

Risk Management Plan

RTR Taekwon-Do

Hastings

1. Details

RTR Taekwon-Do - Hastings

CLUB INFORMATION

- Tuesday and Thursday nights commencing from 5.30pm – 8:00pm.
- Instruction of Taekwon-Do classes at the Hastings Intermediate School, Hastings St, Hastings
- As per rules and regulations set by International Taekwon-Do Foundations and its rules/ regulations and constitution
- Members from the age of 7yrs + are encouraged to join. Under special circumstances younger ages can be accommodated.
- Classes will be taken with all participants ages/genders/ abilities combined.
- Head Instructor Mr Graeme (Rocky) Rounthwaite assisted by qualified assistants
- RTR Taekwon-Do is run as a partnership with the Master and Mrs Rounthwaite as the owner operators.
- There are no paid employees.
- Public liability insurance cover is held by the owner operator

STAKEHOLDERS

- Graeme (Rocky) Rounthwaite (Head Instructor)
- International Taekwon-Do Foundation of NZ inc (National body)
- Central Districts Taekwon-Do (Regional body)
- Hastings Intermediate school (Venue)
- Qualified assistant Instructors (Volunteers)
- Club members
- Parents/Caregivers
- Public/Visitors

MANAGEMENT

- All management decisions/responsibilities are the sole responsibility of the Head Instructor. In case of absence, his/her official delegate or assistant.

Code of safety

RTR Taekwon-Do - Hastings

2. 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 has the power to alter, change or cancel tuition to ensure the safety of all participants
- All participants will be required to wear correct and well-maintained safety gear where appropriate during classes and be responsible for its purchase, storage and care
- Any member during training who is feeling unwell or unfit to continue should make it known to the Instructor/assistant and give appropriate information as to the condition of symptoms
- All equipment/safety gear is to be checked before each use to ensure it is safe to use, any defects or breakdowns will need to be reported to the Instructor/assistant so the equipment can be fixed or removed from use
- Any hazards identified before, during or at the end of each class will 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 incidences shall be reported to Work Safe New Zealand on the appropriate form in a timely manner upon completion of internal investigation and information gathering

Incident Register RTR Taekwon-Do - Hastings

Date	Time	Record of Incident	Action Taken

Risk Register RTR Taekwon-Do - Hastings

Risk No.	Risks <i>(What Can go Wrong)</i>	Cause <i>(How Can it happen)</i>	Risk Control <i>(Preventing the risk)</i>
1	Students hit/struck by vehicles whilst being picked up or dropped off to and from class. Risk level (-5%) Insignificant/Minor	Being struck by moving vehicles within the car park or at the roadside. Drop of and pickups occur within school grounds Risk (-5%) Insignificant/Minor	Designated pick up and drop off zones away from moving vehicles. Youngest students to be collected by their parent/caregiver and walked to awaiting vehicle. Car park is well lit at night
2	Students/visitors injured by stacked or stored seating. Risk level (5-29%) Insignificant/Minor	Struck or pinned by falling seat stacks. Fingers jammed/crushed stacking/unstacking seating. Seating consists of bleaches and plastic seating in multiples of 4 Low Risk (5-29%)	Having enough seating available before class for parents/caregiver's public so they don't have to get their own. Have only adult senior students in charge of seating removal and stacking. Never over stack setting to dangerous heights.
3	Injuries head, limb and internal from structure such as stages and other raised platforms. Risk level (5-29%) Minor/Moderate	Falling from stage/raised areas whilst playing around before/after class and during instruction of class syllabus. Likely Risk (5-29%)	Have raised areas as off limits to students unless under supervision of appointed instructors. Always gain access to raised stages/platforms by authorised access means. Do not allow jumping up or down from raised items as a means of access or egress
4	Bodily injuries both minor/severe internal and external from falling debris, large volumes of water and weather-related incidences as well as burns and scolds. Risk level Moderate	Acts of God. Earthquake, Tsunami, Extreme Weather events and Fire Moderate Risk	In case of fire/earthquake, use school evacuation plans and safety meeting points away from dangers. Engage fire alarms where necessary and call 111 for assistance. For weather related events of high winds, rain or both. Stay indoors away from windows or flying debris. In case of Tsunami warning evacuate and move to higher ground as quickly and safely as possible.
5	Minor bruising, sprains, strains, cuts, bleeding, dehydration, dizziness and or personal medical conditions such as Asthma, Epilepsy or such conditions as known/unknown to the Instructor. Risk level (5-29%) Minor/Moderate	During normal physical activities of class there maybe times where students can be exposed to possible injury especially during more partner-based exercises such as Sparring or Self defence drills. Risk level (5-29%) Minor/Moderate	Safety of members during sessions is paramount. All instruction must be given by qualified personnel. A first aid kit must be readily available and well stocked with a qualified first aider present to offer assistance. For minor injuries ice packs, plasters and or bandage support can be given. Rehydration breaks must be given as needed to prevent exhaustion, dehydration. Personal medical conditions should be made known to the Instructor/assistant and those needing medication should be monitored closely. Consumption of medication should be made aware to the parent/caregiver.

Risk Register RTR Taekwon-Do - Hastings

Risk No.	Risks <i>(What Can go Wrong)</i>	Cause <i>(How Can it happen)</i>	Risk Control <i>(Preventing the risk)</i>
6	<p>Severe bruising, sprains, strains, cuts, bleeding, dehydration, dizziness, broken bones, dislocation and or personal medical conditions such as Asthma, epilepsy, or such conditions as known/unknown to the head Instructor.</p> <p>Risk level Minor/Moderate</p>	<p>During normal physical activities of class there maybe times where students can be exposed to possible injury especially during more partner-based contact exercises such as sparring or self defence drills.</p> <p>A martial art is by nature a contact sport and should be recognised as such by those participating. This by no means absolves the Instructor of the requirement to offer an as safe environment as possible for those participating.</p> <p>Likely risk (30%+)</p>	<p>Any severe medical emergencies arising during the operation of classes must be documented and reported to Work safe NZ on the appropriate form. First aid can be administered initially to keep patient comfortable. Where necessary, dial 111 for assistance. If patient is needed to be removed from premises by ambulance staff a representative/family member or senior member must accompany the patient for support. Have someone notify parent/caregiver if they are not present of the situation and where the patient is being transported to.</p>
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ACCIDENT INVESTIGATION FORM

WORKSAFE
NEW ZEALAND | TAHI KAWHARU

Name of organisation:

Branch/department:

1. Particulars of Accident

Date of Accident: DD / MM / YEAR

Time:

Location:

Date Reported: DD / MM / YEAR

2. The Injured Person

Name:

Address:

Date of Birth: DD / MM / YEAR

Phone Number:

Length of employment - at plant: on job:

Type of Injury:

☐ Bruising ☐ Dislocation ☐ Strain/sprain
☐ Scratch/abrasion ☐ Internal ☐ Fracture
☐ Amputation ☐ Foreign body ☐ Laceration/cut
☐ Burn/scald ☐ Chemical reaction

☐ Other (specify)

Injured part of body:

Comments:

3. Damaged Property

Property or material damaged:

Nature of damage:

Object/substance causing damage:

4. The Accident

Description:

Describe what happened.
If this was a vehicle accident, add a drawing of the accident scene on the other side of this page.

Analysis:

What caused the accident?

How serious could it have been?

☐ Minor ☐ Serious ☐ Very serious

How often is this likely to happen again?

☐ Not often ☐ Occasionally ☐ Often

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WORKSAFE NEW ZEALAND
PO Box 165, Wellington 6140
0800 030 040 www.worksafe.govt.nz

New Zealand Government

Prevention:

What action has or will be taken to stop another accident like this happening?

Tick items already actioned.

Write below if you need more space.

ACTION	TICK	BY WHOM	WHEN

5. Treatment and Investigation of Accident

Type of treatment given:

Name of person giving first aid:

Doctor/Hospital:

Accident investigated by:

Date: DD / MM / YEAR

WorkSafe advised: ☐ Yes ☐ No

Date: DD / MM / YEAR

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