

Tiger Taekwon-Do

Risk Analysis and Management Plan

Name of club

Tiger Taekwon-Do

Location

Palmerston North Boys' High School, Old Gymnasium, Featherston Street, Palmerston North

Opening Hours

1. Mondays 5:00 to 6:30 pm and Wednesdays 5:00 to 7:15 pm
2. Open during school terms and excluding public holidays

Activities

1. Tiger Taekwon-Do is a small business which exists to teach Taekwon-Do as a martial art and sport.
2. From time to time Tiger Taekwon-Do may operate school holiday programmes for the community.
3. From time to time Tiger Taekwon-Do may host other activities such as gradings, seminars and tournaments.

Stakeholders

1. Michael Lowe - Owner/Operator/Head Instructor
2. International Taekwon-Do Foundation - national governing organisation
3. Club members, participants, invited guests, spectators, general public
4. Palmerston North Boys' High School - venue owner

Management

1. Management decisions are the sole responsibility of the Head Instructor, or in his absence, the officially delegated Assistant.
2. The manner in which the club is operated is defined in *Standards and Discipline V7.2 2013* <http://itkd.co.nz/reference/documents/index.php>

Classes

1. All participants, parents, caregivers, visitors, invited guests and members of the general public either directly or indirectly involved with classes have an individual responsibility to act in a safe manner when present at the training venue.
2. The Instructor in conjunction with his/her Assistants has the power to alter, change or cancel tuition to ensure the safety of all participants.
3. 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.
4. Any member during the course of training who is feeling unwell or unfit to continue should make it known to the Instructor/Assistant and give appropriate information as to his/her condition. This information could be conveyed to the Head Instructor/Assistant either by the participant or his/her parent/caregiver.
5. All equipment/safety gear is to be checked before each use to ensure it is safe to use. Any defect/breakage should be reported to the Head Instructor/Assistant so the equipment can be repaired or removed from use.
6. Any hazards identified before, during or at the end of each class will be reported to the Head Instructor/Assistant who will eliminate, isolate or minimise the hazard.

7. All environmental hazards and accidents associated with the activities of Tiger Taekwon-Do shall be recorded in an Incident Register with date, time, description and action taken. This will then be signed off by the Instructor.
8. All major incidents shall be reported to Work Safe New Zealand on the appropriate form in a timely manner.

Sample Incident Register

Date	Time	Description of Incident	Action Taken

Risk Assessment and Management Plan

Risks	Cause	Risk Controls
<p>People Skills Attitudes Behaviour Age Fitness Ratios Experience Health</p>	<ol style="list-style-type: none"> 1. Student injured or distressed in training activity 2. Student injured or distressed as a result of inappropriate student behaviour 3. Inappropriate mix of ages within a class 4. Insufficient supervision 5. Student has a medical condition or becomes unwell during training 	<ol style="list-style-type: none"> 1. Qualified Head Instructor/Assistant. Students pre-warned of risk and guidance given to minimise the same Protective equipment provided if necessary Training environment managed to ensure freedom, clearance, separation from obstructions 2. Students continually educated about the club's behavioural expectations. Head Instructor/Assistant continually models and reinforces acceptable standards of behaviour verbally and through drills and games. Rules of Conduct explained to Mini Kids and Junior students in written form (<i>Techniques Handbook</i>). 3. Kubz membership is restricted to 4 to 6 years; Mini Kids 6 to 8; Juniors 9+. Ages given are guidelines. 4. Kubz class restricted to 1 instructor to 15 students; Mini Kids 1:20; Juniors 1:30 5. Head Instructor/Assistant is First Aid qualified. A well-stocked First Aid kit will available at all times. Incidents requiring the giving of First Aid treatment such as plaster, dressing, bandage, cold pack to a student will be recorded in the Incident Register. Parents/caregivers and adult members will inform the Head Instructor/Assistant of any medical condition that may be adversely affected by physical activity. Such information will be gathered at the time of enrolment with the club, and on a day-to-day basis. The affected student will be

	<p>6. Student performance or focus adversely affected by lack of energy or fluid</p> <p>7. Student struck by moving vehicle within the car park or at the roadside</p> <p>8. Student lost during/after training session due to leaving without the Head Instructor's/ Assistant's knowledge, or unlawful removal by an adult(s)</p>	<p>monitored during training, and if necessary adjustments will be made to make the session more comfortable for the student.</p> <p>6. Students are encouraged to eat and hydrate prior to training. They will bring water bottles to training sessions, and rehydration breaks will be given as required.</p> <p>7. Students under 13 years old to be collected by their parent/caregiver and walked to awaiting vehicle. Parents/caregivers/visitors are discouraged from driving their vehicles alongside the two Old Gym entry doors opposite the Spiers Centre.</p> <p>8. Students must ask the Head Instructor/Assistant for permission to go to the toilet or be excused to leave the venue early during a training session. An authorised parent/caregiver may ask for their child to be excused from class early if necessary. The Head Instructor/Assistant will formally release a student from the venue if he/she is satisfied the student's authorised parent/caregiver is present for the collection. A student will be retained until an authorised parent/caregiver arrives for the collection. It is the parent/caregiver's responsibility to inform the Head Instructor/Assistant prior to the training session if they require a representative to collect their child.</p>
<p>Equipment Activity-specific gear</p>	<p>1. Injury to student during sparring activities.</p>	<p>1. Students will wear foot and hand protectors, mouth and groin guards for sparring activities at the discretion of the Head Instructor/Assistant. Such equipment may be provided by the club, or students may provide their own.</p>

<p>Environment Earthquake Flood Tsunami Storm Volcanic eruption Furniture, equipment, fittings Fire Electric shock Wet floor</p>	<ol style="list-style-type: none"> 1. Earthquake 2. Flood 3. Tsunami 4. Storm 5. Volcanic eruption 6. Personnel injured by lifting low benches; struck or pinned by falling stacks of desks or chairs; fingers jammed or crushed by stacking or unstacking furniture; injured by colliding or tripping over furniture; injured by collision with gym fittings and equipment 7. Student/visitor falling from raised areas whilst playing before/after class and during class instruction 8. Fire 	<ol style="list-style-type: none"> 1. Drop/cover/hold. Remain in venue. Treat injuries and put out small fires. Evacuate to tennis court or playing field if fires cannot be controlled. Be prepared for after-shocks. Monitor media for information and instructions Central District Police http://tinyurl.com/jnem6bk Civil Defence Manawatu Whanganui http://tinyurl.com/js7k4od 2. Avoid flooded area, monitor media for information and instructions. 3. Evacuate to higher ground, monitor media for information and instructions 4. Remain in building away from doors and windows, monitor media for information and instructions 5. Remain in building where possible. Conserve and collect drinking water. If there is a need to go outside use protective clothing, cover head, breathe through a mask or cloth, carry a torch, monitor media for information and instructions 6. Head Instructor/Assistant does moving where possible; same personnel will remove excess furniture to safe areas within the venue where possible; students instructed to avoid training/playing amongst stacked furniture; avoid stacking furniture too high; excess furniture will be removed to a safe area; unrequired gym fittings and equipment will be removed to a safe area 7. Students/visitors may not use climbing bars, frames or ropes unless they are under the supervision of the Head Instructor/Assistant/appointed adults. Soft mats will be placed in these areas prior to use. 8. If the fire is too large to be extinguished, all personnel shall immediately cease activity and evacuate the building to either the
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	<p>9. Student/visitor injured by contact with damaged switches, sockets or exposed wiring</p> <p>10. Student/visitor injured by slipping on wet floor due to water spillage, ingress through roof or windows</p>	<p>tennis court or playing field. The fire alarm will be activated and/or 111 will be called for assistance.</p> <p>9. Disconnect electricity, dial 111, administer First Aid treatment</p> <p>10. Head Instructor/Assistant inspect floor prior to commencement of class, mop-up water as necessary, isolate area with cones or equivalent if necessary, administer First Aid treatment if necessary</p>
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