



Guidance note to instructors for reporting accidents to BT, Health & Safety Executive (HSE) & Local Authorities (LA)

THIS FORM MUST BE COMPLETED AND EMAILED TO SHIRLEY STAPLETON WITHIN SEVEN DAYS OF THE ACCIDENT OCCURRING.

IT MUST NOT BE SENT TO THE INSURER OR BROKER WHO WILL ONLY SEND IT BACK TO YOU TO SEND ONTO SHIRLEY STAPLETON

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(1) Using the BT accident report form

BT needs to assess the number and the type of accidents/incidents that may occur whilst training in taekwondo. Reporting accidents will also help BT to analyse the statistics on a yearly basis and, from the findings, provide instructors with recommendations for the reduction or control of the frequency of accidents.

A specific '*BT Accident Reporting Form*' is available for instructors to report accidents to BT. Although minor instances (like a bruise) may not be considered as an accident, the type of accident/incident to be reported to BT must follow the list provided in section 2 ('*HSE - Local Authorities*'). The form should be completed and returned within seven days.

Please note that all accident report forms will be assessed and, if necessary, the instructor will be contacted to be provided with further advice/guidance/assistance.

All accidents must also be reported to BT in the usual way through Membership Services and you should contact

Shirley Stapleton - COO
British Taekwondo
Manchester Regional Arena
Rowlsey Street
Manchester
ENGLAND
M11 3FF
Email:
Tel: 01623 382020

Other reporting duties: Reporting to the HSE - Local Authorities.

The duty to report an accident as defined in the Regulations will fall on the following person(s):

Rented premises

The manager/owner of the premises will have a duty to investigate and, if deemed necessary, report an accident to the HSE/LA. The instructor in charge of the training session must also be provided with a copy of the investigation and receive confirmation from the manager/owner that the accident has been reported to the relevant authority.

Note: The Manager/Owner will know the reporting procedures and the type of accident/incident to be reported, as defined in the regulations.

Dedicated Dojang

The duty to report an accident to the HSE/LA will be that of the instructor in charge. This must be done without delay and, if possible, by telephone.

The reporting of an accident/incident will very much depend upon the seriousness of the accident. As guidance only, the following types of accident/incident should be reported:

- Fatal accident.
- Serious injury to eye(s)
- Broken limbs (not fingers/toes)
- Dislocation of the shoulder, hip, knee or spine
- Student sent immediately to hospital
- Student kept in hospital for more than 24 hrs
- Unconscious for a period of time requiring immediate medical attention (not including KO) and/or the need for resuscitation
- Injury to member of the public taken from the scene of the accident to hospital
- Electric shock.
- Fire requiring intervention from the local fire station
- Exposure to dangerous substances

(2) How to contact the HSE/LA

An accident can be reported via a telephone or on-line using the HSE web site.

- **HSE** Tel. : 0845 300 99 23 or on the required form used to report an accident (available online; RIDDOR/HSE form 2508)
- **Local Authorities** Details of contact will depend on location.

(3) Recommendations

Many instructors may be concerned as to what to do in the event of an accident/incident. If in doubt, please contact Shirley Stapleton.

It should also be kept in mind that the HSE and the LA are also employed to assist, help and guide us to comply with our statutory duties and there is no harm in contacting them direct for support! In any event it is good practice to '*over-report*' rather than take a chance and '*under report*'.

Please remember that accidents must still be reported to BT and the insurers as previously.

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)

Name			
Tel N°		Licence N°	
Grade		Age	
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	