension or GRTP periods</p>	<p>Neck pain or tenderness</p> <p>Double vision/Blurry eyes</p> <p>Weakness/tingling in arms or legs</p> <p>Severe or increasing headaches</p> <p>Drowsiness, dizziness or confusion</p> <p>Fits or twitching of arms, face or legs</p> <p>Seizure or convulsions</p> <p>Loss of consciousness</p> <p>Deteriorating conscious state</p> <p>Nausea or vomiting</p> <p>Increasingly restless, agitated or combative</p> <p>More emotional or sad</p>
<p>Nervous or anxious</p> <p>Tired/low energy/slowed down</p> <p>Difficulty remembering</p> <p>Pressure in head</p> <p>Sensitivity to light or noise</p> <p>Difficulty concentrating</p> <p>Bleeding from nose or ears</p> <p>Continuing Headaches</p>	

Instructor/Coach/Medic Name:	
Mobile No:	
Email:	
BT Club Name/Number:	
Date and Time of Report:	

The person issuing this Head Injury Return to Play/Training Notice (above) must advise BT Membership.Services@britishtaekwondo.org within 24 hours stating details of the injured member and the agreed Return to Play/Training Plan(as above in grayscale)

BRITISH TAEKWONDO: HEALTH & SAFETY ACCIDENT REPORT FORM

CLUB/INSTRUCTOR

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

INJURED PERSON

Member's Name			
Member's Tel N ^o		Member's Licence N ^o	
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 ^o	
Name 2		Tel N ^o	

REPORT

Reported By		Date	
Signature		Time	

BRITISH TAEKWONDO: HEALTH & SAFETY COMPLIANCE CHECKLIST

Compliance Level	Explanation	Score
Full	Fully complies with British Taekwondo 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
British Taekwondo Policy displayed			
Compliance with 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	

BRITISH TAEKWONDO: CHILD (UNDER – 16 YEARS)

ADULT PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)

To be completed by Parent or Guardian for children under 16 years

CLUB NAME:			
CLUB ADDRESS:			
TOWN/CITY:		POSTCODE:	
INSTRUCTOR NAME:			

ABOUT YOUR CHILD

NAME:		D.O.B.	/ /	GENDER:	MALE / FEMALE
ADDRESS:					
TOWN/CITY:		POST CODE:			
SCHOOL:					

PERSON TO CONTACT IN CASE OF EMERGENCY

NAME:	
MOBILE NUMBER:	
RELATIONSHIP TO CHILD:	

Does your child have now or has had in the past any injuries or medical conditions that may be aggravated by taking part in physical activity (please circle as appropriate)?

YES	NO	
		If 'YES' please give details:

I declare to the best of my knowledge that the information I have given on this questionnaire is accurate and I know of no reason why my child should not participate in Taekwondo sessions and Taekwondo related activities.

NAME (print):	
SIGNATURE:	
DATE:	

Why do we require this information?

Health & Safety	Insurance purposes	School Partnerships	Parental Consent
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BRITISH TAEKWONDO: ADULT

ADULT PHYSICAL ACTIVITY READINESS QUESTIONNAIRE (PAR-Q)

CLUB NAME:			
CLUB ADDRESS:			
TOWN/CITY:	POST CODE:		
INSTRUCTOR NAME:			

ABOUT YOU

NAME:		D.O.B.	/ /
ADDRESS:			
TOWN/CITY:		POST CODE:	
EMAIL ADDRESS:			
CONTACT NUMBER:		GENDER:	MALE / FEMALE

PERSON TO CONTACT IN CASE OF EMERGENCY

NAME:			
MOBILE NUMBER:			
RELATIONSHIP TO YOU:			

Do you have now or have you had in the past any injuries or medical conditions that may be aggravated by taking part in physical activity (please circle as appropriate)?

YES	NO
-----	----

If 'YES' please give details:

I declare to the best of my knowledge that the information I have given on this questionnaire is accurate and I know of no reason why I should not participate in Taekwondo sessions and Taekwondo related activities.

NAME (print):			
SIGNATURE:			
DATE:			

Why do we require this information?

Health & Safety	Insurance purposes	Communications
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