



## 00 - Member Health and Safety Guidelines

### Introduction & Index

#### Introduction

British Taekwondo (BT) is the National Governing Body for World Taekwondo in Great Britain. It is a registered company in England (British Taekwondo Limited) with over 5 full time employees, a number of volunteers and a membership of over 10,000 people.

BT puts the health and safety of its employees, volunteers and members as its highest priority. BT's objective is that no one will be hurt through participation in Taekwondo.

Taekwondo is a martial art and a full-contact combat sport and therefore, by its very nature, there is always a risk of some minor injury. The BT H&S Policy and management processes are based upon eliminating any serious injuries, as far as reasonably practical, together with an on-going commitment to continually work to reduce risks.

To meet its responsibilities under UK Health & Safety (H&S) legislation the BT H&S Management System is structured into three parts-

1. Its overall Health & Safety Policy Statement
2. Its legal responsibilities for Employees/Staff and Offices
3. Its duty of care to its members and volunteers

#### **1. British Taekwondo Health & Safety Policy Statement**

This is produced for the Board of Directors by the BT Safeguarding, HR and Compliance Manager together with the BT Member H&S Advisor. It is signed by the Chief Executive on behalf of the Board and it is reviewed annually by the Board. The Policy is displayed in BT Offices and published on the BT website.

#### **2. British Taekwondo Employees/Staff and Office H&S Responsibilities**

These are managed by the BT Safeguarding, HR and Compliance Manager through a series of internal BT Risk Assessments and Procedures to meet the requirements of current UK H&S legislation. These are reviewed annually.

#### **3. British Taekwondo Member & Volunteer Duty of Care**

This is managed by the BT Board appointed Member H&S Advisor through a series of Member H&S Risk Assessments, Plans and Procedures (Guidelines). These are designed to assist and guide volunteers and members on how to conduct Taekwondo sessions and events whilst minimising any risks to an 'as low as reasonably practical' level. These 'Guidelines' are published on the BT website, are BT Board approved and are reviewed annually based on feedback received from the membership.



## British Taekwondo Member Health & Safety Guidelines

The following 'BT H&S Guidelines' are provided in support of all BT Registered Clubs and Members; BT Volunteers/Departments and BT sanctioned Event Organisers: -

| Guide No. | Title   | Purpose   |
|-----------|---|---|
| 00        | BT Member H&S Guidelines Introduction & Index | The Member H&S System explained and index to the Guidelines           |
| 01        | Member Helpline, Emergencies and Consultation | What to do if you have an emergency or you need H&S advise or support |
| 02        | Membership Services/ H&S/ Insurance Interface | Understanding how the 3 functions interface with each other           |
| 03        | Reporting of Accidents                        | How to report an accident at a BT Club or Event                       |
| 04        | Head Injury Reporting                         | How to report a Head Injury and how long the suspension period lasts  |
| 05        | Sport Event H&S Plan                          | How to organise a safe Sport Competition                              |
| 06        | Poomsae Event H&S Plan                        | How to organise a safe Poomsae Competition                            |
| 07        | Taekwondo Activity Risk Assessments           | Activity specific RAs to ensure safe TKD activities                   |
| 08        | Club Venue Risk Assessment Process            | How to conduct a RA for your own Club and/or Venue                    |
| 09        | Club First Aid Guidance                       | What to do to make your members safe at you Club                      |
| 10        | Wearing of Spectacles in Taekwondo            | Rules for wearers of Glasses  |
| 11        | Pregnant member guidance                      | Rules for pregnant members  |
| 12        | Member Health Guidance                        | Sensible measures to ensure good health for members                   |
| 13        | Online H&S Guidance                           | How to safely conduct Online TKD sessions                             |
| 14        | Accident Investigation                        | What might happen if you have a serious accident                      |
| 15        | Reporting, Review and Audit of H&S accidents  | How BT review and report accident cases and trends                    |
| 16        | Risk Categorisation                           | How to categorise a risk – High Medium or low?                        |
| 17        | Glossary of Terms                             | A guide to what acronyms represents in the BT H&S Guidelines          |