



## 15 – Reporting, Review and Audit

The final part of the British Taekwondo Health and Safety Management process is aimed at learning from our performance by reporting, reviewing and auditing or checking compliance with BT Member H&S Guidelines.

### Reporting

All BT Accident and Head Injury Report Forms are received by BT Membership Services. BT Insurers and the Member H&S Advisor are advised of these Reports within 24 hours.

Membership Services receive reports from the Insurers which are passed to the BT Chief Executive and BT Board for review on a regular basis.

The Member H&S Advisor keeps a record of all reports. This is used to identify any accident trends and member age statistics. These are reported to the Chief Executive in a full Member H&S Report for each BT Board Meeting.

The CEO will review the H&S Advisors Report and provide any feedback or input prior to the BT Board Meeting.

The Member H&S Advisor will also prepare a short presentation for each AGM for the member's review.

### Review

The BT Health and Safety performance in the period will be reviewed at every BT Board Meeting.

The Chief Executive and Board 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 BT Member H&S Guidelines and Safety Policy or Procedures will be proposed to improve on-going performance and reduce injuries.

Resources will be made available to update BT H&S 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.

Any lessons learnt will be made available to all BT Clubs and Coaches/Instructors. BT will also share any lessons with similar martial arts organisations and seek similar learning in return.

## **British Taekwondo Member Health & Safety Guidelines**

### **Audit**

The aim of an Audit is to check compliance with a specific BT Member H&S Guideline.

There are two types of Audits under the British Taekwondo system:

- The BT Coach/Instructor Self-audit
- A BT Club Audit

BT Club Audits may be planned or unplanned.

A schedule of planned audits will be pre-agreed between the CEO/Board and the Club Coach/Instructor.

Unplanned audits are normally aimed at auditing BT Clubs on a random basis or where accident trends are causing concern to the Board.

To help with the auditing process BT has prepared a simple but effective check list aimed at assessing a BT Club compliance against BT Guidelines.

This can be used by a BT Auditor or by a BT Club Coach/Instructor to 'health check' their own compliance and safety levels.

The British Taekwondo H&S Compliance Checklist is attached below: -

## British Taekwondo Member Health & Safety Guidelines

### BRITISH TAEKWONDO: HEALTH & SAFETY COMPLIANCE CHECKLIST

Compliance Level	Explanation	Score
<b>Full</b>	Fully complies with British Taekwondo Member H&S Guidelines. 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 BT H&S Guidelines and little evidence of any form of compliance	<b>0</b>

Check	Evidence	To Complete / Improve	Score
Awareness of the BT H&S Policy			
Compliance with H&S Guidelines			
Venue Risk Assessment complete			
Taekwondo-specific Risk Assessments reviewed/signed			
First Aid training and requirements in place			
Health guidance known/followed			
Head injury warnings utilised			
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>	

## **British Taekwondo Member Health & Safety Guidelines**