

Hart Taekwon-Do

Risk Management Plan

11/04/2016

Hart Taekwon-Do

1. Club Information

- Instruction of Taekwon-Do classes at the Hart Taekwon-Do Do-Jang located at 1 Soljan Drive, Henderson, Auckland.
- Monday – Saturday at times advertised on our website (times may vary).
- As per rules, regulations and constitution set by International Taekwon-Do Foundation New Zealand and its associated governing body.
- Members from the age of 4yrs + are encouraged to join. Classes may be taken with all participants, ages / genders / abilities combined together.
- Head Instructor Mrs Hart assisted by Qualified Blackbelt Assistants.
- Hart Taekwon-Do is run as a company with Mrs Hart as the owner operator.
- Public liability insurance cover is held by National Association on behalf of the owner operator.

2. Stakeholders

- Mrs and Mr Hart (Owner Operators)
- International Taekwon-Do Foundation of NZ Inc (National body)
- Auckland North Taekwon-Do (Regional body)
- Black Belt assistant Instructors (Volunteers)
- Club members
- Parents / Caregivers
- Public / Visitors

3. Management

- All management decisions and responsibilities are the sole responsibility of the owner operator Mrs Hart.
In case of absents, their official delegate or assistant.

4. Code of Safety

A.Classes

- All participants, visitors and parent / caregivers involved within the classes either directly or indirectly have an individual responsibility to act in a safe manner.
- The Instructor in conjunction with his / her assistants have the power to alter, change or cancel tuition to ensure the safety of all participants.
- Any member who is feeling unwell or unfit to train, prior to or during training, should make it known to the Instructor / assistants and give appropriate information as to the condition of symptoms.
- Any hazards identified before, during or after a class must be reported to the Instructor / assistants who will eliminate, isolate or minimise the hazard.
- All hazards / accidents shall be recorded on an incident register with date, time, explanation and action taken. This will then be signed off by the Instructor.
- All major incidents shall be reported to Work Safe New Zealand on the appropriate form in a timely manner upon completion of an internal investigation and information gathering.

B. Sparring

- All participants involved with sparring are to be under the direct supervision and instruction of the Instructor / assistants.
- All participants have an individual responsibility to engage in sparring in a controlled manner.
- Safety gear is a requirement of individuals for use during sparring where light contact may occur. This includes, but not restricted to, hand mitts, foot pads, mouth guards. Groin guards (for males), shin guards and chest guards (for females) may also be included, as allowed by the Instructor.
- Individuals are responsible for the purchase, storage and care of their own safety gear.
- The condition of any safety gear supplied by the club is the responsibility of the Instructor.
- All safety gear whether club or individually owned should be checked before each use to ensure it is safe and fit for purpose.
- Any safety gear whether club or individual owned found defective or unfit for use will be removed from use.

Note;

Sparring is, by definition, a hazardous activity. Contact, whether intentional or not, can result in minor to serious injuries.

ALL instructions from the Instructor / assistants must be adhered to at all times.

C. Breaking

- All participants involved with breaking are to be under the direct supervision and instruction of the Instructor / assistants.
- All participants have an individual responsibility to engage in breaking only as instructed.
- No breaking equipment is to be used by any person or persons unless supervised by the Instructor / assistants.
- Only breaking equipment supplied by the owner operators and approved by the Instructor is to be used in class.
- The condition of the breaking equipment is the responsibility of the Instructor.
- Breaking equipment should be checked before each use to ensure it is safe and fit for purpose.
- Any breaking equipment found defective or unfit for use will be removed from use.

Note;

Breaking is, by definition, a hazardous activity. Breaking can result in minor to serious injuries.

ALL instructions from the Instructor / assistants must be adhered to at all times.

Any pain or injury must be reported to the Instructor / assistants at time of injury. Participation may be deferred or cancelled depending on the level of injury.

5. Risk Identification

Likelihood ↑	Very likely	Acceptable risk Medium 2	Unacceptable risk High 3	Unacceptable risk Extreme 5
	Likely	Acceptable risk Low 1	Acceptable risk Medium 2	Unacceptable risk High 3
	Unlikely	Acceptable risk Low 1	Acceptable risk Low 1	Acceptable risk Medium 2
What is the chance it will happen?		Minor	Moderate	Major
		Impact How serious is the risk? →		

Risk No.	Risks (What can go wrong)	Risk Value (Likelihood / Impact)	Risk Control
1	Students hit/struck by vehicles whilst arriving or leaving class.	3	All non-adult students to be escorted to/from vehicles by parents or caregivers.
2	Injuries to head, limb or internal from structures such as stages, storage or school equipment.	1	Areas to be designated out of bounds and school equipment to be moved to these areas.
3	Bodily injuries caused by Acts of God. I.e. Earthquake, fire, extreme weather events or tsunami.	5	In case of fire/earthquake, compile evacuation plan and safe meeting point away from danger. Engage fire alarms and call 111 for assistance. For extreme weather events, stay indoors and away from debris. For Tsunami, evacuate and move to higher ground as safely as possible.
4	Dehydration due to physical exercise or temperature.	2	Drink breaks to be taken as required with permission of the Instructor / assistants.
5	Injuries or illness caused by, or related to, training.	3	Safety of members during training is paramount. All instruction must be given by, or under the supervision or a qualified person. A first aid kit will be available during class times.
6	Personal medical conditions	1	All personal medical conditions of participants should be made known to the Head Instructor, including any participant requiring medication. Application of medication is the sole responsibility of the individual or their parent/caregiver unless specifically instructed.
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6. Incident Register

Date & Time.	Who was involved	What happened	Outcome