



## 05 – Sport Event Health & Safety Plan

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

## 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 Kyorugi Taekwondo event due to lack of H&S planning and organisation.

This Kyorugi 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.

Sport (Kyorugi) Taekwondo is a full-contact combat sport and therefore, by its very nature, there is always a risk of minor or even serious injury to players. This Plan is based upon eliminating any serious injuries for 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
<b>Pre-Event</b>	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 Chief Referee in conjunction with the BT Sport Referee Department	Event Host
	The Event Host must appoint an Event Medical Provider	Event Host
	The Event Host must also appoint other Competition Roles (e.g., 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 <a href="mailto:-events@britishtaekwondo.org">-events@britishtaekwondo.org</a>	Event Host
	The Event Host will receive a BT Event Sanction Certificate and a blank copy of the Event H&S Plan for completion by the Event Host and/or Event H&S Adviser	Event Host and/or Event H&S Adviser
	The Event Host must submit the Event H&S Plan within 14 days of the Event (min) to <a href="mailto:-tom.stammer@britishtaekwondo.org">-tom.stammer@britishtaekwondo.org</a>	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 Chief Referee.  Any minor issues will be resolved during these 14 days between the Host and Chief Referee; however, any serious problems could lead to BT Event Sanction being removed.	BT H&S Advisor
	All Players, Coaches, Referees and Officials will require	Competition Manager

	BT Audit approval prior to the Event. By – <a href="mailto:membership.services@britishtaekwondo.org">membership.services@britishtaekwondo.org</a>	
	The BT Chief Referee 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 Chief Referee
<b>During the Event</b>	Manage all Event Risk Controls and Medical Incidents	Lead Medic, Event H&S Advisor, Event Host, Chief Referee and Competition Manager
<b>Post Event</b>	At the end of the Event all Medical Report Forms and Head Injury Suspension Notices must be passed to the BT Chief Referee	Event Host and/or Event H&S Advisor
	The BT Chief Referee will send a copy of all Medical Report Forms/Head Injury Suspension Notices to – <a href="mailto:membership.services@britishtaekwondo.org">membership.services@britishtaekwondo.org</a> (within 24 hours of Event completion)	BT Chief Referee
	The BT Chief Referee Report and all Medical Report Forms/Head Injury Suspension Notices must be sent to the BT Sport Referee Department - Chair (within 72 hours of Event completion)	BT Chief Referee
	Event H&S Review (if needed)  <i>If a serious accident or incident has occurred or if H&amp;S commitments were not met during the Event then the BT Chief Referee and BT H&amp;S Adviser may call for a full Event H&amp;S review together with the Event Host</i>	BT Chief Referee/BT H&S Advisor/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 Advisor to help them perform their duty.

## Pre-event Sanction and Insurance

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

- Event Host
- Competition Manger
- IT Manager
- Welfare & Safeguarding Officer
- Lead Medical Officer (Medical Provider)
- BT Chief Referee

## Post Event Reporting

Following completion of the Event **all Medical Reports and/or Suspension periods should be passed to the BT Chief Referee** who will submit these as part of their **Event Report to the BT Sport 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 Athlete suspensions will be shared (by the Sport Referee Department) with other qualified Chief Referees to ensure full awareness of suspended Athletes.

## The Event Risk Assessment

### Who is at Risk?

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

Persons at Risk	Approx. Number at this Event
Adult Players	
Players Under 18 Year 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	
<b>TOTAL EVENT NUMBERS AT RISK</b>	

### Hazard Identification

Typical hazards during a Kyorugi 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	Player's injuries/Medical/First Aid

<b>Spectator Issues</b>	Welfare/First Aid/Traffic/Behaviour
<b>Contractor Works</b>	Insurance/Methods/Controls/Competence/ Structures
<b>Vendors</b>	Insurance
<b>Rig/De-Rig Work</b>	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
<b>Organisational Issues</b>	<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 Players: _____ <i>(Must not exceed the Venue Capacity)</i></p> <p>Number of Courts: _____ <i>(Maximum Matches per Day is 5 per Hour (WT Rules) – pro-rata reduced times)</i></p> <p>Matches per Court: _____ <i>(Average Matches per Court for the full Event)</i></p> <p>Size of Courts: _____ <i>(E.G., 8m x 8m)</i></p> <p>Safety Area of Each Court: _____ <i>(E.G., 1m or 2m)</i></p> <p>Court Spacing: _____ <i>(There must be a 2m gap between the edges of each Matted Area)</i></p>	

	<p>Attach a Copy of the BT Event Sanction Certificate <i>(As provided by BT Membership Services)</i></p> <p>All Players have been BT Audited <i>(Non 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 have been BT Audited <i>(Minimum 7 per Court – 2 Centres/ 3 Judges/ 1 Head of Court/ 1 Technical Official)</i> <i>(If using E-Headguards: Minimum 6 per Court – 2 Centres/2 Judges/1 Head of Court/1 Technical Official)</i></p> <p>Wearing of Dental Braces Article 4 of WT Rules now states that: - <i>Athletes with dental braces needs to wear special mouthguard for braces, that covers both upper and lower teeth, recommended by their dentist and submit the letter from their Dentist stating that the athlete is safe to compete with the mouthguard that the dentist recommended.</i></p> <p>BT DO NOT require a letter from the Dentist However player MUST wear the correct special mouthguard type.</p> <p>Weigh-In Rooms (M/F) are suitable and private. Queuing and timing are managed/supervised.</p>	
<p><b>Venue Emergencies</b></p>	<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 (See Attached)</p>	
<b>Medical Emergencies</b>	<p>Venue First Aid available</p> <p>Event First Aid available</p>	
<b>Contagious/Infectious Diseases</b>	<p>All PPE provided by the OC to be cleaned between matches with Antibacterial Products.</p> <p>Hand Sanitiser to be provided on Match Courts for Referee Team cleaning.</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>	
<b>Taekwondo Injuries</b>	<p><b>Medical Cover to WT Medical Code – December 2019: -</b></p> <p>1 Paramedic + 3 Advanced Emergency First Aid Technician (AEMT) for 1 to 3 Mats (Min.)</p> <p>2 Paramedics + 6 AEMT 4 to 6 Mats (Min.)</p> <p>3 Paramedics + 9 AEMT 7 to 9 Mats (Min.)</p> <p><b>Medical Cover to BT Guidelines – August 2021: -</b></p> <p>1 registered HCPC (Health Care Professions Council) Paramedic per 4 Courts (Min)</p> <p>1 Advanced Emergency Medical Technician – Level 4 (AEMT4) per Court (Min)</p> <p>First Aid Equipment Provided</p> <p>A Defibrillator must be available</p> <p>Standby Ambulance Available should be provided if possible, however, for smaller Events (&lt;300) using a 999 Call may suffice.</p>	

	<p>Private In-Venue Medical Area/Room</p> <p>Medics Insurance Checked/Inspected</p> <p>Nearest A&amp;E Hospital is</p> <p>Tel Number is _____</p> <p>Distance from Venue is _____</p> <p>Confirmation of Adherence to BT Kyorugi Full Contact Sparring Risk Assessment (<i>See Attached</i>)</p> <p>Medical Team briefed by the OC on Reporting requirements: -</p> <ul style="list-style-type: none"> <li>• Recording of all treatment</li> <li>• Issue of Accident Report Forms</li> <li>• Issue of Head Injury Forms</li> <li>• Reports to Chief Referee at end of Event</li> </ul> <p>The Chief Referee will also brief the Medical Team on the day regarding their expectations with regard to actions on Court - such as suspending the match time and medical stoppage decisions etc.</p> <p>Copies of BT Accident Report Forms ready (<i>See Attached</i>)</p> <p>Copies of BT Head Injury Forms ready (<i>See Attached</i>)</p> <p>Copies of Event Accident Summary ready (<i>See Attached</i>)</p> <p>Athlete Warm Up Area available</p>	
<p><b>Spectator Issues</b></p>	<p>Separate entrance/arrangements to enter Venue away from Officials (where possible)</p> <p>Confirm sufficient Toilets (M/F/D) &amp; 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 &amp; supervise spectators</p> <p>Crowd barriers in place to stop Spectator entry to Competition Area in place with access to/from controlled areas.</p>	
<b>Contractor Works</b>	<p>All Contractors to provide (in advance)- Copies of Insurance Certificates Method Statements Risk Assessments Details of Competence To Be Checked by Event H&amp;S Adviser</p> <p>Welfare Facilities to be provided by Host/Venue</p> <p>Contractors must be briefed by the Event H&amp;S Adviser regarding: - Lifting/ Manual Handling/ Live Services/ Electrics/ Traffic Movements/ Structures/ COSHH <i>(See Attached)</i></p>	
<b>Vendors</b>	<p>All Vendors to provide (in advance)- Copies of Insurance Certificates To Be Checked by Event H&amp;S Advisor</p>	
<b>Rig/De-Rig Work</b>	<p>Persons involved in Rig and/or De-rig activities must be briefed by the Event H&amp;S Advisor regarding: - Lifting/ Manual Handling/ Live Services/ Electrics/ Traffic Movements/ Structures/ COSHH <i>(See Attached)</i></p>	

# 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 Adviser** **07710 011730**

# BRITISH TAEKWONDO: ACTIVITY-SPECIFIC RISK ASSESSMENT

## Taekwondo Activity: Kyorugi Full-Contact Sparring in Competitions/ Events

Nº	Risk	P	I	P×I	Mitigation	P	I	P×I	Control
1	Kick / Punch to Head	3	3	9	Use of WT-approved Headgear & Gloves Use of WT Rules on punching to the head Medic & First Aid available	3	2	6	Taekwondo remains a full-contact martial art and sport and this activity remains its greatest residual risk Use WT-approved PPE Medic & First Aid/Kit on hand
2	Knock-out Blow / Unconsciousness	3	3	9	Use of full WT-approved PPE WT-approved Mats to protect fall whenever practical/possible Medic & First Aid available Active match management by a BT qualified official	3	2	6	Trained Medic must be present when full-contact sparring is practiced
3	Bleeding	2	2	4	Medic & First Aid on hand	2	2	4	Use of Nitrile Gloves
4	Kick / Punch to Body	4	2	8	Use WT-approved PPE	4	1	4	WT-approved PPE
5	Broken Bone	2	3	6	Use WT-approved PPE	1	3	3	WT-approved PPE
6	Winded	3	2	6	Use WT-approved PPE	2	2	4	WT-approved PPE
7	Fall/Slip Injury	4	2	8	Use WT-approved Mats whenever practical/possible	4	1	4	WT-approved Mats where practical/possible
8	Clash of Limbs	3	2	6	Use WT-approved PPE	3	1	3	WT-approved PPE

***BT/WT Kyorugi Competitions/ Events must comply fully with BT/WT Regulations***

Refer to British Taekwondo Policy & Procedures for Risk Matrix showing Probability/Impact Scores

# BRITISH TAEKWONDO: ACCIDENT REPORT FORM

## CLUB/INSTRUCTOR

Name of Club		BT Club Number	
Name of Instructor			
Instructor's Tel N <sup>o</sup>		Instructor's Licence N <sup>o</sup>	
Instructor's Grade			
Instructor's email			
Premises	Owned	Rented	(Circle one.)

## INJURED PERSON

Member's Name			
Member's Tel N <sup>o</sup>		Member's Licence N <sup>o</sup>	
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 <sup>o</sup>	
Name 2		Tel N <sup>o</sup>	

## REPORT

Reported By		Date	
Signature		Time	

## BRITISH TAEKWONDO: EVENT ACCIDENT SUMMARY

One to be completed for every injury during the Event.

Accident Reports and Head Injury Notices are in addition to this Report

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

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

## BRITISH TAEKWONDO: HEAD INJURY WARNING NOTICE

**GIVE THIS NOTICE TO THE INJURED PERSON OR IF UNDER 18, TO THE PARENT OR GUARDIAN**

**TAKE TO THE DOCTOR OR HOSPITAL AS DIRECTED BELOW**

<b>Injured Member Name</b>	
<b>Date of Birth / Age</b>	/
<b>Injury sustained</b>	
<b>Date and Time of Injury</b>	
<b>First Aid Administered at scene</b>	
<b>Advice given to injured party</b>	

<b>Unconscious for any length of time</b>	<b>Visit A&amp;E / GP urgently</b>
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<p><b>Must not be alone for 24 Hours</b></p> <p><b>Do not Drive</b></p> <p><b>Do not drink Alcohol or take any type of recreational drugs</b></p> <p><b>Avoid prescription or non-prescription drugs without medical supervision – specifically: -</b></p> <ul style="list-style-type: none"> <li>Sleeping Tablets</li> <li>Aspirin OR Strong Pain Killers</li> <li>Anti-inflammatory medication</li> </ul>
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<b>Red Flag Symptoms:</b>	Athlete complains of neck pain Increasing confusion or irritability Repeated vomiting Seizure or convulsion Weakness/tingling/burning in arms or legs Deteriorating conscious state Severe or increasing headache Unusual behaviour change Double vision
If any of these symptoms show then the injured party must visit A&E/GP URGENTLY!	

<b>Instructor/Coach/Medic Name:</b>	
<b>Mobile No:</b>	
<b>Email:</b>	
<b>BT Club Name/Number:</b>	
<b>Date and Time of Report:</b>	

**The person issuing this Head Injury Notice (above) must advise BT Membership.Services@britishtaekwondo.org within 24 hours of the injury - stating details of the injured member (as above in greyscale) plus any suspension given.**

## BRITISH TAEKWONDO: HEAD INJURY SUSPENSION NOTICE

Today you have today received a Head Injury in a BT Sanctioned Event. World Taekwondo Rules and Regulations state that you will be subject to a Suspension Period as follows: -

Suspension Details	AGE 17+	AGE 15-16	AGE <14	NOTES
You were Unconscious	YES/NO	YES/NO	YES/NO	
You <b>CANNOT</b> compete again today	YES/NO	YES/NO	YES/NO	
You must not be alone for 48 Hours	2 DAYS	2 DAYS	2 DAYS	Must not drive, drink alcohol, take recreational drugs, take sleeping tablets, take strong pain killers or aspirin
You must rest for	20 DAYS	35 DAYS	50 DAYS	No Physical activity and reduced cognitive load (e.g., TV/Reading)
You may gradually Return to play over 8 Days	8 DAYS	8 DAYS	8 DAYS	2 x Light exercise x 15 mins (e.g., walk, swim, jog) 2 x Taekwondo basics x 45 mins (e.g., stretch, kicks) 2 x non-contact and resistance training 2 x Full contact/full training
<b>TOTAL SUSPENSION PERIOD</b>	<b>30 DAYS</b>	<b>45 DAYS</b>	<b>60 DAYS</b>	
If you were unconscious, you need a Doctors Letter before you can compete again	YES/NO	YES/NO	YES/NO	

**EVENT DOCTOR TO CIRCLE AS ABOVE SUBJECT TO INJURY AND AGE.**

**COPY TO COMPETITOR/COACH AND COPY TO EVENT CHIEF REFEREE**

## BRITISH TAEKWONDO: HEAD INJURY RETURN TO PLAY/TRAINING

**TO BE AGREED WITH THE INJURED PERSON OR IF UNDER 18, THE PARENT OR GUARDIAN**

**AFTER THE INITIAL 48 HOURS REST PERIOD**

Injured Member Name	
Date of Birth / Age	/
Injury sustained	
Date and Time of Injury	

Was the Injured Party Unconscious for any length of time?	YES / NO
Did the Injured Party visit A&E or GP	YES / NO
Has there been 48 Hours complete rest	2 DAYS
Agreed Rest Period	__DAYS (See Policy & Procedures Doc)
Gradual Return to Play/Training Period	8 DAYS
Medical Letter Required	YES / NO
Return Day No:	DAY NO: __

<p><b>Continuing or Developing Symptoms:</b> Seek medical advice if any of these symptoms persist or develop during the Rest, Suspension or GRTP periods</p>	<p>Neck pain or tenderness Double vision/Blurry eyes</p> <p>Weakness/tingling in arms or legs Severe or increasing headaches Drowsiness, dizziness or confusion Fits or twitching of arms, face or legs Seizure or convulsions Loss of consciousness Deteriorating conscious state Nausea or vomiting Increasingly restless, agitated or combative More emotional or sad</p>
<p>Nervous or anxious Tired/low energy/slowed down Difficulty remembering Pressure in head Sensitivity to light or noise Difficulty concentrating Bleeding from nose or ears Continuing Headaches</p>	

Instructor/Coach/Medic Name:	
Mobile No:	
Email:	
BT Club Name/Number:	
Date and Time of Report:	

**The person issuing this Head Injury Return to Play/Training Notice (above) must advise BT [Membership.Services@britishtaekwondo.org](mailto:Membership.Services@britishtaekwondo.org) within 24 hours stating details of the injured member and the agreed Return to Play/Training Plan (as above in grayscale)**



## 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&amp;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