



14 – Accident Investigation

Internal Investigation

British Taekwondo retains the right to carry out internal H&S investigations into selected or serious accidents.

The investigation process will follow HSE guidance HS (G) 245 in that it follows four key steps:

- Gathering of information
- Analysis of the information (objective, fact-based, direct/immediate/under-lying causes)
- Meaningful Recommendations (which can be implemented)
- Action Plan to prevent recurrence (SMART objectives)

Accident investigations will use the above model to determine root causes and thus enable improvement processes to be put in place to avoid reoccurrence.

Investigations will review any lack or loss of: -

- Management control (i.e., the BT Management System),
- Control systems (i.e., the BT Procedures/Standards)/guidelines and
- Any underlying factors (e.g., lack of leadership, knowledge, training, competence, motivation, attitude, human factors).

The aim of British Taekwondo investigations will be one which is neutral with respect to fault or blame and has the primary purpose of obtaining the information necessary to prevent reoccurrence.

In simple terms – what happened, what was the root cause and what needs to be done to stop it happening again?

The point of the investigation will not be to exonerate people or management, satisfy insurance requirements, make unsupported assumptions, and not to defend a legal position or to assign blame.

A British Taekwondo Accident Investigation will be recommended by the BT H&S Advisor following receipt of a British Taekwondo Accident Report Form.

This recommendation will be based upon the H&S Advisors experience and with reference to the seriousness of the accident, the frequency of the type of accident or the learning which can be potentially gained from such an accident.

British Taekwondo Member Health & Safety Guidelines

The BT Board and Chief Executive will approve the resources (People/Funding) to carry out the investigation based on the H&S Advisors business justification case.

Following approval, the investigation will be implemented as follows:

Investigation Team Appointment (normally consisting of): -

- 1 x BT H&S Advisor
- 1 x BT Membership Services Officer
- 1 x BT Safeguarding, HR and Compliance Manager
- 1 x Independent Person (optional)

Investigation Process: -

The process below will help provide a structure to carry out the investigation tasks: -

- Prepare a brief Statement on the Accident for the Board
- BT Board/CE approval of Funding/Resources
- Appoint the Investigation Team
- Review any applicable BT Procedures/Risk Assessments
- Review the Accident Form/Details
- Define the Scope of the Investigation (Terms of Reference)
- Plan Reporting Dates (Initial/Final)
- Plan the Investigation (who does what by when)
- Check any tools required (Camera/measure/recording device/etc)

Active Investigation: -

The accident will be reviewed as follows: -

- Preserve and document the accident scene
- Collect evidence (Equipment etc)
- Check Controls in place (First Aider/First Aid Kit/Mats/PPE etc)
- Interview witnesses (Fact/Fiction/Emotion)
- Determine the sequence of events

Research and Analysis

After the review of the facts the Investigation Team will: -

- Review documentation
- Analyse findings (Facts)
- Identify direct, immediate and underlying causes
- Identify corrective actions

Reporting

The Investigation Reporting process will be as follows: -

- Produce the Initial Accident Report
- Recommend Improvement Actions
- Seek BT Board Approval
- Implement Improvement Actions and track
- Produce Final Closing Report