

British Taekwondo Member Health & Safety Guidelines



06 – Poomsae Event Health & Safety Plan

EVENT NAME:	
DATE(s):	
EVENT VENUE:	
EVENT HOST:	<i>NAME:</i> <i>EMAIL:</i>
EVENT MEDICAL PROVIDER:	<i>NAME:</i> <i>EMAIL:</i>
EVENT REFEREE DIRECTOR:	<i>NAME:</i> <i>EMAIL:</i>
EVENT H&S PLAN COMPLETED AND SUBMITTED BY:	<i>NAME:</i> <i>EMAIL:</i>
PLAN SUBMITTED TO BT H&S ADVISOR - 14 Days (min) BEFORE THE EVENT - FOR REVIEW AND APPROVAL:	<i>To: TOM STAMMER</i> <i>EMAIL: tom.stammer@britishtaekwondo.org</i>
PLAN REVIEWED BY BT CHIEF REFEREE PRIOR TO EVENT START AND FOR ON THE DAY CHECK:	

Introduction

British Taekwondo (BT) puts the health and safety of its members as its highest priority. The objective is that no one will be hurt through participation in a UK Poomsae Taekwondo event due to lack of H&S planning and organisation.

This Poomsae Event Plan is aimed at ensuring that all reasonably practical steps have been taken to avoid injury to any participant. The Plan is not aimed at reducing any BT Insurance cover or liability from the participants.

Event Hosts have a duty of care to plan, manage and monitor an event to make sure that supporters, helpers, volunteers, paid officials, competitors, officials and spectators are not exposed to any uncontrolled Health and Safety risks. Event Hosts may choose to appoint a H&S Adviser (e.g., IOSH Managing Safely or NEBOSH General Certificate) to help them perform their duty.

Poomsae Taekwondo is a non-contact sport and therefore, by its very nature, there is generally little risk of serious injury to players, however Freestyle Poomsae does introduce more hazardous techniques and movements therefore this plan recognises the potential impact of those additional risks.

This Plan is based upon protecting all participants at an Event and an on-going commitment to continually work to reduce risks during any Taekwondo events regardless of scale.

The Event H&S Process

Event Hosts should follow the H&S process below to ensure full BT compliance and best practise: -

Stage of Event	Action	By Whom
Pre-Event	The Event Host may appoint a local Event H&S Adviser to assist them in preparing and running the Event	Event Host
	The Event Host must appoint a BT Event Referee Director via the correct Poomsae Referee Procedure	Event Host / Poomsae Referee Department
	The Event Host must appoint an Event Medical Provider	Event Host
	The Event Host must also appoint other Competition Roles (Safeguarding, Competition & IT Managers)	Event Host
	The Event Host must apply for BT Event Sanction (via the BT Event Form on the BT website) as early as possible thus entering the Event into the BT Diary of Events. Apply to events@britishtaekwondo.org	Event Host
	The Event Host will receive BT Event Sanction Approval and a blank copy of the Event H&S Plan for completion by the Event Host and/or Event H&S Advisor	Event Host and/or Event H&S Advisor
	The Event Host must submit the Event H&S Plan within 14 days of the Event (min) to - tom.stammer@britishtaekwondo.org	Event Host
	The Event H&S Plan submitted will be reviewed by the BT H&S Advisor and if satisfactory approval notified to the Host and BT Event Referee Director. Any minor issues will be resolved during these 14 days between the Host and Event Referee Director; however,	BT H&S Advisor

	any serious problems could lead to BT Event Sanction being removed.	
	All Players, Coaches, Referees and Officials will require BT Audit approval prior to the Event. By – membership.services@britishtaekwondo.org	Competition Manager
	The BT Event Referee Director will review the approved Event H&S Plan and will also conduct an “On the Day Review” to check that all H&S Control Measures are in place. Once the Chief Referee is satisfied that all agreed H&S Controls are in place, they will then give their approval for the Event to start.	BT Event Referee Director
During the Event	Manage all Event Risk Controls and Medical Incidents	Lead Medic, Event H&S Advisor, Event Host, Referee Director and Competition Manager
Post Event	At the end of the Event all Medical Report Forms must be passed to the BT Event Referee Director	Event Host and/or Event H&S Advisor
	The BT Event Referee Director will send a copy of all Medical Report Forms to – membership.services@britishtaekwondo.org (within 24 hours of Event completion)	BT Event Referee Director
	The BT Event Referee Director Report and all Medical Report Forms must be sent to the BT Poomsae Referee Department - Chair (within 72 hours of Event completion)	BT Event Referee Director
	Event H&S Review (if needed) <i>If a serious accident or incident has occurred or if H&S commitments were not met during the Event then the BT Chief Referee and BT H&S Adviser may call for a full Event H&S review together with the Event Host</i>	BT Event Referee Director/BT H&S Adviser/Event Host/Event H&S Advisor

Event H&S Responsibility

Event Hosts have a duty of care to plan, manage and monitor their Event to make sure that supporters, helpers, competitors, officials and spectators etc. are not exposed to any uncontrolled Health and Safety risks.

Event Hosts may choose to appoint a H&S Adviser to help them perform their duty.

Pre-event Sanction and Insurance

The Event **MUST have BT Event Sanction Approval** confirming that the Event is approved by, and is insured through, British Taekwondo. This Certificate also delegates responsibility to the following roles: -

- Event Host

- Welfare & Safeguarding Officer
- Lead Medical Officer (Medical Provider)
- BT Event Referee Director

Post Event Reporting

Following completion of the Event **all Medical Reports and/or Suspension periods should be passed to the BT Event Referee Director** who will submit these as part of their **Event Report to the BT Poomsae Referee Department** (within 72 hours).

A copy of the Medical Reports/Suspensions must also be submitted to **BT Membership Services** (within 24 hours) for follow up and dealing with any subsequent Insurance Claims.

It is also suggested that the Host keep a copy of these Forms for future reference and Event improvements where necessary. Data Protection must be protected at all times.

Information of any Competitor suspensions will be shared (by the Poomsae Referee Department) with other qualified Chief Referees to ensure full awareness of suspended Athletes.

The Event Risk Assessment

Who is at Risk?

Persons attending Poomsae Taekwondo events who could be affected by uncontrolled hazards are noted as being: -

Persons at Risk	Approx. Number at this Event
Adult Competitors	
Competitors Under 18 Years of Age	
Referees and Officials	
Host, OC and Volunteers	
Spectators (including under 18's/Babies)	
Disabled/Vulnerable or Pregnant Persons	
Rig/De-Rig Staff	
Venue Staff Supervision	
TOTAL EVENT NUMBERS AT RISK	

Hazard Identification

Typical hazards during a Poomsae Taekwondo Event are identified as being: -

Hazardous Issues	Hazards Identified
Organisational	Failure in Planning / Checking / Coordination / Insurance
Venue Emergencies	Fire/Structural Failure/Terrorism/Evacuation/Show Stop

Medical Emergencies	Unknown Conditions/All Attendees
Contagious/Infectious Diseases	Covid-19/Ebola etc.
Taekwondo Injuries	Competitor injuries/Medical/First Aid/Freestyle
Spectator Issues	Welfare/First Aid/Traffic/Behaviour
Contractor Works	Insurance/Methods/Controls/Competence/ Structures
Vendors	Insurance
Rig/De-Rig Work	Lifting/Heights/Handling/Electrics/Traffic/COSHH

Risk Controls Checklist

The following Checklist will help to reduce any injuries through the Risks resulting from the Persons at Risk (Attendees) and the typical Hazards identified.

The Questions below must be completed by the person responsible for the Event H&S to the satisfaction of the Event Host and BT Chief Referee prior to the Event being given final permission to proceed: -

Hazards Identified	Risk Control	Event Confirmation
Organisational Issues	<p>Separate entrance/arrangements for "All Field of Play Officials/Competitors" to enter Venue with an adequate accreditation process in place.</p> <p>Number of Competitors: _____</p> <p><i>(Must not exceed the Venue Capacity)</i></p> <p>Number of Courts: _____</p> <p>Size of Courts: _____</p> <p><i>(E.G., 10m x 10m as per WT Rules)</i></p> <p>Court Spacing: _____</p> <p><i>(WT Rules state that Judges and Coaches must have a 1m gap from the edges of each Matted Area)</i></p> <p>Attach a Copy of the BT Event Sanction Approval</p> <p><i>(As provided by BT Membership Services)</i></p>	

	<p>All Competitors have been BT Audited <i>(None must be suspended or sanctioned for any reason)</i></p> <p>All Coaches have been BT Audited <i>(Must be sufficient per Team so as not to hold up Matches)</i></p> <p>All Referees/Judges have been BT Audited <i>(WT Rules state a minimum 8 per Court – 1 Referee/ 6 Judges/ 1 Technical Coordinator, however, smaller BT Events will use 1 Referee/ 5 or 3 Judges/ 1 Technical Coordinator)</i></p>	
Venue Emergencies	<p>Venue Alarms tested recently</p> <p>Venue Alarm Signal _____</p> <p>Venue Muster Point _____</p> <p>Check Fire Doors can be opened</p> <p>Entry Staff/Security Checks in place</p> <p>Security Staff/Stewards in place</p> <p>Show Stop Procedure agreed <i>(See Attached)</i></p>	
Medical Emergencies	<p>Venue First Aid available</p> <p>Event First Aid available</p>	
Contagious/Infectious Diseases	<p>Hand Sanitiser to be provided on Courts for Referee Team use.</p> <p>Any spillages to be moped with cleaning fluid.</p> <p>Please refer to detailed BT Procedures during active outbreaks of specific diseases</p>	

<p>Taekwondo Injuries</p>	<p>Medical Cover to WT Medical Code – December 2019: -</p> <p><i>1 Paramedic + 2 Advanced Emergency First Aid Technician (AEMT) to man the Event Medical Station</i></p> <p><i>Plus-</i></p> <p><i>1 Paramedic + 2 AEMT for up to 9 Competition Mats (Min.)</i></p> <p><i>Or</i></p> <p><i>2 Paramedics + 4 AEMT up to 18 Competition Mats (Min.)</i></p> <p>Medical Cover to BT Guidelines – August 2021: -</p> <p>A minimum of 2 Advanced Emergency Medical Technicians – Level 4 (AEMT4) to cover up to 4 Competition Mats</p> <p>1 extra AEMT4 per additional Competition Mat</p> <p>If Freestyle Poomsae is part of the event, then an additional Registered HCPC (Health and Care Professions Council) Paramedic must be in attendance during that element of the event</p> <p>First Aid Equipment Provided</p> <p>A Defibrillator must be available</p> <p>Standby Ambulance Available should be provided for Freestyle and throughout if possible, however, for smaller Events (<500) using a 999 Call may suffice.</p> <p>Private In-Venue Medical Area/Room</p> <p>Medics Insurance Checked/Inspected</p> <p>Nearest A&E Hospital is _____</p> <p>Tel Number is _____</p> <p>Distance from Venue is _____</p> <p>Confirmation of Adherence to BT Poomsae Risk Assessment (<i>See Attached</i>)</p> <p>Medical Team briefed by the OC on Reporting requirements: -</p> <ul style="list-style-type: none"> • Recording of all treatment 	
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	<ul style="list-style-type: none"> • Issue of Accident Report Forms • Reports to Chief Referee at end of Event <p>Copies of BT Accident Report Forms ready <i>(See Attached)</i></p> <p>Copies of Event Accident Summary ready <i>(See Attached)</i></p> <p>Competitor Warm Up Area available</p>	
<p>Spectator Issues</p>	<p>Separate entrance/arrangements to enter Venue away from Officials (where possible)</p> <p>Confirm sufficient Toilets (M/F/D) & Baby Changing Facilities available</p> <p>Confirm facilities for Food and Drink are available</p> <p>No On-Site parking available</p> <p>Full Spectator Event/Travel Information Pack Issued prior to Event</p> <p>Stewards in place to direct and supervise spectators</p> <p>Crowd barriers in place to stop Spectator entry to Competition Area in place with access to/from controlled areas</p>	
<p>Contractor Works</p>	<p>All Contractors to provide (in advance)-</p> <p>Copies of Insurance Certificates</p> <p>Method Statements</p> <p>Risk Assessments</p> <p>Details of Competence</p> <p>To Be Checked by Event H&S Advisor</p> <p>Welfare Facilities to be provided by Host/Venue</p> <p>Contractors must be briefed by the Event H&S Advisor regarding: -</p>	

	Lifting/ Manual Handling/ Live Services/ Electrics/ Traffic Movements/ Structures/ COSHH <i>(See Attached)</i>	
Vendors	All Vendors to provide (in advance)- Copies of Insurance Certificates To Be Checked by Event H&S Advisor	
Rig/De-Rig Work	Persons involved in Rig and/or De-rig activities must be briefed by the Event H&S Advisor regarding: - Lifting/ Manual Handling/ Live Services/ Electrics/ Traffic Movements/ Structures/ COSHH <i>(See Attached)</i>	

BRITISH TAEKWONDO: EVENT “SHOW STOP” PROCEDURE

In the event of an emergency the following procedure will be adopted by the Event Host and the Venue Management

Purpose:

- To provide a clear strategy if the Event is stopped for prolonged time and to protect and inform all Spectators, Competitors, Officials and Organisers

Responsibility:

- Overall responsibility for stopping the show lies with the Event Host in liaison with the Venue Duty Manager

Key Contacts:

Role	Name	Mobile Contact No.
Event Host		
Venue Duty Manager		

Procedure:

- If the Event suffers an **unplanned stoppage** (e.g., Fire, Alert, Collapse, Riot, Spectator unrest) and the Venue is evacuated then the Host/Manager will immediately liaise to discuss the future of the Event using the following guidance: -
- In the event of a stoppage of **less than 1 hour** then the Event will be continued
- If the stoppage **exceeds 1 hour** and there is little chance of a return to the Event then it will be immediately cancelled. The Event Host will decide on ticket refunds and/or re-arranging the Event.
- If the stoppage **exceeds 1 hour** but it is likely that a return maybe possible but the timing uncertain then the Host/Manager will decide based on the time of day etc. The Host will decide on ticket refunds and/or re-arranging the event.
- Return to the Venue must only be authorised by the Venue Duty Manager in conjunction with any Emergency/Specialist Services

Emergency Communications:

In the event of a major occurrence (for example a Terrorist alert, a riot, a death etc.) the Chief Referee must advise both of the following within 1 hour (max) so that support and media actions can be put in place as quickly as possible.

- Ian Leafe, BT CEO **07760 358293**
- Tom Stammer, BT H&S Advisor **07710 011730**

BRITISH TAEKWONDO ACTIVITY-SPECIFIC RISK ASSESSMENT

Taekwondo Activity: Poomsae in Events/Competition

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Pulled Muscle	3	2	6	Provide adequate warm up/cool down area	2	2	4	Host to organise
2	Twisted Ankle/Loss of Balance	2	2	4	Ensure floor is clear/flat.	1	2	2	Host to ensure
3	Collision with others	2	2	4	Ensure adequate Mat spacing for full Poomsae Warm Up and Completion Areas	1	2	2	Host to organise
4	Freestyle	3	3	9	Ensure area is clear/flat and medical cover is present	3	2	6	HOST to ensure

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

Refer to British Taekwondo Risk Matrix for Probability/Impact Scores

BRITISH TAEKWONDO: ACCIDENT REPORT FORM

CLUB/INSTRUCTOR

Name of Club		BT 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?	
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: EVENT ACCIDENT SUMMARY

One summary to be completed for every injury during the Event.

Accident Reports are in addition to this Report

NAME	
DATE & TIME OF INJURY	
GENDER	
CLUB NAME/CONTACT NO.	
AGE	
GRADE	
NATURE OF INJURY	
TREATMENT GIVEN	
HEAD INJURY NOTICE ISSUED (Y/N)	
SUSPENSION PERIOD	
BT ACCIDENT REPORT FORM GIVEN (Y/N)	

NAME	
DATE & TIME OF INJURY	
GENDER	
CLUB NAME/CONTACT NO.	
AGE	
GRADE	
NATURE OF INJURY	
TREATMENT GIVEN	
HEAD INJURY NOTICE ISSUED (Y/N)	
SUSPENSION PERIOD	
BT ACCIDENT REPORT FORM GIVEN (Y/N)	

BRIEFING FOR CONTRACTORS AND PERSONNEL ON RIG/DE-RIG

This briefing should be given to all Event Contractors and Rig/De-Rig Staff by the Event H&S Officer prior to work commencing.

Purpose: To ensure all personnel and volunteers understand the hazards and controls

Hazard	Control/Protection
Working at height	<p>Never use step ladders to work off without pre-agreement with the Event H&S Adviser</p> <p>Use a suitable means of access only.</p> <p>Take care around exclusion zones below work at height by others.</p>
Access/Egress	Barriers will be used to control access where hazardous activities are taking place. Do not cross them
Manual handling	<p>Use mechanical means for moving mats where possible – do not exceed recommended weight of 25 kg per lift (4-5 Mats Max)</p> <p>Use correct lifting techniques</p> <p>Take regular breaks and rest</p>
Electric shock	Only trained and authorised persons to work on electrical system of any type. Cables may be live or isolated but stay away.
Trailing cables	To be routed to avoid becoming tripping hazards. All cables to be securely taped down to floor.
Falling persons or objects	<p>Only essential work is to be carried out at height by trained personnel.</p> <p>Care is to be taken to prevent falling objects</p>
Plant on site	<p>Only electrical mobile plant to be used on site</p> <p>Banks men to be used to guide plant at all times within the venue</p>
Noise	<p>Noisy activities will be segregated where possible. Hearing protection to be worn in areas of noise activity.</p> <p>Warning Signs to be displayed.</p>
Dust	<p>Dust may be present in areas of cutting and sawing.</p> <p>Avoid these areas without correct PPE</p>
Housekeeping	Housekeeping to be of highest standards
PPE	Please wear Hi Vis Vests, Safety Shoes, Gloves, Eye Protection, Dust Masks etc. This will be provided if needed