



British TaeKwon Do Council

HEALTH – RISK – SAFETY

POLICY DOCUMENT
INSTRUCTORS

Version 3.0

Controlled Document
Web Version



Recognised by the Sports Council as the Governing Body for TaeKwon Do in the United Kingdom

Controlled Document
Web Version

The logo of the British Standards Institution (BSI) is visible in the background. It features a circular emblem with a Union Jack in the center. The text 'BRITISH STANDARDS INSTITUTION' is written around the top inner edge of the circle, and 'FABRICO VINDO COUNCIL' is written around the bottom inner edge. The letters 'B', 'S', and 'I' are prominently displayed in the center of the emblem in a large, stylized font.

HEALTH – RISK – SAFETY



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1 STATEMENT OF SAFETY POLICY

The challenge is to develop and maintain the highest possible level of safety in an area of activity where a high degree of vigorous involvement and practice is demanded. Many factors must be considered in a conscientious effort to assure a safe school environment. Safely prepared students, and supervision are achieved by, through a comprehensive teaching programme. All instructors will fully understand and appreciate the implications of Health & Safety within the dojang environment.

Tae Kwon Do equipment and its activities is by its nature is highly specialised and therefore requires a high level of training. All national affiliated organisations are to ensure site/association specific activities are monitored and assessed in addition to the Governing body statement. Equipment is set up, applicable to the needs of the environment and the individual student and therefore cannot be laid down in a written format.

The Instructor recognises and accepts its responsibility as an instructor for providing a safe and healthy training place and training environment for all of its students and all others including spectators who come into contact with the school, its activities and operation. The school also recognises the importance of involving instructors at all levels in the implementation of this policy to ensure that they are aware of their individual responsibilities in this process.

1.1 SCHOOL RESPONSIBILITIES

The instructor will take all steps within its power to meet this responsibility, paying particular attention to the provision and maintenance of: -

- Plant, equipment and systems of tuition that are safe.
- Safe arrangements for the use, handling, storage and transport of articles and equipment; including the possibility of substances and certain chemicals.
- Sufficient information, instruction and training to enable all students to avoid hazards and contribute positively to their own safety and health at the school.
- A safe place of training, and safe access to it.
- A healthy training environment.
- Adequate welfare facilities

Without detracting from the primary responsibility of instructors for ensuring safe conditions of work, the school will provide competent technical advice on safety and health matters where this is necessary to assist assistant instructors in its task.

A safety policy is likely to be successful only if it actively involves students people themselves. The school reminds its students of their own duties under section 7 & 8 of the Health and Safety at Work Act to take care for their own safety and that of others, and to co-operate with the school so as to enable it to carry out its own responsibilities successfully.

A copy of this statement will be issued to all instructors. It will be revised, added to or modified from time to time and may be supplemented in appropriate cases by further statements relating to the work of particular units or groups of workers
The school will maintain an interest in all matters affecting Health & Safety and through the established safety committee continually involve and consult students.

1.2 GUIDE FOR INSTRUCTORS

Your responsibilities as an instructor are: -

- To take responsible care for your own health and safety and that of other persons who may be affected by your acts or omissions at the school (i.e., disconnect the faulty electrical appliance before someone gets a shock).
- To co-operate with your association so far as is necessary to enable them to abide by the Act, (e.g., spillage of water, blood, creams etc. should be cleaned up before someone slips and falls down).
- Not to intentionally or recklessly interfere with or misuse any item(s) provided by law in the interest of health, safety or welfare, (e.g. keep fire exits and ways thereto free from obstruction). Do not misuse or damage fire extinguishers.
- Use all systems of protection provided.
- Immediately report any incident that has led or may lead to injury or damage.

Smoking is prohibited within the school, training and Competition areas. The BTC sees this not only as part of its overall safety policy but also an inherent and integral part of its marketing structure.

Please be aware of the Health & Safety at Work Act 1974 that places responsibility for Health & Safety with you the individual. Be aware that you can be prosecuted as an individual for any breach of this act. This does not diminish the responsibility of the school instructor who can also be prosecuted.

Other Acts and Regulations in force which could involve a school instructor and you should make yourself aware of are:

Offices, Shops and Railway Premises Act 1963

The Factories Act 1961

Control of Substances Hazardous to Health (COSHH) 1988

Electricity at Work Regulations 1989

Reporting of Injuries, Disease and Dangerous Occurrences Regulations 1985

Fire Precautions Act 1971

First Aid Regulations 1982

Management of Health & Safety Regulations 1992

2 HEALTH & SAFETY ORGANISATION

2.1 Registered School Instructor

Has responsibility for all Health & Safety issues within their schools, including that for training and provision of equipment that is safe for use by assistant instructors, students and members of the public.

2.2 General Instructing Team

Has responsibility for all Health & Safety issues within their schools, including that for training and provision of equipment that is safe for use by students and members of the public.

Assist in monitoring all aspects of the effectiveness of this policy and its implementation, by taking adequate steps where necessary to improve, update and make any recommendations to improve upon it.

Ensure that all assistant instructors within their classes are aware of any relevant Health & Safety regulations, or Codes of Practice, relevant to them in the execution of their duties.

2.3 National Member Associations

Have overall responsibility for the day-to-day management of their schools and will ensure that all instructors within their control are adequately trained to carry out their duties and are fully aware of any training and teaching hazards.

Will ensure that all instructors under their control know what to do in the case of fire, bomb, or any other emergency alerts.

Ensure that staff under their control are familiar with the first aid arrangements and continually strive for maximum safety at all times.

Ensure that all safety aids are used and maintain good training and teaching methods at all times.

2.4 Health & Safety Representatives

All Schools must recognise its responsibilities under this health and safety policy and appoint a person to over view safe practice understanding Tae kwon Do in its self is highly vigorous specialised and within its curriculum does teach contact and breaking techniques which although are viewed as safety concerns are part of the art being taught. It is the duty of the School instructor to ensure the student is prepared for the task being demanded of him/her.

Instructors who may have concerns in any matter related to Health & Safety should discuss this with their National association, who in turn should take the matter up with the BTC.

The Instructing team within the school should hold regular meetings in which Systems of teaching (not necessarily technical content), Codes of Practice and all other aspects of Health & Safety legislation are constantly reviewed in order to ensure compliance with statutory requirements.

2.5 All Instructors

In their turn, ALL INSTRUCTORS have the following responsibilities:

To make themselves familiar with and conform to the Health & Safety Policy at all times.

To observe the appropriate safety rules/codes of practice and use the appropriate equipment.

To report immediately any accidents, potential hazards and dangerous Occurrences.

3 HEALTH & SAFETY ARRANGEMENTS

3.1 Safety Training

Periodically and in line with the School's affiliated associations training procedures, instructors will receive training on various Health & Safety related topics. This form of training will be either external or in house and will be co-ordinated by each member association.

Such arrangements will be made where it is in the interest of that individual and/or the School. Set out below is a brief schedule of the topics that instructors would expect to receive training on.

- Health & Safety, First Aid at Work course by a specialist training School which provides those nominated staff with a certificate valid for 3 years and annual refresher training.
- COSHH training in the safe use and handling of any chemicals, including assessment of physical characteristics and hazards associated with use.
- Emergency evacuation and fire safety training.
- Training in procedures and codes of practice particularly relevant in the undertaking of our business.

3.2 Visitor on Site

The School has within its operating area contractors operating permanently and on a visiting capacity in order to undertake a range of services e.g.: -

Catering
Demonstration Team
Bars
Physiotherapist
Grading Examiners
Building/Structural
Electrical/Mechanical
Shop sales

All visitors working within our schools/academies/institutes on a permanent basis, should work to the same Health & Safety standards as ourselves.

Each Instructor should ensure that visitors are aware of all Health & Safety regulations, which are relevant to them in the execution of their business, and they should be given a copy of our Health & Safety Policy document to aid and complement their own Health & Safety awareness.

3.3 Visiting Contractor

All visitors to the school/academy/institute to undertake any works should complete a form (example below). The original copy of which should be given to the contractor and the school instructor retains the duplicate.

EXAMPLE

ACCESS TO SCHOOLS/DOJANGS

CONTRACTORS

All contractors are asked to note and respect the conditions for working in this building, ensuring the form at the foot of this page is completed at the start and end of the project.

- Smoking, food and drink is strictly forbidden in all plant areas.
- Access doors to/from plant rooms must remain secured and attended during deliveries.
- Tools and equipment must not be left on site without permission.
- Appropriate protective clothing must be worn at all times.
- Access is strictly limited to specific/identified areas of work.
- No additional works must be undertaken without authorised work orders.
- Chemical stocks/containers must not be moved/handled by contractors.
- Electrical supply must be isolated from machinery etc, as appropriate.
- Climbing and high level works must use proper towers and equipment.
- Hard hats, goggles, dust or mist masks, gloves must be used appropriate to the job.
- All accidents, incidents must be reported to the instructor.
- Any keys loaned must be returned to the instructors before leaving site.
- Access to plant rooms must be accompanied/approved on every visit.
- Health & Safety at Work Legislation must be adhered to and practised throughout.
- COSHH regulations apply at all times and must not be compromised.
- Any chemicals, substances used must be approved and COSHH sheets supplied to the instructor.
- The school/academy/institute instructor reserves the right to refuse access and/or request that all works cease should there be any reasonable concerns or breach of regulations.
- Contractors must complete the following on each visit/job:

CONTRACTOR: TELEPHONE:

WORK DESC:
.....

DATE:

TIME IN: TIME OUT: SIGNATURE:.....

WORK COMP..... SIGNATURE:.....

4 FIRST AID

Health & Safety at Work (first aid) regulations 1981

4.1 Introduction – Academy Full time institutes

The Health & Safety (first aid) regulations 1981 were made under the Health & Safety at Work etc Act 1974. The regulations specify all the requirements, which must be met in order to provide adequate first aid cover.

A new approved Code of Practice (ACOP) came into effect on 2 July 1990, which details the minimum requirements for first aid at work.

The standard of first aid cover for the School is based on the approved Code of Practice, although in most instances the number of qualified first aiders present far exceeds requirements.

ACOP states that one first aider will be required during normal working hours for every 50 workers. This figure is based on office type activities, which are considered low risk.

The employer is required to make an assessment of his first aid requirements based on activities under his control, but the 1:50 ratio must always be considered a minimum.

Introduction – Schools

Inline with the BTC code of practice all school instructors and in the case of cover by an assistant instructor the One day attendance to a first Aid course as recognised by the Health and Safety executive is deemed to be acceptable. (Appointed Persons Certificate)

4.2 First Aid Personnel

First Aiders must have undertaken training and obtained qualifications approved by the Health & Safety Executive (HSE). At present first aid certificates are valid for three years.

The National Member Association should have a system in place whereby nominated staff obtain three year certificates and also refresher training in accordance with the Health & Safety at Work Act (first aid regulations) 1981.

A record of those staff who have attained the approved qualification should where possible be displayed at the School along with the instructor indemnity National member Association instructor certificate and BTC instructor certificate.

In addition to those qualified first aiders, the instructor should undertake to expose as many staff as possible to a first aid awareness training, to ensure effective handling of any accident/injury

4.3 First Aid Boxes and Kits

Every School should have one or more first aid boxes or other suitable kit; each box should be placed in a clearly identified and readily accessible location.

All first aiders should have access to first aid equipment, soap and water and disposable drying materials. Where soap and water are unavailable individually wrapped moist cleansing wipes which are not impregnated with alcohol, may be used.

First aid boxes and kits should contain only items that the first aider has been trained to use. They should not contain any medication of any kind. They should always be adequately stocked. First aid kits may be provided for a particular situation and should be stocked accordingly.

Any disposable gloves, aprons or disposable bags and any blunt ended scissors may be stored near BUT NOT IN the first aid box.

RECOMMENDATION

Guidance Card	1	
Individually wrapped sterile adhesive dressing (assorted sizes)		2
Sterile eye pads, with attachment	2	
Individually wrapped triangular bandages		2
Safety pins		
Medium sized individually wrapped sterile non-medicated wound Dressings (approx 4"x 3 1/4")		2
Large sterile individually wrapped sterile non-medicated wound Dressings (approx 11" x 7")		1
When soap and water are not available, individually wrapped Moist cleansing wipes should be provided		10
Resuscitation Pack	1	

Where tap water is not readily available for eye irrigation, sterile water or sterile saline in sealed containers should be provided. Each container should hold a minimum of 300ml. At least 900ml should be provided.

4.4 Accident Recording (B.T.C.)

All and any accident should be monitored and recorded within Schools. These records should be regularly assessed to ascertain any common occurrence. These common occurrences must be further risk assessed and the school findings to be fully implemented. These results should also be forwarded to the National Member Association who will in turn inform the BTC to aid and further the continuing Health and Safety Education of the BTC.

The instructor should complete an incident/accident book immediately after treatment of the casualty. These records should be copied one to your association, another to the current BTC insurance officer.

Each Member Associations' Health & Safety representative should examine these reports and complete an action form if necessary, this action form will establish if there are any trends with certain accidents and injuries.

A copy of the member associations' action form must be forwarded to the BTC insurance officer. Any delay in both the forwarding and returning of the forms could delay a student's potential claim.

5 REPORTING OF INJURIES DISEASES AND DANGEROUS OCCURRENCES REGULATIONS 1985 "RIDDOR"

5.1 Introduction

These regulations came in effect in April 1986. These require injuries, diseases and dangerous occurrences to be notified to the relevant enforcing authority. FAILURE TO COMPLY IS A CRIMINAL OFFENCE.

5.2 Types of Incident Requiring Reporting

For the purpose of reporting, the Regulations define major injuries, dangerous occurrences and diseases.

5.2.1 Major Injuries

The death of any person as a result of an accident arising out of or in Connection with your school.

Any person suffering any of the following injuries or conditions as a result of an accident arising out of or in connection with your school:

Fracture of the skull, spine, pelvis and any bone in the arm or leg, but not bones in hand or foot.

Amputations of a hand or foot, or a finger, thumb or toe where the bone or a joint is completely severed.

Loss of sight in an eye or a penetrating injury, or a chemical or a hot metal burn to an eye.

Injury requiring medical treatment or loss of consciousness due to electrical shock.

Loss of consciousness due to lack of oxygen.

A person at work, who is incapacitated to do his/her normal work for more than three days as a result of an injury-caused by an accident at work.

Acute illness believed to be the result of a pathogen or infected material.

Any other injury, which results in the person being admitted to hospital for more than 24 hours.

5.2.2 Dangerous Occurrences

The collapse, overturning or failure of a load bearing part of a mobile platform.

The explosion, collapse or bursting of any closed vessel.

Electrical short circuit or overload causing a fire or explosion.

Any explosion or fire resulting in the suspension of normal work for more than 24 hours.

The collapse or partial collapse of any scaffolds over five metres high.

An uncontrolled or accidental release or escape of any pathogen or substance from any apparatus or equipment.

Bursting explosion or collapse of a pipeline.

5.2.3 Prescribed Diseases

Some skin diseases, such as skin cancer, chronic ulcer, oil folliculites / acne,
Lung diseases including occupational asthma do not need reporting.

5.2.4 Making a Report

In the event of a death, a specified major injury or condition or a dangerous occurrence.

Your Member Association Insurance Officer must be notified immediately by telephone (if the accident/incident occurs outside normal hours or at weekends, the notification must be done immediately the association re-opens). The Member Association Officer will in turn inform the BTC.

This must be followed, within 7 days, by a written report on Form F2508 (obtainable HMSO BOOKS).

NOTES:

1. The person responsible must send the report within seven days, not necessarily received by MSO/EHO.
2. When counting the three days qualifying period the day of the accident itself is not counted, but days which would not have been working days (e.g., weekends) are included.
3. The seven-day period starts to run from the day of the accident and not the day when it becomes reportable.

Finally, if someone injured or suffering a condition listed above dies within a year of the accident, the employer must notify HSE of the death as soon as he hears of it.

Records must be made and kept of all major injuries/dangerous occurrences.

5.2.5 School Reporting Procedure

If the person suffering the injury is killed or suffers one of the specified major injuries or conditions. It is the duty of the instructor or other designated assistant instructors to immediately report the nature of the incident/accident to their association and the BTC insurance officer, completing the accident report book and ensuring if required Form F2508 is filled in.

If a specified dangerous occurrence happens, even though no one is hurt, the designated person must still inform their association and the above named BTC Insurance Officer immediately and provide the same information. Obviously there will be no personal details provided.

5.2.6 Exemption from RIDDOR

The Health and Safety Executive have confirmed that due to the member attending both training and Tournaments voluntary there is no need to report any injuries to the HSE.

6. FIRE PRECAUTIONS & PREVENTION

6.1 Introduction

The instructor has a legal responsibility to comply with provisions contained in the Fire Precautions Act 1971 and the Health & Safety at Work etc Act 1974. Generally both Acts are designed to provide a safe working environment, the Fire Precautions Act pays particular regard to means of escape in case of fire.

6.2 Fire Precautions Act 1971

The Act is primarily concerned with the protection of life in the event of a fire and seeks to strengthen and rationalise the law relating to fire precautions in certain premises.

Premises requiring a Fire Certificate:

The Act states that a Fire Certificate issued by the Fire Brigade shall be required for all premises so designated.

Factory, office or shop that employs more than 20 persons in the whole of the building, or more than 10 persons anywhere else than the ground floor (i.e., first floor and above and basement) at any one time.

A factory that uses or stores highly flammable or explosive materials such as cellulose paints, solvents, petrol etc, in or on the premises.

If a premise is designated then a Fire Certificate must be applied for and obtained from the Fire Brigade, a copy of which must be kept on the premises to which it applies (Form obtainable from the Fire Brigade).

Premises holding current Fire Certificate:

You must make yourself aware of the conditions contained in the certificate and seek assistance from the Fire Brigade, if required.

The certificate will impose requirements relating to:

The keeping of a Certificate on the premises to which it relates

The right of a Fire Prevention Officer to inspect the premises and to see the Certificate.

The keeping of a logbook containing details of equipment, tests and drills etc.

Fire fighting equipment

Fire alarm systems

Emergency lighting

Fire drills

Training of Staff

The Fire Brigade must give prior approval before any alterations to the building can be carried out (e.g., structural works), or any material change is made to the use or uses of the building.

The Certificate has a plan in the back detailing precisely and in detail: -

The means of escape routes

The position of Fire Fighting equipment

The position of Emergency Lighting

The location of Fire doors

The location of Fire Notices

If your premises do not match the plan, consult the Fire Brigade or your BTC Insurance Officer.

6.3 Fire & Emergency Procedures

Each school should have as part of its emergency procedures, its own fire evacuation procedure that is specific to that particular building, and its design. The following is a copy and therefore an example of a Schools current procedure.

IT IS THE DUTY OF EVERY MEMBER OF THE GENERAL INSTRUCTING TEAM TO KNOW AND UNDERSTAND THE FIRE PROCEDURES. ENSURE THAT YOU HAVE READ AND UNDERSTOOD THIS PROCEDURE

EXAMPLE: EMERGENCY EVACUATION – BLOGGS TAEKWON DO INSTITUTE

1. AIM

Ensuring the safety of the public and staff in an emergency evacuation situation. When the fire alarm sounds the following instructions should be carried out

2. RESPONSIBILITY

The school instructor has the authority to action any necessary emergency/evacuation procedures, and is responsible for the health & safety of the public, students and any staff.

3. PROCEDURE

Step 1

On hearing the fire alarm all staff should proceed, if safe to do so, to Reception.

The exception being Coaches/Teachers supervising minors must stay with their group and oversee their evacuation via the nearest safe route.

If it is unsafe to proceed to reception, students should leave by the nearest fire exit, evacuating all public from that area, and assemble at the stipulated point at a designated area and then inform the instructor in charge.

Step 2

The instructor should take control of the situation and will go to all areas ensuring that the building is safe.

Silence the alarms on the fire panel

Check the fire panel to assess which zone the suspected emergency, is located.

The instructor will then go and check the zone indicated on the panel and ascertain whether or not there is the need for a full evacuation. (Fire extinguisher to be taken).

Step 3

The instructor will return to the dojang and should then: -

In case of fire follow step 4.

No fire – go to step 7.

Step 4

Re-sound alarms

Collect registers and signing in sheets.

Call Fire Brigade

Step 5

Each assistant instructor will then evacuate all members of the public from that area by the nearest fire exit, and report back to the instructor.

Step 6

Assemble at the designated point, by the nearest fire exit, and report back to the instructor.

Step 7

If no fire – re-set alarms.

Step 8

Ask the assistant instructor to inform public of false alarm.

Step 9

Complete a Defect report form and Accident/Incident forms.

6.4 Bomb Alert Procedure

6.4.1 Receipt of Phone Calls

Listen to the whole message without interruption.
Get the message in the caller's EXACT words.
Listen for clues as to sex, age, accent, and emotional state.
Listen for background noise, e.g., music, traffic, conversation, and machinery

6.4.2 Bomb Location

Where the bomb is located.
When it is timed to explode.
Which organisation is behind the threat?
Inform the instructor, who will start the evacuation.
Notify the Police using the caller's exact words.

6.4.3 Evacuation

Staff should be drilled in evacuation of the building.
Evacuate to a clear area where there is minimum danger of flying glass etc.
Nobody should remain within 100 yards of a suspect object.
The evacuation should be as for fire and under control of the instructor.

6.4.4 Explosion

Conduct a controlled evacuation from the establishment.
Notify the emergency services.
Cordon off the danger area.
In general leave rescue work to the emergency services.

6.5 Power Failure Procedure

In the event of mains power failure at the centre, the following procedures should be carried out:

The instructor should attempt to contact the local electricity company, to ascertain the estimated duration of the failure using the nearest working telephone.

In the interest of safety the instructing team on duty should clear all students from the hall.

In the light of any information gained from the local electricity company the instructors should contact their association with a view to evacuating the public if necessary, or take the necessary evacuation as he/she feels necessary. The Instructors should establish emergency lighting is operating correctly in all areas and that the building is safe.

When the mains power has been restored, the instructor should test both Fire and Intruder alarm panels if applicable.

He should return all systems (ventilation and heating) to normal operation.

Public may then be re-admitted to the centre, via the Instructor.

7 CONTROL OF SUBSTANCES HAZARDOUS TO HEALTH REGULATIONS 1988

These regulations were generally agreed to be the most significant and far reaching set of legal requirements since the Health & Safety at Work Act itself.

The Control of Substances Hazardous to Health Regulations 1988 (COSHH) became legally enforceable in October 1989. Enforcement is carried out by the Health & Safety Executive (HSE), whose presence is most frequently seen in the role of the Inspectors Within offices, environmental health officers from the local authority would police the regulations.

Whilst a lot of chemicals can be used safely and without a great deal of worry, there are others that can seriously damage health and even result in fatalities. In some cases the damage can be virtually instantaneous, such as when acid is splashed onto the skin. Other chemicals have a long-term effect, for example, repeated skin contact with solvents can lead to dermatitis.

The COSHH regulations seek to minimise the hazards that students encounter from the use of substances. The regulations cover virtually all substances hazardous to health. Only lead, asbestos and radioactive substances are excluded, and this is simply because they have their own controls under earlier legislation.

Guidance note EH40 is produced annually by HSE, and lists control limits for a number of substances. Any substance for which there is a control limit is automatically included as hazardous to health. Most substances do not, in fact, have control limits. This does not mean that they are safe, merely that no limit has been established. They may well be hazardous to health.

The regulations require instructors to:

- Identify those substances present, or created, at the training place.
- Assess the consequences of exposure
- Introduce the appropriate control measures
- Monitor the effectiveness of those controls.

Records must be kept of all control measures in use.

8. THE ELECTRICITY AT WORK REGULATIONS 1989

The Electricity at Work Regulations 1989 were introduced to replace the 1908 and 1944 Regulations, which had stood the test of time remarkably well. They require safe installation, followed by regular testing and examination of electrical systems and equipment with appropriate records to be kept. The BTC Insurance Officer must determine the frequency and extent of tests and examinations.

The Regulations require the association to ensure that anybody undertaking electrical duties is both competent and authorised to do so. The purpose of the Regulations is to prevent injury and danger, by adopting sensible cautionary actions and properly designed systems of work including, where appropriate Permit to Work systems. Live working should only be carried out where it is imperative or technically impossible to do otherwise.

There is no requirement of persons engaged in live work to be accompanied and the Regulations state that accompaniment is only to be considered where the second person is able to substantially contribute to the safety of the first person. The 1989 Regulations remove the previous requirement for display of statutory notices and the requirement for training is now in general terms and not tied to specific voltages.

When testing intervals are decided, consideration must be given to the regularity of use, the condition of equipment and the method of storage.

There is popular confusion about the definition of portable apparatus, but this is really traceability and to enable verification of examinations and tests. In this context, all equipment that is detachable from the mains should be regarded as portable.

The Regulations do not speak of a register, and there is no specific requirement to keep one. It is perfectly acceptable to hold records electronically instead. All assessments should be kept in writing. They are your visible evidence to the students (and to the enforcement authorities) that you have complied with the law. In the unfortunate event of a subsequent claim for damages arising from exposure, the record will be a great help to our insurers.

Medical records have to be kept for a minimum of 30 years from the date of last entry. This allows exposure to be traced in the future. When asbestos (not covered by COSHH) was found to be a hazard, it was difficult for injured people to gain compensation, as there was little record of their exposure.

9 MANAGEMENT OF HEALTH & SAFETY AT WORK REGULATIONS 1992

These regulations set out broad general duties, which apply to almost all kinds of work.

They will require associations to:

- Assess the risk to health and safety of their students and to anyone else who may be affected by their activity, so that the necessary preventive measures can be identified
- Make arrangements for putting into practice the health & safety measures that follow from the risk assessment, covering planning, organisation, control, monitoring and review, in other words, the management of health & safety.
- Provide appropriate health surveillance of students where necessary.
- Appoint competent people to help devise and apply the measures needed to comply with instructors' duties under health & safety law.
- Set up emergency procedures.
- Give students information about health and safety matters.
- Co-operate with any other students who share a work site.
- Provide information to people working in their undertaking, who are not Students.
- Make sure that instructors have adequate health and safety training and are capable enough at their jobs to avoid risk.
- Give some particular health and safety information to assistant instructors, to meet their special needs.

These regulations will also:

Place duties on instructors to follow health and safety instructions and to report dangers and extend the current law, which requires associations to consult instructors' safety representatives and provide facilities for them. Consultation must now take place on such matters as the introduction of measures that may substantially affect health and safety; the arrangements for appointing competent persons; health and safety information and training required by law; and health and safety aspects of new technology being introduced to the training place.

10. WORKPLACE (HEALTH & WELFARE) REGULATIONS 1992

These regulations will replace a total of 38 pieces of older law, including parts of the Factories Act 1961 and the Offices, Shops and Railway Premises Act 1963. They cover many aspects of health, safety and welfare and will apply to all places of work.

The Regulations set out general requirements in four broad areas:

- WORKING ENVIRONMENT, including temperature, ventilation, lighting – including emergency lighting, room dimensions, suitability of workstations and seating.
- SAFETY including: safe passage of pedestrians and vehicles, windows (safe opening, closing and cleaning) glazed doors and partitions (use of safe material and markings), doors, gates and floors (their construction and obstructions and slipping and tripping hazards), fall from heights, and falling objects.
- FACILITIES including: toilets, washing, eating and changing facilities, clothing storage, seating, and rest areas.
- HOUSEKEEPING including: maintenance of workplace, equipment and facilities, cleanliness and removal of waste materials.

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UNIVERSITY OF SHEFFIELD
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COUNCIL

Safety In The Martial Art of Taekwondo

Risk assessment is the systematic examination of a task to identify all hazards associated with teaching and training in Taekwondo. Organizations of all descriptions have found this to be a critical activity, not only for the safety and health of students but also for the safety and health of respective instructors clubs and organizations.

Today's environment will not tolerate the survival of organizations and clubs which continue to do things simply because that is the way they have always been done. In addition, humanitarian and liability concerns require greater levels of safety for both the student and the instructor. The single most useful tool to meet these objectives is to systematically analyse all the training and teaching methods and to establish appropriate procedures or practices to ensure that it is constantly done in the proper and safe way.

Several previous methods of doing this have only been partially successful. One was to continue to do the wrong thing resulting in standards of safety and teaching being questionable the other was not to be bothered at all. As a result the vast amount of knowledge and experience that the instructors possess about the way of doing things properly was seldom utilised and at times deliberately rejected.

The consequences have included poor training methods, passing on of incorrect information, injuries and most recently very high accident rates. Because procedures, which deal only with health and safety, are not perceived to be related to the primary purpose of training in Taekwondo they tend to be ignored.

The objective of risk assessment and health and safety procedures is to assist and apply a systematic practical approach when training, and the object of governing bodies course is to provide you with the knowledge and know how to carry this out.

What Is Risk Assessment?

A risk assessment is nothing more than a careful examination of what, in your work, could cause harm to people, so that you can weigh up whether you have taken enough precautions or should do more to prevent harm. The aim is to make sure no one gets hurt or becomes ill. Accidents and ill health can ruin lives, and affect your school too if output is lost, equipment is damaged, insurance costs increase, or you have to go to court. You are legally required to assess the risks in your school/Institute.

The important things you need to decide are whether a **hazard is significant** and whether you have it covered by satisfactory precautions so that the **risk is small**. You need to check this when you assess the risks. For instance sparring full contact can kill, with adequate precaution, equipment and quality instruction the risk becomes low.

How to assess the risks in your School/Institute:

5 Steps are recommended

- Step 1** look for the hazards.
- Step 2** Decide who might be harmed and how.
- Step 3** Evaluate the risks and decide whether the existing precautions are adequate or whether more should be done.
- Step 4** Record your findings.
- Step 5** Review your assessment and revise it if necessary.

Do not be over complicated

In most schools and institutes the hazards are few and simple. Checking them is common sense but necessary. You will already know whether the exercises you are teaching could cause harm to themselves or other students, or if there is an awkward entrance or stair where someone could be hurt. If so, check that you have taken reasonable precautions you can to avoid injury.

Most instructors both understand and are confident of what's involved and can do the assessment themselves (you don't have to be a health and safety expert!). If you are a large school or institute then you could ask a responsible senior to act as a safety representative or safety officer to help you. If you are not confident, get help from a competent source, but remember you are responsible for seeing it is adequately done.

Hazard means anything that can cause harm (e.g. Training bags, holders, other students etc)

STEP 1

Look for the hazards

If you are doing the assessment yourself, walk around your school and look at what could reasonably be expected to cause harm, ignore the trivial and concentrate on significant hazards which could result in serious harm or effect several people.

Ask your assistants and seniors what they think. They may have noticed things that are not immediately obvious. Manufacturers' instructions or data sheets can also help you spot hazards and put risks in their true perspective. So can accident and ill-health records.

Step 2

Decide who might be harmed and how

Don't forget:

- Young students, beginners new mothers etc may be in particular risk.
- Spectators, Cleaners, contractors, maintenance workers, etc who may not be in the School/institute all the time
- Members of the public, or people you share your school/institute with, if there is a chance they could be hurt by your activities.

Step 3

Evaluate The Risks

Evaluate the risks and decide whether existing precautions are adequate or more should be done

Consider how likely it is that each hazard could cause harm. This will determine whether or not you need to do more to reduce the risk. Even after all precautions have been taken, some risk usually remains. What you need to decide for each significant hazard is whether this remaining risk is high, medium or low.

First, ask yourself whether you have done all the things the law says you have got to do. For example, there are legal requirements on prevention of access to dangerous parts of machinery. Then ask yourself whether generally accepted industry standards are in place. But don't stop there think for yourself because the law also says that you must do what is reasonably practicable to keep your school safe. Your real aim is to **make all risks small** by adding to your precautions as necessary.

If you find that something needs to be done, draw up an 'action list' and give priority to any remaining risks which are high and/or those which could affect most people. In taking action ask yourself:

Can I get rid of a hazard altogether ?

If not, how can I control the risks so that harm is unlikely ?

In controlling risks apply the principles overleaf, if possible in the following order.

Try a less risky option.
Prevent access to the hazard (e.g. by guarding).
Organise training to reduce exposure to the hazard.
Issue of protective equipment.
Provide welfare facilities (e.g. washing facilities for removal of dirt, splinters etc and first aid)

Improving health and safety need not cost a lot. For instance enforcing protective sparring equipment for sparring may help prevent accidents, or marking out a sparring area keeping spectators out can further prevent unnecessary injury. **Failure to take simple precautions can cost you a lot more if an accident does happen.**

But what if the training you do tends to vary a lot, or you or your assistants move from one site to another?

Identify the hazards you can reasonably expect and assess the risks from them. Then further identify any additional hazards when you get to the school/institute. Gain further information from others on site, and then take what action seems necessary.

But what if you share a training hall ?

Tell the other instructors, assistants and or seniors there about any risks your teaching could cause them, and what precautions you are taking. Also think about the risks to your own students from those who share your school.

Step 4

Record your findings

After careful assessment of all the activities that you may teach or authorise under your indirect supervision keep a written record of what has been done and how you have minimised the Risk. At this time of course we have to remember the sport we are involved in does have a natural risk to it

Regularly check your assessments and update as necessary.

Suitable and sufficient not perfect!

Risk assessments should be suitable and sufficient; you need to be able to show that:

A proper check was made.

You asked who might be affected

You dealt with all the obvious significant hazards, taking in to account the number of people that could be involved.

The precautions are reasonable, and the remaining risks are low.

Keep the written record for future reference or use; it can help you if an inspector asks you what precautions you have taken, or if you become involved in any action for civil liability. It can also remind you to keep an eye on particular hazards and precautions. And it helps to show that you have done what the law requires. To make things simpler you can refer to other documents such as manuals, the arrangements in your health and safety policy statement, Association rules, manufacturers' instructions, your health and safety procedures and your arrangements for general fire safety. These may already list hazards and precautions. You don't need to repeat all that, and it is up to you whether you combine all the documents, or keep them separately.

Step 5

Review your assessment and revise if necessary

Sooner or later you will bring in new equipment, syllabus and procedures that could lead to new hazards. If there is any significant change, add to the assessment to take account of the new hazard.

If the change to your teaching syllabus is significant then consider it as a new risk and carry out the Risk assessment.

All assessments should be reviewed regularly to ensure they are adequate and effective.

Quick Guide

BRITISH TAEKWONDO COUNCIL RISK ASSESSMENT	
Spot the Hazards	
PEOPLE	
Knowledge Ability Over - Eager Rushed Disabilities	Temperament Size Age Male/Female Register
EQUIPMENT	
Doboks Kick Mitts Arm/Hand Guards Shin Guards	Head Gear Board Holders Gum Shields Body Protectors
ENVIRONMENT	
Lighting Surface Hot/Cold Size Fire Alarms	Emergency Exit First Aider Tidy/Untidy Training Area
REMEMBER IF YOU CANNOT TRAIN SAFELY DO NOT TRAIN AT ALL	

BRITISH TAEKWON-DO COUNCIL

RISK ASSESSMENT FORM

Instructor Name:		Grade:		
Description of venue, Including Address	No of People Training	Start and End Time	Club Name	Association
Has a risk Assessment for this venue / training session been done.	Y	N	If Yes then please attach or reference, if No then complete the Risk Assessment for the Venue / Training session Below.	
Venue / Training Related Hazards	Risk	Level		
Training Hall – Environment, Size, Floor Surface, Lighting, Ventilation.				
Training Hall – Temperature hot/cold, Fire Exits, Fire Alarms, Fire Drill, First Aid.				
Training Hall – Spectators, Chairs, Space, Equipment, Tidy, Untidy.				
Training Hall – Chemicals and Substances, Liquids, Sprays, Solids				
Training Hall – Toilet / Shower, Changing facilities				
Students – Adults, Children, Male/Female, Age, Class Assistants				
Students – Ability, Knowledge, Size, Over eager.				
Students – Disabilities / Medical needs.				
Equipment – Instructors, Approved, Kick Mitts, Punch Bags, Kick Paddles, Breaker Boards.				
Equipment – Students, Dobks, Kick Mitts, Arm/Shin Guards, Groin Protector, Trunk Protector, Head Guard, Gum Shield, Shoes				
Equipment – Breaking Board Stand				
Accessories – First Aid Kit, Accident book, Membership Insurance log, Register.				

* Risk: YES (Y) or NO (N) - Level of Risk: HIGH (H), MEDIUM (M), LOW (L)
 Sample Form can be downloaded from www.tkdcouncil.com



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NEW STARTER CHECKLIST

1.	HEALTH ASSESSMENT Check any health problems, injuries that may affect training.	<input type="checkbox"/>
	Comments:	
2.	HEALTH & SAFETY ADVICE Advice of physical fitness required, level of fitness, check suitability.	<input type="checkbox"/>
	Comments:	
3.	HEALTH RISK – TAEKWON-DO Martial art that involves a certain amount of physical contact and fitness, very rigid warm up sessions.	<input type="checkbox"/>
	Comments:	
4.	NEW STARTER PRESENCE Ensure and make sure new starter is visible and monitored at all times. Explain this to them and check they understand.	<input type="checkbox"/>
	Comments:	
5.	ADEQUATE SUPERVISION Explain that a senior grade will observe.	<input type="checkbox"/>
	Comments:	
6.	VIGOROUS ACTIVITY Make sure new starter is aware that they must not attempt anything other than what they are directed to do.	<input type="checkbox"/>
	Comments:	
7.	OTHER	<input type="checkbox"/>
	Comments:	

Signed:			
	Student		Date
	Parent/Guardian (if under 16 years)		Date
	Instructor		Date

Sample Form can be downloaded from www.tkdcouncil.com

British TaeKwon Do Council

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