



Guidance Note to Instructors/Coaches for Reporting of Accidents

Issue 03 – Dated 13th May 2020

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Reporting Lines – Generally

a) British Taekwondo

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 within 48 hours of the incident occurring: -

- **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 defective equipment** (*Examples: Broken gum/groin guard, defective PPE*)
- **Injuries occurring through failures in organisation and management** (*Examples: Missing PPE, No Mats, and non-WTF-approved equipment etc.*)
- **Head Injuries as per the instructions on the Head Injury Warning Notice**

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

Accidents should be reported to BT within **48 HOURS**

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

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

c) Local Authorities

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/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) Health & Safety Executive (HSE)

Sports injuries, such as in Taekwondo are not reportable under RIDDOR and are therefore not reportable to the HSE if the injury arose out of the normal participation of the activity.

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 and any HSE reports should only be done in conjunction with British Taekwondo.

f) Club Reporting

All Clubs must maintain an Accident Book which in the best interests of the Instructor and Member should record **ALL types of accidents and incidents**. This includes bumps, bruises, sprains and the like.

g) Insurance Claims

BT will advise its insurers of all accidents against which an insurance claim may be made.

Should the member wish to make an 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 defended robustly by BT and its insurers.

NOTE: British Taekwondo's greatest concern at the time of any injury is the care and welfare of the British Taekwondo Member concerned and that of their family.

BT Accident Reporting Process

STAGE	RESPONSIBILITY	ACTION
Injury Occurs	Injured Person	-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
Give First Aid	First Aider	As required
Record Accident	Coach/Instructor	Fill in Club Accident Book
BT Reporting	Coach/Instructor	Obtain BT Accident Form
BT Reporting	Injured Person	Complete BT Accident Form
BT Reporting	Coach/Instructor	Complete and check Form – Email to BT Membership Services within 48 hours
Insurance Claim	Member/Coach	Contact BT Membership Services for how to claim

BRITISH TAEKWONDO: HEALTH & SAFETY Accident Report Form

CLUB/INSTRUCTOR

Name of Club		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 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	

