



Health And safety Policy

European Tang Soo Do Federation

Ref No: ETSDP-1

Rev No: 1

Date:03/07/2020

ETSDF Health and Safety Policy

		Chief Instructor	Master Nar	SN	Date
1	Approved for Use				

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1 Introduction

The European Tang Soo Do Federation regards the promotion of Health and Safety measures as a mutual objective of instructors and members and will support all those who endeavor to carry it out.

It is therefore this associations policy to do all that is reasonable to prevent personal injury and protect everyone including the public, from foreseeable hazards, in so far as they come into contact with the ETSDF and its activities.

1.2 Definition and Abbreviations

Abbreviation	Meaning
Instructor.	A person who is competent of teaching tang Soo Do
Assistant Instructors	any instructor other than the Instructor, potential instructors who are in training to instruct. All instructors must have valid police conducts handed in. Members, students, pupils are to be known as members.
Non-members	visitors, family members of students are to be known as visitors. No visitor should participate in training, only members.

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1.3 References

Reference number	Title

1.4 Responsibility to H&S

In particular we recognize a responsibility:

- To provide and maintain a safe and healthy level of instruction.
- To provide appropriate training and instructors, so far is reasonably practical, to enable members to practice safely and efficiently.
- To encourage the use of all necessary protective equipment and to supervise students training.
- To maintain a constant and continuing interest in health and safety matters applicable to the European Tang Soo Do Federation Associations activities.

2 Procedure

Each School under the ETSDF is an independent entity however will adopt the same H & S policies set out by this policy. As such each school has an instructor and it is this individual who is directly responsible for the schools H & S whilst teaching, guidelines will be given by training and material given out by the ETSDF. This individual is ultimately responsible within the dojang and all facilities used by the instructors, black belts, members and visitors. The Instructor can seek guidance (ETSDF committee members) to oversee H & S. but the Instructor cannot abdicate his or her ultimate responsibility for safety in their facilities

2.1 Student and Instructors responsibilities

Members and instructors have a duty to co-operate in the operation of this policy:

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- By encouraging safe practices.
- By using protective equipment when required.
- By reporting incidents that have led or may lead to injury or damage via the www.europeantsd.com online injury reporting form.
- By adhering to ETSDF policies agreed on their behalf for securing a safe environment.
- By assisting in the investigation of any incident with the object of introducing measures to prevent recurrence.

2.2 General Responsibilities for Health & Safety

It shall be the duty of every instructor to ensure that they have familiarized themselves with the contents of this policy and shall include:

- Familiarizing themselves with the premises in use, noting:
- All exit routes and assembly points.
- First aid arrangements
- Fire extinguishers.
- Toilets and changing rooms
- Notice boards
- Rules and regulations
- Telephones

It is the responsibility of every senior instructor to provide opportunities to familiarize every instructor with the above. It is the responsibility of the chief instructor to provide initial induction for every new member in the above

Instructors, Members and visitors to the school / class shall observe ETSDF Health and Safety rules, and any instruction/ advice given by the individuals responsible for the club/ premises or any member legitimately so entitled.

2.3 Responsibilities of Members

It shall be the legal duty of every member/visitor whilst at the premises:

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- To take reasonable care of Health and Safety of themselves and of other persons who may be affected by his/hers acts or omissions at the premises.
- To co-operate so far as is necessary with regard to any duty requirement imposed upon the Instructor or instructing black belt or any other persons by or under any statutory provisions, to enable that duty or requirement to be performed or fulfilled.

2.4 Responsibilities of instructors

They shall:

- Familiarize themselves with the safety policy and enforce it at all times.
- Monitor any suggestions or complaints from members or instructors on the subject of safety and take action where practicable.
- Investigate all accidents and dangerous practices, in conjunction with any person so authorized, and report accordingly.
- Ensure that a record is maintained of all injuries. Such record to be produced as and when required.
- Be directly responsible for the running of club/s under their control.
- Provide adequate supervision of all employees and members, particularly monitoring young or inexperienced members and/or instructing students.
- Take any action necessary to ensure that legal safety obligations have been carried out by the owners/authority in charge of the premises, i.e. safety fire-check etc.
- Ensure that any training or safety equipment being used is in a safe, clean and serviceable condition.
- ensure that any ETSDF instructors receives appropriate training as provided by the ETSDF and that only authorized persons are placed in a position of supervision of others, in this case Master belts and the chief instructor.
- Introduce control measures where necessary, to reduce hazards.

2.5 Committee Members

Shall: -

- Advise the members of any standards of safety.
- Have representation on any meetings on Health and Safety.
- Provide and maintain all Health and Safety policy documentation.

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- Seek to provide information concerning Health and Safety.
- Ensure that all instructors of all ranks, including CDB in training for instructor levels, are provided with adequate information in Health and Safety.

2.6 Personal Safety Equipment

A wide range of personal protective equipment is available to all martial artists for the Health and Safety of not only the wearer, but also any other persons engaged in activities with them. It is the instructors responsibility to maintain an environment where individuals, members or black belts, who wish to wear protective equipment are not made to feel inferior for doing so. It must be assumed that any individual wishing to wear protective equipment is doing so because he or she feels the need and as such it must be encouraged.

The range of equipment varies. The instructor will advise.

The following are available:

1. Head-guard. of suitable material; secure-fitting and protected all round
2. Gum-shield. These should be individually fitted
3. Chest protector for ladies (not a must)
4. Forearm protector
5. Fist protector - These could be 10oz boxing gloves or above (full-contact and Light contact) or cotton mitts or open palmed gloves.(semi-contact)
6. Groin Box
7. Shin protector
8. Feet pads
9. Safety equipment should be worn during all contact activities where injury could result.
10. For personal hygiene and efficiency, borrowing and lending of equipment is not to be encouraged. All members should obtain their own personal items of safety equipment.
11. Any refusal or non-compliance with any reasonable request to wear adequate safety equipment MUST result in the exclusion of the individual concerned, from any activity requiring such protection, for the health and safety of themselves and other

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2.7 First Aid

1. Under the legal notice applicable to first aid and the need for a first aid kit premises must have first aid provision.
2. At least one first aid box should be kept on each of the premises used or occupied by the club/s. Where applicable a qualified first aider or responsible person shall be expected to maintain the box.
3. A 'Responsible' or 'Appointed person' is someone who is authorized or expected to take charge of a serious situation (e.g. to call an ambulance) if there is a serious illness or injury. The person will act in the absence of the trained or qualified first aider, or where a qualified first aider is not required.
4. A qualified first aider is a person who must have undertaken training and obtained qualification. We provide such training by qualified experts in the field. The certificate is valid for 2 years.
5. Emergency first aid training is insisted upon for all black belts within the ETSDF and should be considered for all instructors or otherwise.
6. A record (Accident book) must be maintained in conjunction with the first aid box.
7. Members should be made aware of any activity that might be potentially dangerous, and any exclusions to their personal indemnity as a result of such practices.

2.8 First Aid Special Precautions

1. In any situation requiring first aid, certain precautions should be taken to reduce the risk of transmitting infections, including AIDS and hepatitis.
2. First aiders should always cover any exposed cuts or abrasions they may have with a waterproof dressing before treating a casualty whether or not any infection is suspected.
3. They should also wash their hands both before and after applying dressings
4. Whenever blood, or other body fluids have to be mopped up, disposable plastic gloves should always be worn and paper towels used, these items should then be placed in plastic bags and safely disposed of, preferably by burning. Clothing may be cleaned in an ordinary washing machine using the hot cycle. The AIDS virus is killed by household

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bleach and the area in which any spills have occurred should be disinfected using one part bleach diluted with 10 parts water, caution should be exercised as bleach is corrosive and can be harmful to the skin.

5. If direct contact with another person's blood or other body fluids occur, the area should be washed as soon as possible with ordinary soap and water. Clean cold tap water should be used if the lips, mouth, tongue, eyes or broken skin are affected and medical advice sought.
6. First aiders who may be called upon to give mouth to mouth resuscitation should be aware that mouthpieces are available for this procedure for specially trained persons. Such treatment should be provided by continuous chest compressions if someone is unwilling to give mouth to mouth. Treatment should not be withheld in an emergency if a mouth piece is not available. No case of infection has been reported from any part of the world as a result of giving mouth to mouth resuscitation.

2.9 Training Safety.

Training space

These guidelines are for adult sized individuals training that is any individual equal to or over 14 years of age. Between 9-13 multiply values by 0.7. Between 4 and 9 multiply values by 0.5.

The following is a guide line only and an instructor needs to use their professional judgement on safety.

- m²/person

2.10 Minimum Teacher numbers

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The maximum advisable pupil to instructor ratio for practical lessons is 20. If numbers exceed 20 per instructor then other instructors / Black belts need to help out by instructing keeping and upholding the key responsibility of maintaining a safe training environment. It is the instructors responsibility to train all individuals in the skills required for assisting in the maintenance of a safe training environment.

2.11 Weapons training

1. No individual shall participate in weapon sparring without the use of sufficient safety/protective equipment.
2. No Junior member shall participate in any weapon on weapon training or weapon on unarmed training without the direct and constant supervision of a single instructor.
3. No live edged blades or sharp points are permitted to be used in training or permitted to be brought into the dojang and facility such as changing area unless allowed and notified by the chief instructor and special precautions are made.

2.12 Notification of Injury and the monitoring of injuries.

1. It is the responsibility of the instructor, at the beginning of each lesson, to request from each student a declaration of fitness to train.
2. If an individual articulates an injury it must be noted in front of the group entire and the option must be given to that individual not to train
3. That individual must then be openly monitored throughout the lesson and a training partner must be selected and informed and frequently reminded on the injury.
4. If the any instructor is of the opinion that the individual should not train then they should not, if the instructor is of the opinion that they can train but with restricted activities then that course of action should be stuck to and monitored.
5. A written record should be maintained by the employer of the injury which is countersigned at the lesson/s in question by the member.
6. At the end of each lesson it is the instructors responsibility to request a declaration from each member to declare their injury status at the end of the lesson. Again, this should be done in front of the entire membership.

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2.13 Warm-ups

1. Warm ups should be to reduce the possibility of injury while training. Any warm-up too vigorous so as to create fatigue within the individual are by their nature dangerous. As injuries are more likely to occur when fatigued. Relaxed stretching is advised in warm ups.
2. Members should be encouraged to perform any cardio-vascular exercises at a pace suitable for their fitness level. It is the instructors responsibility to maintain a positive environment that encourages individuals to rest when fatigued. Training partners should be encouraged who are at comparable fitness levels as to not encourage excessive competitiveness from those who lack fitness which may result in physical injury.
3. Cool downs must be performed at the end of the lesson.

2.14 Water and rest

1. All individuals must be encouraged to rest when needed and drink water when needed. This must be verbalized and frequently reinforced during the lesson.

2.15 Use of Toilet.

1. Members must inform the instructor that they require the toilet. The Member must be asked if they are feeling unwell or injured and the time period of their absence should be monitored

2.16 Health and Safety Risk Assessment.

1. It is the responsibility of the instructor to personally, or via an appointed officer, perform an ongoing risk assessment of all facilities used by instructor.
2. Our Safety officer will visit all premises once per year to quality assure all risk assessments.
3. If a reasonable level of parity between instructor and risk assessment does not exist. The instructor will be given a period no more than one calendar month to raise standards to

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an acceptable level. If conditions have not improved to minimum acceptable level then the chief instructor must take up responsibility to ensure a safer method is adopted. After a level of minimum acceptability is reached a further visit will occur after a month to check that H & S issues have not reoccurred.

2.17 Competition Safety

In addition to the requirements listed elsewhere in this document: It shall be the duty of all competition organizers to observe the following requirements:

1. Medical: At all major competitions first-aiders and equipment must be present.
2. Floors: all floors must be safe.
3. Referees: will make the safety of the fighters the first priority and must stop the contest at any sign of distress or inability to defend.

2.18 Club insurance

Club insurance must be kept up to date.

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