



# 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 puts the health and safety of its members as its highest priority. The 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.

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 and an on-going commitment to continually work to reduce risks.

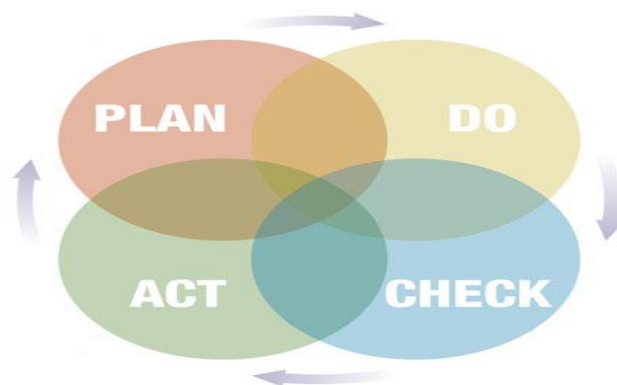
The British Taekwondo Health and Safety Policy and Procedures comply with the Health and Safety at Work Act 1974 as issued by the UK Health and Safety Executive (HSE) and whilst not seeking external accreditation or certification it also complies with the intent and requirements of a Health and Safety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

The 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 new 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.	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 Level 2 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) HEALTH & SAFETY POLICY STATEMENT

British Taekwondo acknowledges that WTF 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 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 British Taekwondo Insurers (where required).
- Actively promote general 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 Executive and Council with specific responsibility being taken by the President.

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

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**Adrian Tranter, OBE, President**

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**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 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 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 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	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?
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 2nd 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	



Taekwondo activity risk assessment	Key safety risks to Members	Mandatory Safety Rules	Preferred but optional protection	Do you comply?
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 No breaking until 15 years of age (unless training for Dan promotion)	WTF approved Mats Eye Protection for Wood or Brick Dust	
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		

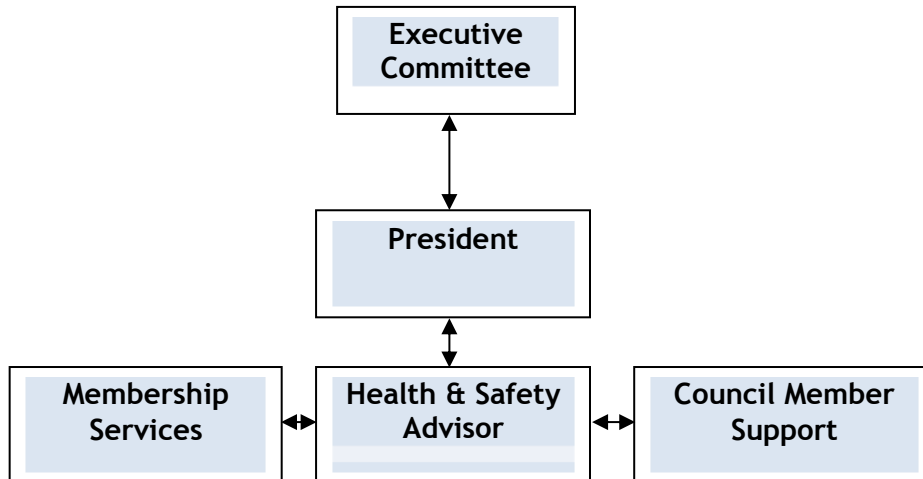
Taekwondo activity risk assessment	Key safety risks to Members	Mandatory Safety Rules	Preferred but optional protection	Do you comply?
Wearing of Spectacles	Harm to self Harm to partner	Wherever possible glasses should not be worn during sparring and self defence. If this is not possible due to the quality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

#### (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 President.

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.

##### **President/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 Advisor**

- 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

## Improvement Plan 2014-2015

These are the British Taekwondo health and safety targets for 2014-2015.

The Executive Committee has recognised the following improvement requirements to the BT Health and Safety Management System during 2014 and 2015. The President, H&S Advisor and Council will work together to deliver the following actions:

*MS=Membership Services/P=President/CM=Council Member/H&SA=H&S Advisor*

Improvement	Action	By whom	By When	Status
Policy & Procedures	Review and update existing documents dated Nov 2013 to incorporate 2014 learning	H&SA	End Jan 2015	
Coach Support	Issue an H&S Helpline to Coaches/Instructors	H&SA	End Feb 2015	
Consultation	Establish a small H&S Consultative Group	H&SA	End Mar 2015	
Office H&S	Develop British Taekwondo Office Procedures	H&SA	End Mar 2015	
Member Safety	Introduce a British Taekwondo Defensive Driving policy	H&SA	End Apr 2015	
Reporting	Promote reporting of all designated accidents taking place at Events/Competitions	H&SA	End Jun 2015	
Health	Develop a policy on blood injuries including potentially infected blood.	H&SA	End June 2015	
Compliance	Schedule Club Audits and carry out 2 random Audits	H&SA	End Sept 2015	

## (5) 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/Photographs

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 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).

## (6) 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
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The above table 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. A risk should preferably be removed or reduced prior to protecting from it.

## (7) RISK ASSESSMENT: TAEKWONDO-SPECIFIC ACTIVITIES

**Risk Assessments have been carried out by British Taekwondo for all normal Taekwondo activities. It is the Coach's/ Instructor's responsibility to check 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 Coach's/Instructor's 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 to protect Members against these.

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. Children, vulnerable adults, disability and pregnancy can also increase the risk/harm potential.

Regardless of the activities involved each Risk Assessment must be individually checked by the Coach/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
- Kick Bob Exercises

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 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 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. Control measure in all cases is Member self-control Instructor supervision. First Aider/Kit on hand	2	2	4	Taekwondo sparring with no, little or light contact is a normal class activity. Control measure in all cases is Member self control Instructor supervision. First Aider/Kit on hand
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		1	3	3	
6	Winded	1	2	2		1	2	2	
7	Fall/Slip Injury	2	2	4		2	2	4	
8	Clash of Limbs	3	2	6		2	2	4	

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 Competition/ 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 2nd 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

## 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.

N°	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
5	Loss of Balance	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.
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 WTF-approved Mats	2	1	2	Use of WTF- approved Mats

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

**Key Points:** Check Equipment / Use WTF Mats / Coach always in attendance /Coach decision on Footwear

## (8) First Aid

**This Section tells the Coach/Instructor 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 Coach/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 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 again for *at least 48hours* 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 note 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 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 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 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 them self 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 3 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	<a href="http://www.redcross.org.uk">www.redcross.org.uk</a>
St John's Ambulance	<a href="http://www.sja.org.uk">www.sja.org.uk</a>
St Andrew's Ambulance	<a href="http://www.firstaid.org.uk">www.firstaid.org.uk</a>
Active Aid	<a href="mailto:firstaideden@gmail.com">firstaideden@gmail.com</a>

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 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 3 sizes, Small, Medium and Large but the cost is much the same. Guidance on size requirements are as follows:

- Less 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](mailto:sales@firstaid4less.co.uk).

In addition to the above it is also useful to have Hot and Cold sprays and/or instant ice packs 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.

## **(9) 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 via the Individual British Taekwondo Individual Membership Form. The Coach/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 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

Commonly conditions 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 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
- Self-control
- Confidence
- Weight Loss
- Balance
- Flexibility
- Breathing control
- Olympic sport
- Indomitable spirit
- Self-defence

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)

## (10) 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/Coach.

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 requires additional 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 British Taekwondo members.

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

Details of what to report and what not to report follow.

- (1) The following incidents *must* be reported by the Club Instructor to British Taekwondo Membership Services and the BT H&S Advisor 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.

*If a member cannot go to school or to their job due to a Taekwondo injury.*

Injuries occurring through defective equipment

*Broken gum/groin guard, defective PPE*

Injuries occurring through the organisation and management of an event

*Missing PPE, No Mats, and non-WTF-approved equipment etc.*

- (2) Injuries that *do not* require to be reported are:

First Aid injuries in the club environment (as long as they do not develop into any of the reportable incidents)

*Examples*  
*Injuries that are only treated in class such as cut lip, clash of legs, winding etc*

The issue of a Head Injury Warning Notice (as long as the injury does not lead to any of the reportable incidents)

*Head Injury Warning Notice issued but no further problems*

*Clubs should report to British Taekwondo only. Any reporting to the HSE, Police, Local Authority or Insurers will be via British Taekwondo.*

Injuries must be reported electronically by means of the H&S Accident Report Form, to British Taekwondo Membership Services and the H&S Advisor, *within 48 hours* of the incident occurring.

Membership Services      [graham.preece@britishtaekwondo.org](mailto:graham.preece@britishtaekwondo.org)

H&S Advisor                [tom.stammer@britishtaekwondo.org](mailto:tom.stammer@britishtaekwondo.org)

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)
- Report to the 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

*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.*

## (11) 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/underlying 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 recurrence. 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) or 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 Council of British Taekwondo will approve the resources (People/Funding) to carry out the investigation by a simple e-vote based on the H&S Advisor's business justification case. Following approval the investigation will be implemented as follows:

### **Investigation Team Appointment (normally consisting of)**

- H&S Advisor
- Registrar
- 1-2 Council Members

### **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

## (12) Audit and Review

**This section explains how British Taekwondo Clubs' H&S compliance may be audited 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 Council 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 Council.

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 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 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.



## (13) Glossary of Terms

This section explains the terms and abbreviations used in this document

Abbreviations and Terms used in this document are as follows:

<b>Accident</b>	An undesired or unplanned event which results in physical harm and/or property damage
<b>ALARP</b>	As Low As Reasonably Practical
<b>A&amp;E</b>	Accident and Emergency Department
<b>British Taekwondo</b>	National governing body for WTF Taekwondo in the UK
<b>BT</b>	British Taekwondo
<b>BT H&amp;S Specialist Council</b>	Appointed by the Council as Health & Safety expert Management Committee of BT
<b>CMIOSH</b>	Chartered Member of the Institute of Safety and Health
<b>Dojang</b>	A place where Taekwondo is practised.
<b>EFAW</b>	Emergency First Aid at Work
<b>GP</b>	General Practitioner
<b>HSWA</b>	Health & Safety at Work Regulations
<b>Hazard</b>	A potential source of danger
<b>H&amp;S</b>	Health and Safety
<b>HSE</b>	The UK Health and Safety Executive
<b>HS (G)</b>	HSE Guideline
<b>Incident</b>	Is an undesired or unplanned event without the harm
<b>Coach/Instructor</b>	The Main Club Coach/Instructor (also read Coach) is the person responsible for H&S in a Club. <i>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&amp;S arrangements are in place.</i>
<b>Kyorugi</b>	Taekwondo full-contact or free sparring
<b>OHSAS</b>	Occupational Health & Safety Standard
<b>Poomsae</b>	Taekwondo pattern movements
<b>Policy</b>	Document summarising 'what' is committed
<b>Procedure</b>	Document describing 'how' to meet commitments
<b>PPE</b>	Personal Protective Equipment
<b>RIDDOR</b>	Reporting of Injuries, Diseases & Dangerous Occurrences Regulations
<b>Risk</b>	A situation involving exposure to danger
<b>RA</b>	Risk Assessment
<b>Sparring</b>	Taekwondo none/controlled contact sparring
<b>Taekwondo</b>	Korean Martial Art and Olympic Sport
<b>WTF</b>	World Taekwondo Federation

## **(14) Standard British Taekwondo H&S Forms**

**This section contains the British Taekwondo Standard Forms which Club Coaches/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	<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>		<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?				

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 <sup>o</sup>	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

***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.

**You must not Spar again for 48 hours / 30 days.  
(Delete as appropriate)**

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 N°	
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
<b>Full</b>	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.	<b>5</b>
<b>Partial</b>	Some progress made. Plans in place to meet the requirements. Active H&S culture working to put all measures and protection in place	<b>3</b>
<b>None</b>	No progress made. Culture is non-caring. No knowledge of procedures and little evidence of any form of compliance	<b>0</b>

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			

<b>Overall Score</b>	
<b>Best Possible Score</b>	<b>50</b>
<b>% Compliance Score</b>	

<b>Auditor</b>	
<b>Date</b>	