



03 – Reporting of Accidents

Accidents

At the time of any injury the greatest concern of British Taekwondo, its staff, Instructors and Coaches etc. must be the care and welfare of the BT Member concerned and that of their family. Reporting is important but secondary to the needs of the individual.

Reporting Lines & Methods

a) British Taekwondo Reporting:

BT do not require reporting of: -

- First Aid injuries in the club environment
(Example: bumps, bruises and the like)

BT do require reporting of the following incidents: -

- 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
(Example: If a member cannot go to school or to their job due to a Taekwondo injury)
- Injuries occurring through the use of defective equipment
(Examples: Broken gum/groin guard, defective PPE)
- Injuries occurring through failures in organisation and management
(Examples: Missing PPE, No Mats, and non-WT-approved equipment etc.)
- Head Injuries
(As per the instructions on the Head Injury Reporting under BT Member H&S Guideline 04)

Please use the attached **BT Accident Report Form** to report the above accidents to BT Membership Services.

Accidents should be reported to BT within **48 Hours (Maximum)**

British Taekwondo Member Health & Safety Guidelines

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)
- Support 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

b) Police Reporting:

Health & Safety accidents are not legally reportable to the Police, however, if an illegal act (*Example: grievous harm*) or a death has occurred then this is a Police matter and should be reported immediately.

Note: This reporting is in addition to the BT Accident Reporting.

Any Police reports should only be made in conjunction with British Taekwondo.

c) Local Authority Reporting:

If your Club is owned by a Local Authority then Health & Safety related accidents may be reportable directly to the Leisure Centre. Please follow the local policy and rules on this.

Note: This reporting is in addition to the BT Accident Reporting.

d) Privately Owned/Hired Clubs/Premises/Venues:

Please follow the policies and rules of the venue for reporting H&S accidents.

Note: This reporting is in addition to the BT Accident Reporting.

e) The UK Health & Safety Executive (HSE):

If the injury arose out of the normal participation in a sports activity (such as in Taekwondo) then they are not reportable under RIDDOR and are therefore not reportable to the HSE.

Taekwondo injuries should only be reported to the HSE if they were due to either: -

- Defective equipment or
- Failings in organisation and management of an event.

Note: This reporting is in addition to the BT Accident Reporting.

Any HSE reports should only be made in conjunction with British Taekwondo.

f) BT Registered Club Reporting:

All BT Registered Clubs must maintain a Club Accident Book which (in the best interests of the Instructor and Members) should record ALL types of accidents and incidents. This includes the bumps, bruises, sprains and the like.

g) Insurance Claims:

When a BT Accident Report is received by BT Membership Services, they will immediately advise the BT Insurers of that accident in case a future claim may be made.

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Should the member wish to make a valid Insurance Claim then BT Membership Services staff will liaise between the member and insurance company to expedite this as quickly as possible.

Any spurious claims will be robustly defended by BT and its insurers.

The BT Accident Reporting Process

Stage	People Involved	Action
Injury Occurs	Injured Person and any witnesses	<p>BT Reportable Accidents are-</p> <ul style="list-style-type: none"> -Injury requiring qualified medical attention via a GP, Dentist or A&E Department. -Injury that cause the member to be absent from their normal work/normal activities for any period of time. -Injury occurring through defective equipment -Injury occurring through the organisation/management of an event
First Aid/Welfare	First Aider	As required to ensure injured party is safe. If necessary, call ambulance or advise follow up visit to A&E or Doctors
Record Accident	Coach/Instructor	Fill in Club Accident Book immediately
BT Reporting	Coach/Instructor	Obtain BT Accident Form
BT Reporting	Injured Person	Complete BT Accident Form in full
BT Reporting	Coach/Instructor	Complete and check Form – Email to BT Membership Services within 48 hours
Insurance Claim	Membership Services /Member & Coach	<p>Membership Services will advise BT Insurers.</p> <p>Member/Coach to contact BT Membership Services for how to make a claim</p>

British Taekwondo Member Health & Safety Guidelines

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 in club?	
First aider's name	
Was Club 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	

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