



REQUIREMENTS FOR INTERNATIONAL TAEKWON-DO  
ORGANISATIONS AND OUR PEOPLE



## Contents

Part 1: The Act, Your Status, and Obligations .....	3
The Act .....	3
Introduction .....	3
Table 1: Introduction to Health and Safety at Work Act 2015 .....	3
What does the act mean for me? .....	4
Figure 1: Decision Tree on HSWA Organisational Form and Duty of Care .....	5
<i>Scenario 1: A Taekwon-Do school which is an incorporated society with no employees     (Black Belt instructors receive payments for taking classes as Independent Contractors).</i> .....	5
<i>Scenario 2: A Taekwon-Do School which is run as a business with volunteer or     contractor black belt instructors.</i> .....	6
<i>Scenario 3: A National Board that employs a CEO.</i> .....	7
Best Practice and Obligations .....	7
<i>What obligations do PCBU's have?</i> .....	7
<i>What are the duties of Officers?</i> .....	8
Figure 2: The Institute of Director's Recommended Approach .....	9
<i>What obligations do Volunteer Associations' have?</i> .....	10
<i>What obligations do Individuals and Volunteers have?</i> .....	10
Penalties .....	10
Our Own Syllabus Requirements .....	11
Part 2: Practical Examples & Available Resources .....	12
Running an Event .....	12
Table 2: Quick reference guide for completing the Event Risk Assessment .....	12
<i>Step 1: Potential hazards</i> .....	13
Table 3: Potential Hazards. A Starting Cheat Sheet .....	14
<i>Step 2-8 for Creation of an Event Management Plan</i> .....	15
Summary .....	17
Bibliography/ Useful References .....	18
Appendix I: Relevant Sections of the Health and Safety at Work Act 2015 .....	20
Appendix II: Riccarton Round Robin Event Plan .....	29

## Part 1: The Act, Your Status, and Obligations

### THE ACT

The law governing health and safety obligations in New Zealand was recently updated with the introduction of the Health and Safety at Work Act 2015 (HSWA).<sup>1</sup> This Act imposes legal obligations on people conducting any business activity in New Zealand. It has a broad application in that it is meant to apply to virtually all elements of work in New Zealand and has been in force since 4 April 2016.

The HSWA was introduced to improve New Zealand's health and safety culture. This was required due to New Zealand's track record of having a casual approach to health and safety and this in turn leading to numerous failures and deaths. New Zealand's workplace injury rates have historically been twice as high as Australia's and six times as high as Britain's. The final event, which acted as the catalyst for the change, was the impact of the Pike River mine explosion in November 2010 in which 29 men died. This led to a Royal Commission, an Independent Taskforce, a Governance Guide from MBIE and the Institute of Directors, the establishment of WorkSafe, and ultimately the HSWA.

### INTRODUCTION

The following table provides a short explanation for some of the terms in the Act which will be useful in understanding the references later in the paper.

*Table 1: Introduction to Health and Safety at Work Act 2015<sup>2</sup>*

CONCEPT	EXPLANATION
HSWA	The Health and Safety at Work Act 2015 which is the primary piece of legislation that governs health and safety in New Zealand.
Regulator	The regulator is WorkSafe.
Duty holders under HSWA	A duty holder is a person who has a duty under HSWA. There are four types of duty holders – PCBU's, officers, workers and other persons at workplaces.

---

<sup>1</sup> The entire Act can be found online at <http://www.legislation.govt.nz/act/public/2015/0070/latest/whole.html#DLM5976660>

<sup>2</sup> A simple guide from Worksafe is available which is less than half the size of the Act at a mere 92 pages.

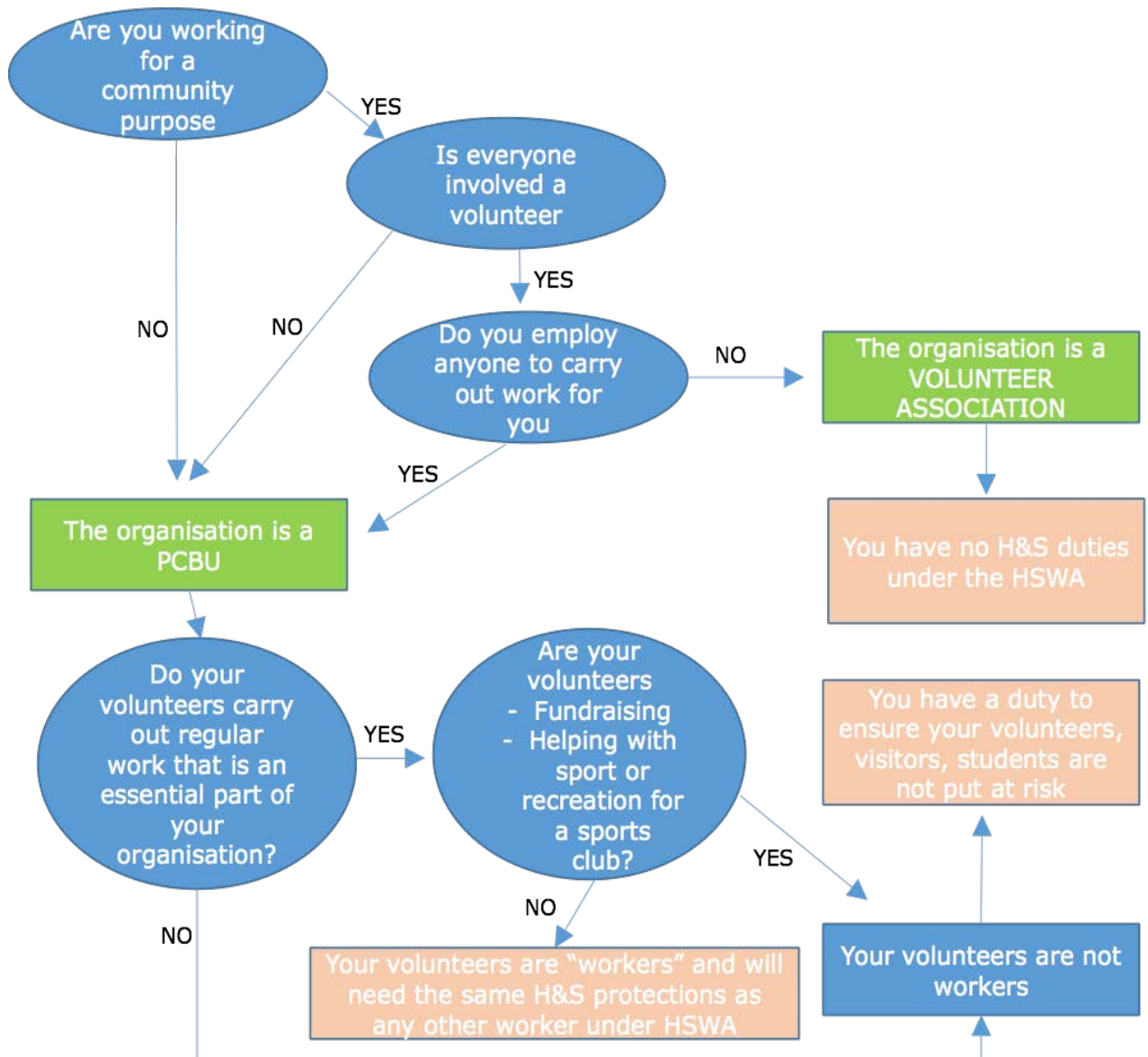
PCBU	<p>A PCBU is a ‘person conducting a business or undertaking’. A PCBU may be an individual person or an organisation.</p> <p>This does not include workers or officers of PCBUs, volunteer associations, or home occupiers that employ or engage a tradesperson to carry out residential work.</p> <p>A PCBU must ensure, so far as is reasonably practicable, the health and safety of workers, and that other persons are not put at risk by its work. This is called the ‘primary duty of care’.</p> <p>Legislation in New Zealand also extends an organisation’s health and safety duties to all those who could be put at risk by the activities of the organization, such as visitors, customers and the public.</p>
Officer	<p>An officer is a person who occupies a specified position or who occupies a position that allows them to exercise significant influence over the management of the business or undertaking.</p> <p>Officers must exercise due diligence to ensure the PCBU meets its health and safety obligations.</p>
Volunteer	<p>A person who works for your organisation and expects and receives no material “reward” for their work.</p>
Worker	<p>A worker is an individual who carries out work in any capacity for a PCBU. A worker may be an employee, a contractor, an apprentice or a trainee, a person gaining work experience or on a work trial, or a volunteer worker.</p> <p>Workers have their own health and safety duty to take reasonable care to keep themselves and others healthy and safe when carrying out work.</p>
Other person at workplace	<p>Examples of other persons at workplaces include workplace visitors and casual volunteers at workplaces.</p>

## WHAT DOES THE ACT MEAN FOR ME?

Unfortunately, there is not a single answer to this question as there are a number of variables that need to be reviewed. The following diagram will help you assess your organisational form as defined by the HSWA and then whether you have a Duty of Care and if so to whom. As you begin walking through the decision tree you will need to first

assess whether your organisation is a PCBU and if it is a PCBU whether you also have Volunteer Workers to whom it will also owe a Duty of Care. Once you have read through the decision tree I will work through three scenarios to help with the thought process.

Figure 1: Decision Tree on HSWA Organisational Form and Duty of Care



Scenario 1: A Taekwon-Do school which is an incorporated society with no employees (Black Belt instructors receive payments for taking classes as Independent Contractors).

Question 1: Are they working for a community purpose? Yes.

*Question 2: Is everyone involved a volunteer? Yes.*

*Question 3: Do you employ anyone? No.*

*Conclusion:* If your organisation is not for profit and has no employees (but only volunteers and contractors) it is likely to be a Volunteer Organisation and you therefore have no duties under the HSWA.

Scenario 2: A Taekwon-Do School which is run as a business with volunteer or contractor black belt instructors.

*Question 1: Are they working for a community purpose?* This is a difficult question as the purpose of a business is to make profit as well as instruct Taekwon-Do. If the answer to this is No, then the school is a PCBU and has all the duties and obligations inherent in the Act. I consider this a real possibility as it would be difficult on the face of it to contend that “a business” is not captured by Person Conducting a Business or Undertaking i.e., a PCBU.

It would be worth looking at section 17 and 18 of the HSWA so that you can assess this at your leisure (refer Appendix I). Points to consider are that the initial drafts of the Bill had fewer exclusions and that the examples of officers of a PCBU explicitly reference organisational forms such as companies, partnerships and unincorporated bodies. Buddle Findlay (2016, April) consider that worker and workplace have broad definition. In my humble opinion this means that anything that is unclear is more likely to be captured than exempt. If in doubt I would suggest taking the low risk approach and that overdoing your approach to health and safety is better than underperforming.

*Question 2: Is everyone involved a volunteer? Yes.*

*Question 3: Do you employ anyone? No.* However in this scenario if there was even one employee, such as for administrative support, then the school would be a PCBU.

*Conclusion:* The specifics of this case will determine whether the School is legally seen as a PCBU or whether it is undertaking a Community Purpose. For those whom run their School as a business this is a determination they should assess carefully i.e., it would be dangerous as shown in the embedded cartoon to leap to a rash conclusion. I would also suggest that if the School is seen as a Business then in the flowchart any volunteers will not be seen as providing assistance to a Sports Club but to a business. This means the School will also



have “Volunteer Workers” whom will need the same protection as any other worker under the HSWA.

Scenario 3: A National Board that employs a CEO.

*Question 1: Are they working for a community purpose? Yes.*

*Question 2: Is everyone involved a volunteer? Yes. Although slightly ambiguous around the CEO.*

*Question 3: Do you employ anyone? Yes.*

*Conclusion:* If your organisation has any employees it will be a PCBU and have duties under the HSWA. In the second part of the decision tree the Volunteers would be exempt from being “Volunteer Workers” as they are volunteering as part of a Sports Club (as long as we are comfortable that International Taekwon-Do fits this definition). As a PCBU this organisation will have duties under the HSWA to ensure as far as reasonably practical the health and safety of its workers and a duty to not put at risk its volunteers, students and visitors.

## BEST PRACTICE AND OBLIGATIONS

If you have determined your organization is a PCBU then if you are seen as someone who can influence the Health & Safety of the organization you are likely to be an officer (e.g., Director, Board member, Committee member, CEO). This will mean you have certain obligations.

However, even if you don't run a PCBU and you are not an Officer (or you an Officer but you are immune from penalties), are you doing enough? Looked at through this lens health and safety is not just about compliance with an Act but it is about looking after our Taekwon-Doins to the best of our ability. We can choose to learn from the requirements of the Act even if we do not need to comply with it.

What obligations do PCBUs have?

The obligations of PCBUs contained in s36(3) of the Act are:

- (a) the provision and maintenance of a work environment that is without risks to health and safety; and
- (b) the provision and maintenance of safe plant and structures; and
- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling, and storage of plant, substances, and structures; and
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and



(f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and

(g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

But the obligations go beyond protecting only their employees and volunteer workers. PCBUs must also ensure, as far as reasonably practicable, that their activities do not put anybody else's health and safety at risk. This obligation covers any casual volunteers who do not qualify as 'volunteer workers' and extends to cover all people who may be affected by the organisation's activities e.g., clubs (that are PCBUs) that organise sporting tournaments need to ensure that the tournament does not put at risk any of the volunteers, participants or spectators at the tournament

What are the duties of Officers?

The officer's duty is not the same as the PCBU's duty. Officers do not have to ensure the health and safety of the PCBU's workers. What Officers need to do is exercise due diligence to ensure that the PCBU is complying with their duty or obligation. This due diligence duty complements and supports the primary duty of care of the PCBU – it does not replace it. The due diligence duty is a duty imposed on officers personally and is separate from the duty imposed on the PCBU. Further, the duty cannot be delegated, modified or transferred. It must be discharged by the officers themselves.

“The key message is that the Act introduces a proactive approach to safety rather than a reactive response after an accident has happened. These due diligence duties make officers safety leaders which (it is hoped) will in turn promote a better culture of safety in New Zealand workplaces.”<sup>3</sup>

Due diligence duties are contained in section 44 of the HSWA and include taking reasonable steps:

(a) to acquire, and keep up to date, knowledge of work health and safety matters; and

(b) to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and

(c) to ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and

---

<sup>3</sup> “Directors and Officers under the Health and Safety at Work Act 2015”. 2016. Lawlink



(d) to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and

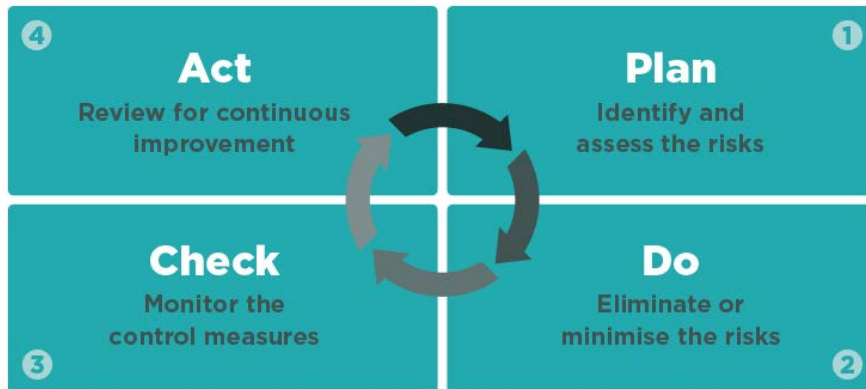
(e) to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and

(f) to verify the provision and use of the resources and processes.

As a starting point I would suggest appointing someone at the “Board” level or on the committee as a health & safety coordinator. This role can then ensure the club’s health and safety policies are followed including hazard management, accident reporting, safety checklists and emergency procedures<sup>4</sup>. Make sure it is on the agenda and decisions are made considering it. Engage directly with volunteers, employees, and students as they will know the hazards best. If your volunteers are providing ongoing and regular work for you it would be good practice to involve them in safety planning and decisions. Share stories widely so everyone can learn from them. Boards could then aspire to move beyond compliance and towards a proactive best practice approach.

The best resource on this is the practice guide published jointly by WorkSafe New Zealand and the Institute of Directors (IoD).<sup>5</sup>

*Figure 2: The Institute of Director’s Recommended Approach*



The above figure sets out the framework from IoD and the fuller document contains guidelines that set out a baseline position and recommended practice for: organisational beliefs, vision, policy; targets; board policy, structure, process; management structure and performance; health and safety management systems; resources; monitoring; and review. Interestingly, this is similar to the framework contained in the self-defence syllabus i.e.,

---

<sup>4</sup> As a relevant example for clubs there should be enough emergency food/ water/ blankets available to keep members safe if a major disaster occurs during a meeting or training.

<sup>5</sup> <https://www.iod.org.nz/healthandsafety>.

- Avoid the incident (through recognizing the danger)
- De-escalate (mitigate the impact of any danger if you cannot remove it)
- Respond (First Aid skills and Emergency supplies)
- Recover (Learn from the incident so that it can be avoided in future).

What obligations do Volunteer Associations' have?

As shown earlier in Figure 1, Volunteer Associations have no health and safety obligations under the HSWA.

What obligations do Individuals and Volunteers have?

Individuals share the responsibility of identifying hazards, assessing risks and taking action. If you are a volunteer or even if you do nothing other than train or watch as a spectator you need to take reasonable care: for your own health and safety; and that your

acts or omissions do not impact the health and safety of others.



## PENALTIES

The HSWA has introduced far more serious offences and penalties. These can be up to \$3 million for PCBU's and for Officers (such as Directors and CEOs) a maximum of \$600,000 or 5 years prison. This reflects the importance which the Government places on good health and safety practices. Additionally, insurance cannot be taken out against these fines. This reinforces the importance of any business orientated schools gaining expert advice on whether or not they are a PCBU.

You may also be a Volunteer Officer for a PCBU if you perform duties on a voluntary basis and are being reimbursed for out of pocket expenses but not receiving payment or reward. Volunteer Officers are still Officers but do not commit an offence if they fail to ensure the PCBU complies with its duties and obligations and as such they are exempt from prosecution. The purpose of this immunity was to ensure that voluntary participation at a leadership level was not discouraged.

If you are clearly a Volunteer Association or an Officer for a Volunteer Association then you therefore have less to worry about with respect to penalties, Mike Mitchell, a senior associate of the firm of Preston Russell Law, states:

“a volunteer association will be exempt from prosecution as long as it only has volunteers and it engages contractors to work for it, as opposed to having employees. This exemption applies to all members of the volunteer association including trustees and volunteer board members.”

## OUR OWN SYLLABUS REQUIREMENTS

As a reminder that we care about this topic I refer the reader to some aspects of our vision, syllabus, and theory which directly relate to health and safety. These include the following aspects:

As an organisation our vision is enriching lives through International Taekwon-Do and a strategic focus is to: “Ensure delivery of Taekwon-Do is of the highest standard and compliance with regulatory requirements e.g. Health & Safety”. (iTkd Board vision)

“In Taekwon-Do a heavy emphasis is placed on moral culture, for it not only promotes *a healthy body* and keen mind ...” (Black Belt Techniques Syllabus, 2016)

“Members must make sure they are clean and all nails are cut short for safety reasons” (Coloured Belt Techniques Syllabus, 2015)

“On arrival ... remove all accessories e.g., hats, headbands, rings, necklaces, watches, earrings, and anything else dangerous” (Coloured Belt Techniques Syllabus, 2015)

“Self-defence is about getting home safely to your family, whatever that takes. There is nothing more important than your safety and your family’s safety” (Self-defence handbook. Coloured Belt Syllabus, 2014)

Health and safety was also likely to have been in the mind of the “imaginative practitioner [who] created the first patterns”.<sup>6</sup> This breakthrough was what made it possible to move past the old philosophy of an eye for an eye and allow practice to occur safely.

This all reinforces the conclusion that Health and Safety is not something we do as well as Taekwon-Do it is an integral part of what we do and teach.

---

<sup>6</sup> Taekwon-Do. The Korean Art of Self Defence. 1991. Choi Hong Hi. Pp 524.

## Part 2: Practical Examples & Available Resources

Irrespective of whether your organisational form is a PCBU or a Volunteer Association I am assuming that you wish to create a safe environment for yourself, your students and any other parties that interact with you.

At school level the main activities to ensure the safety of would be your normal classes and any time you are running an event. This event might be a tournament, a demonstration, a black belt grading, a seminar, or even a camp. Because you can apply the same methodology to classes and events I suggest you approach them the same way i.e., work through your classes as an event albeit a regular one.

### RUNNING AN EVENT

New Zealand lawyers, Buddle Findlay suggest that if a national organisation provides guidance, standards, training, or funding to an associated party then it is influencing the event and has a level of responsibility. This doesn't mean that iTKD is responsible for everything the regions or others do but it does mean that influence should be exerted when necessary. For example, ensuring that the rules that govern events and safety are clear, thorough and safe. I recommend that the iTKD Board consider its guidelines and policies from this perspective.

To run a safe event, Sport New Zealand suggest the approach outlined in the following table. This is an approach the Riccarton club has used and I recommend it to others:<sup>7</sup>

*Table 2: Quick reference guide for completing the Event Risk Assessment*

- |    |  |
|----|--|
| 1. | Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).  |
| 2. | Fill out all risk descriptions in the Risk Register.   |
| 3. | Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk). |
| 4. | Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).   |
| 5. | Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).   |
| 6. | Have you identified anything else you could do to further manage the risk? Please note these in the table.   |

---

<sup>7</sup> <http://www.sportnz.org.nz/managing-sport/search-for-a-resource/guides/risk-management-for-events>

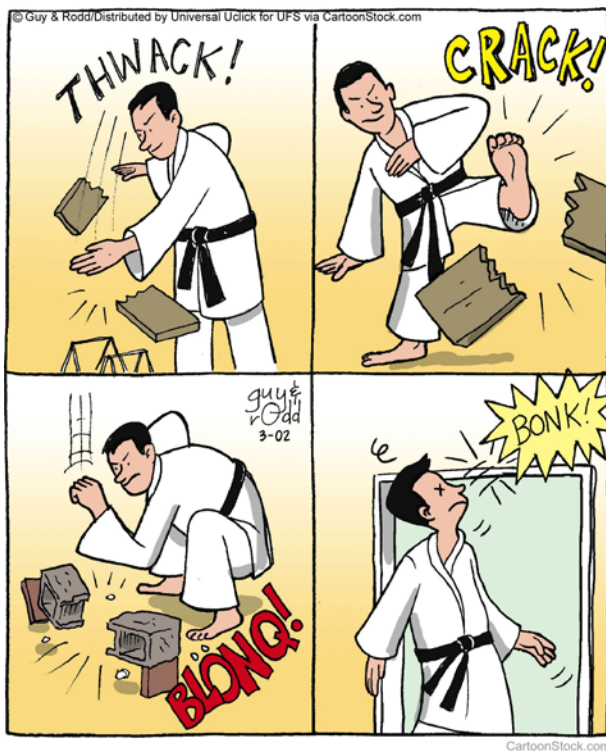
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

It is likely that by doing so you will improve your safety awareness across the board.

#### Step 1: Potential hazards

The first step in the suggested process is to identify all of the potential hazards. These can often be difficult to identify if you have not gone through this type of assessment before.

Table 3 below contains a list of common hazards which should help in this first step of creating a health and safety plan for your organization. They come from a Riccarton Event Hazard Plan (Appendix II), Mr Tolley's Risk Management Plan templates as sent to all instructors in 2016, the First Aid Board Report Back following the 2016 Nationals,<sup>8</sup> and my own experience. It is by no means exhaustive and I recommend we harness the knowledge of our clubs to share additional hazards so we can continually improve our health and safety understanding and performance.<sup>9</sup>



Although your situation will be particular to your venue, event, students and support this list should be a useful starting point. Once you have started, the online template allows you to produce an

<sup>8</sup> The report was compiled by Marama Wansbrough, Heidi Gilpin and Sally Cale. It is a very clear and concise record of the event with some pragmatic observations and conclusions. In summary, 70 people were seen by the First Aiders, 36 people had injuries from power breaking, 3 required further treatment, 20 sparring injuries including 7 to the head area, 2 eye injuries, 2 throat injuries and one groin injury. For the groin injury, hospital was subsequently required and the competitor had post tournament implications for a number of weeks.

<sup>9</sup> Please send additional hazards to [p.gudsell@icloud.com](mailto:p.gudsell@icloud.com) where they can be collated and updates can then be periodically distributed.

Event Management Plan reasonably easily.<sup>10</sup>

*Table 3: Potential Hazards. A Starting Cheat Sheet*

Volunteer could trip on power cable and hit desk/floor causing head injury
Earthquake <sup>11</sup>
Bushfires <sup>12</sup>
Flooding <sup>13</sup>
Pestilence <sup>14</sup>
A student training while ill passes on their disease
Tripping on sparring mats leading to a fracture
Crush injury from board holding when practitioner has inadequate skill
Tripping on holes in competition surface from damaged mats
A wet day causing the floors to become slippery
The jug for boiling water being pulled over by a small child
Children playing on and falling off the stage
Asthma attack
Epilepsy
Anaphylactic shock
Heart attack

---

<sup>10</sup> <http://www.sportnz.org.nz/managing-sport/search-for-a-resource/guides/risk-management-for-events>

<sup>11</sup> While infrequent this has happened in Christchurch so is deserving of attention.

<sup>12</sup> While infrequent this has happened in Christchurch so is deserving of attention.

<sup>13</sup> While infrequent this has happened in Christchurch so is deserving of attention.

<sup>14</sup> This has not yet occurred in Christchurch.

Over stretching of limbs
Heavy contact during sparring match
Heavy contact blow to the head in sparring, or falling during competition and hitting head. Especially dangerous if the competitor is carrying a previous concussion
Inexperienced sparrers lacking control
Set up and pack down of speciality & power equipment could lead to a crushing injury
Incorrect contact with special technique or power equipment
Hitting head on ground or specialty equipment from falling after unstable landing – with prior head injury
Outside of the event and venue it is possible that accidents could occur in the car park

#### Step 2-8 for Creation of an Event Management Plan

No-one but you can take the next step and complete the exercise, if it is done for you it will probably sit in a file box at home never to be seen again. To make it real you need to take the time to engage in it. If health and safety is important for you as an instructor, board member, committee member, which I suggest it should be then just make it happen.

As you complete the plan it is worth remembering that we have a number of controls and hazard management aspects already in place. Some of the items that you may consider already help mitigate some of the risk of the hazard could include:

- Tournament Standards and Guidelines. Including the requirement for safety equipment and qualified referees;
- Risk management templates for clubs as distributed by our Operations Executive;
- Experienced Instructors; and
- First Aid Training.

So that you can see what a “final” product might look like I have attached the current version of the Riccarton Event Plan for its Round Robin Tournaments. This was developed



from the on-line template available from Sport New Zealand following the process outlined above in Table 2.<sup>15</sup> All Event Management documents will be living documents as you review and learn from each event you run.

If you would like further assistance please do not hesitate to contact the Author, your Regional Director or our Operations Executive.



---

<sup>15</sup> <http://www.sportnz.org.nz/managing-sport/search-for-a-resource/guides/risk-management-for-events>

## Summary

In 2013 the Independent Taskforce on Workplace Health and Safety reported that New Zealand's work health and safety system was failing. As a result, New Zealand has

introduced the Health and Safety at Work Act 2015 (HSWA) and formed WorkSafe New Zealand (WorkSafe).<sup>16</sup>



Health and safety for us as Taekwon-Doins is simple and complicated. It is simple because we want and need to keep ourselves and others safe and healthy. The fundamental premise here is that irrespective of the Act it is still incumbent on us as Instructors and Leaders to keep ourselves and others safe. Injuries at the very least slow us down and interrupt our training, or cause permanent injury and end our training.

Health and safety is complicated due to the legislative structure we need to comply with and the number of different organisational forms we operate under, including as a minimum: a national board; regional organisations; limited liability companies; incorporated societies; unincorporated societies; partnerships; sole traders, and volunteer organisations. Several of these forms will have officers, employees, contractors, chief executives, volunteers, volunteer workers, customers, and others. Each permutation of the above can have different duties and liabilities.

This paper aims to be a guide to your likely status and obligations as well as providing examples and resource material.<sup>17</sup> The last word should go to WorkSafe:

**“When it comes to keeping people healthy and safe, it’s best to think not ‘do I have a duty to this person’ but ‘what can I reasonably do to keep them safe?’<sup>18</sup>**

<sup>16</sup> <http://www.worksafe.govt.nz/worksafe/information-guidance/legal-framework/introduction-to-the-hsw-act-2015/special-guide/introduction-to-the-hsw-act-2015.pdf>

<sup>17</sup> Please note that this is not intended to be legal advice and if in doubt the advice of a professional should be sought.

<sup>18</sup> “Being healthy and safe as a sport or recreation volunteer. 2016. Worksafe NZ-26523809. Sport New Zealand and High Performance Sport New Zealand.

## BIBLIOGRAPHY/ USEFUL REFERENCES

“Actions for Directors – Health and Safety Governance”. 2016. Institute of Directors in New Zealand (Inc).

Black Belt Techniques Syllabus. 2016. iTKD.

“Being Healthy and Safe as a Sport or Recreation Volunteer”. 2016. Worksafe NZ-26523809. Sport New Zealand and High Performance Sport New Zealand.

“CCC Health and Safety Reform Briefing.” 2016, April. Buddle Findlay

Coloured Belt Techniques Syllabus. 2015. iTKD.

“Directors and Officers under the Health and Safety at Work Act 2015”. 2016. Lawlink

“Good Governance Practices Guideline for managing Health and Safety Risks”. 2013, May. Ministry of Business, Innovation & Employment and Institute of Directors in New Zealand (Inc).

“Health & Safety” 2016. Boardroom, Institute of Directors. Article by Garth Gallaway and Marie Wisker, Chapman Tripp.

“Health and Safety at Work Act 2015”. 2015. New Zealand Government.  
[www.legislation.govt.nz](http://www.legislation.govt.nz)

“Health and Safety at Work Act 2015”. Version 15.03.2016. Introduction for Auckland Council Staff. Auckland Council.

“Health and Safety Guide: Good Governance for Directors.” 2016. WorkSafe New Zealand and Institute of Directors in New Zealand (Inc).

“Health and Safety Leadership. A guide for small to medium business owners and company directors.” 2016. WorkSafe New Zealand and Institute of Directors in New Zealand (Inc).

“Health and Safety obligations for clubs, societies and charitable trusts”. 2016. Lawlink.

“Health and Safety Reform Bill third reading: Questions and Answers”. 2015. Ministry of Business, Innovation & Employment.

“Health & Safety Reforms.” circa 2015. Sport New Zealand.

“Health and Safety – Responsibility for Events run by ‘associated parties’”. 2015, December. Buddle Findlay.

“How new health and safety laws affect volunteers and charities”. 2016, 11 February.  
<http://www.stuff.co.nz/business/opinion-analysis/76776384/How-new-health-and-safety-laws-affect-volunteers-and-charities>. Mike Mitchell. Stuff.co.nz.

“Information for PCBUs that engage Volunteers”. 2016, March. WorkSafe New Zealand

“Information for Officers who are Volunteers. Fact Sheet”. 2016, March. WorkSafe New Zealand.

“Introduction to the Health and Safety at Work Act 2015. Special Guide”. 2016, March. WorkSafe.

“Legal considerations for clubs.” 2015, December. Sport New Zealand

“Risk Management of Events”. 2016. Sport & Recreation New Zealand.

Self-defence handbook. Coloured Belt Syllabus. 2014. iTKD.

“Taekwon-Do. The Korean Art of Self Defence”. 1991. Choi Hong Hi.

“The aftermath of a serious accident”. 2016, June. Mary Searle Bell. Contractor Magazine.

“The Four Pillars of Governance Best Practice”. 2016. Institute of Directors in New Zealand (Inc).

“The Future of Health & Safety”. 2016, June. Local Government Magazine. Mary Searle Bell.

“Volunteers. Factsheet”. Circa 2016. Department of Labour.

“Working Safely for your Community. Health and safety guidelines for community and voluntary organisations”. 2003, June. Department of Labour and Occupational Safety & Health Service.

“Working Together on Health and Safety”. 2016, May. Worksafe New Zealand.

## APPENDIX I: RELEVANT SECTIONS OF THE HEALTH AND SAFETY AT WORK ACT 2015

What follows are a selection of what I consider are the relevant portions from the full 188 page Act. This may allow the reader to form their own assessment of their status, duties, obligations and liability.

### Section 17: Meaning of PCBU

(1) In this Act, unless the context otherwise requires, a **person conducting a business or undertaking** or **PCBU**—

(a) means a person conducting a business or undertaking—

(i) whether the person conducts a business or undertaking alone or with others;  
and

(ii) whether or not the business or undertaking is conducted for profit or gain; but

(b) does not include—

(i) a person to the extent that the person is employed or engaged solely as a worker in, or as an officer of, the business or undertaking;

(ii) a volunteer association;

(iii) an occupier of a home to the extent that the occupier employs or engages another person solely to do residential work;

(iv) a statutory officer to the extent that the officer is a worker in, or an officer of, the business or undertaking;

(v) a person, or class of persons, that is declared by regulations not to be a PCBU for the purposes of this Act or any provision of this Act.

(2) In this section, **volunteer association** means a group of volunteers (whether incorporated or unincorporated) working together for 1 or more community purposes where none of the volunteers, whether alone or jointly with any other volunteers, employs any person to carry out work for the volunteer association.

### Section 18: Meaning of officer

In this Act, unless the context otherwise requires, **officer**, in relation to a PCBU,—

(a) means, if the PCBU is—

(i) a company, any person occupying the position of a director of the company by whatever name called:

- (ii) a partnership (other than a limited partnership), any partner:
  - (iii) a limited partnership, any general partner:
  - (iv) a body corporate or an unincorporated body, other than a company, partnership, or limited partnership, any person occupying a position in the body that is comparable with that of a director of a company; and
- (b) includes any other person occupying a position in relation to the business or undertaking that allows the person to exercise significant influence over the management of the business or undertaking (for example, a chief executive); but
- (c) does not include a Minister of the Crown acting in that capacity; and
- (d) to avoid doubt, does not include a person who merely advises or makes recommendations to a person referred to in paragraph (a) or (b).

### Section 19: Meaning of worker

(1) In this Act, unless the context otherwise requires, a **worker** means an individual who carries out work in any capacity for a PCBU, including work as—

- (a) an employee; or
- (b) a contractor or subcontractor; or
- (c) an employee of a contractor or subcontractor; or
- (d) an employee of a labour hire company who has been assigned to work in the business or undertaking; or
- (e) an outworker (including a homeworker); or
- (f) an apprentice or a trainee; or
- (g) a person gaining work experience or undertaking a work trial; or
- (h) a volunteer worker; or
- (i) a person of a prescribed class.

(2) For the purposes of subsection (1),—

(a) a constable is—

- (i) a worker; and
  - (ii) at work throughout the time when the constable is on duty or is lawfully performing the functions of a constable, but not otherwise:
- (b)

a member of the Armed Forces is—

- (i) a worker; and
- (ii) at work throughout the time when the member is on duty or is lawfully performing the functions of a member of the Armed Forces, but not otherwise:

(c) a PCBU is also a worker if the PCBU is an individual who carries out work in that business or undertaking.

(3) In this Act, a **volunteer worker**—

(a) means a volunteer who carries out work in any capacity for a PCBU—

- (i) with the knowledge or consent of the PCBU; and
- (ii) on an ongoing and regular basis; and
- (iii) that is an integral part of the business or undertaking; but

(b) does not include a volunteer undertaking any of the following voluntary work activities:

- (i) participating in a fund-raising activity;
- (ii) assisting with sports or recreation for an educational institute, sports club, or recreation club;
- (iii) assisting with activities for an educational institute outside the premises of the educational institution;
- (iv) providing care for another person in the volunteer's home.

## Section 22: Meaning of reasonably practicable

In this Act, unless the context otherwise requires, **reasonably practicable**, in relation to a duty of a PCBU set out in [subpart 2 of Part 2](#), means that which is, or was, at a particular time, reasonably able to be done in relation to ensuring health and safety, taking into account and weighing up all relevant matters, including—

- (a) the likelihood of the hazard or the risk concerned occurring; and
- (b) the degree of harm that might result from the hazard or risk; and
- (c) what the person concerned knows, or ought reasonably to know, about—
  - (i) the hazard or risk; and
  - (ii) ways of eliminating or minimising the risk; and
- (d) the availability and suitability of ways to eliminate or minimise the risk; and



(e) after assessing the extent of the risk and the available ways of eliminating or minimising the risk, the cost associated with available ways of eliminating or minimising the risk, including whether the cost is grossly disproportionate to the risk.

### Section 23: Meaning of notifiable injury or illness

(1) In this Act, unless the context otherwise requires, a **notifiable injury or illness**, in relation to a person, means—

(a) any of the following injuries or illnesses that require the person to have immediate treatment (other than first aid):

(i) the amputation of any part of his or her body:

(ii) a serious head injury:

(iii) a serious eye injury:

(iv) a serious burn:

(v) the separation of his or her skin from an underlying tissue (such as degloving or scalping):

(vi) a spinal injury:

(vii) the loss of a bodily function:

(viii) serious lacerations:

(b) an injury or illness that requires, or would usually require, the person to be admitted to a hospital for immediate treatment:

(c) an injury or illness that requires, or would usually require, the person to have medical treatment within 48 hours of exposure to a substance:

(d) any serious infection (including occupational zoonoses) to which the carrying out of work is a significant contributing factor, including any infection that is attributable to carrying out work—

(i) with micro-organisms; or

(ii) that involves providing treatment or care to a person; or

(iii) that involves contact with human blood or bodily substances; or

(iv) that involves handling or contact with animals, animal hides, animal skins, animal wool or hair, animal carcasses, or animal waste products; or

(v) that involves handling or contact with fish or marine mammals:

(e) any other injury or illness declared by regulations to be a notifiable injury or illness for the purposes of this section.

(2) Despite subsection (1), **notifiable injury or illness** does not include any injury or illness declared by regulations not to be a notifiable injury or illness for the purposes of this Act.

(3) In this section,—

**animal** has the same meaning as in [section 2\(1\)](#) of the Animal Welfare Act 1999

**fish** has the same meaning as in [section 2\(1\)](#) of the Fisheries Act 1996

**marine mammal** has the same meaning as in [section 2\(1\)](#) of the Marine Mammals Protection Act 1978.

### Section 30: Management of risks

(1) A duty imposed on a person by or under this Act requires the person—

(a) to eliminate risks to health and safety, so far as is reasonably practicable; and

(b) if it is not reasonably practicable to eliminate risks to health and safety, to minimise those risks so far as is reasonably practicable.

(2) A person must comply with subsection (1) to the extent to which the person has, or would reasonably be expected to have, the ability to influence and control the matter to which the risks relate.

### Section 36: Primary duty of care

(1) A PCBU must ensure, so far as is reasonably practicable, the health and safety of—

(a) workers who work for the PCBU, while the workers are at work in the business or undertaking; and

(b) workers whose activities in carrying out work are influenced or directed by the PCBU, while the workers are carrying out the work.

(2) A PCBU must ensure, so far as is reasonably practicable, that the health and safety of other persons is not put at risk from work carried out as part of the conduct of the business or undertaking.

(3) Without limiting subsection (1) or (2), a PCBU must ensure, so far as is reasonably practicable,—

(a) the provision and maintenance of a work environment that is without risks to health and safety; and

(b) the provision and maintenance of safe plant and structures; and

- (c) the provision and maintenance of safe systems of work; and
- (d) the safe use, handling, and storage of plant, substances, and structures; and
- (e) the provision of adequate facilities for the welfare at work of workers in carrying out work for the business or undertaking, including ensuring access to those facilities; and
- (f) the provision of any information, training, instruction, or supervision that is necessary to protect all persons from risks to their health and safety arising from work carried out as part of the conduct of the business or undertaking; and
- (g) that the health of workers and the conditions at the workplace are monitored for the purpose of preventing injury or illness of workers arising from the conduct of the business or undertaking.

(4) Subsection (5) applies if—

- (a) a worker occupies accommodation that is owned by, or under the management or control of, a PCBU; and
  - (b) the occupancy is necessary for the purposes of the worker's employment or engagement by the PCBU because other accommodation is not reasonably available.
- (5) The PCBU must, so far as is reasonably practicable, maintain the accommodation so that the worker is not exposed to risks to his or her health and safety arising from the accommodation.
- (6) A PCBU who is a self-employed person must ensure, so far as is reasonably practicable, his or her own health and safety while at work.

#### Section 44: Duty of officers

- (1) If a PCBU has a duty or an obligation under this Act, an officer of the PCBU must exercise due diligence to ensure that the PCBU complies with that duty or obligation.
- (2) For the purposes of subsection (1), an officer of a PCBU must exercise the care, diligence, and skill that a reasonable officer would exercise in the same circumstances, taking into account (without limitation)—
  - (a) the nature of the business or undertaking; and
  - (b) the position of the officer and the nature of the responsibilities undertaken by the officer.
- (3) Despite subsection (1), a member of the governing body of a territorial authority or regional council elected in accordance with the [Local Electoral Act 2001](#) does not have a duty to exercise due diligence to ensure that any council-controlled organisation (as defined in [section 6](#) of the Local Government Act 2002) complies with its duties or

obligations under this Act unless that member is also an officer of that council-controlled organisation.

(4) In this section, **due diligence** includes taking reasonable steps—

(a) to acquire, and keep up to date, knowledge of work health and safety matters; and

(b) to gain an understanding of the nature of the operations of the business or undertaking of the PCBU and generally of the hazards and risks associated with those operations; and

(c) to ensure that the PCBU has available for use, and uses, appropriate resources and processes to eliminate or minimise risks to health and safety from work carried out as part of the conduct of the business or undertaking; and

(d) to ensure that the PCBU has appropriate processes for receiving and considering information regarding incidents, hazards, and risks and for responding in a timely way to that information; and

(e) to ensure that the PCBU has, and implements, processes for complying with any duty or obligation of the PCBU under this Act; and

(f) to verify the provision and use of the resources and processes referred to in paragraphs (c) to (e).

#### Section 45: Duties of workers

While at work, a worker must—

(a) take reasonable care for his or her own health and safety; and

(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

(c) comply, as far as the worker is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations; and

(d) co-operate with any reasonable policy or procedure of the PCBU relating to health or safety at the workplace that has been notified to workers.

#### Section 46: Duties of other persons at workplace

A person at a workplace (whether or not the person has another duty under this Part) must—

(a) take reasonable care for his or her own health and safety; and

(b) take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons; and

(c) comply, as far as he or she is reasonably able, with any reasonable instruction that is given by the PCBU to allow the PCBU to comply with this Act or regulations.

#### Section 47: Offence of reckless conduct in respect of duty

(1) A person commits an offence against this section if the person—

(a) has a duty under [subpart 2](#) or [3](#); and

(b) without reasonable excuse, engages in conduct that exposes any individual to whom that duty is owed to a risk of death or serious injury or serious illness; and

(c) is reckless as to the risk to an individual of death or serious injury or serious illness.

(2) For the purposes of subsection (1), if the person is an officer of a PCBU, the individual to whom the duty is owed is an individual to whom the PCBU owes the duty.

(3) A person who commits an offence against subsection (1) is liable on conviction,—

(a) for an individual who is not a PCBU or an officer of a PCBU, to a term of imprisonment not exceeding 5 years or a fine not exceeding \$300,000, or both:

(b) for an individual who is a PCBU or an officer of a PCBU, to a term of imprisonment not exceeding 5 years or a fine not exceeding \$600,000, or both:

(c) for any other person, to a fine not exceeding \$3 million.

#### Section 50: Liability of officers

An officer of a PCBU may be convicted or found guilty of an offence against [section 44](#) whether or not the PCBU has been convicted or found guilty of an offence under this Act relating to the duty or obligation.

#### Section 51: Liability of volunteers

A volunteer does not commit an offence under [section 47](#), [48](#), or [49](#) for a failure to comply with a duty imposed by [subpart 2](#) or [3](#), except a duty under—

(a) [section 45](#) (duties of workers); or

(b) [section 46](#) (duties of other persons at workplaces).

#### Section 55 (1): Duty to preserve sites

(1) A PCBU who manages or controls a workplace at which a notifiable event has occurred must take all reasonable steps to ensure that the site where the event occurred is not disturbed until authorised by an inspector.

### Section 56(1): Duty to notify notifiable event

(1) A PCBU must, as soon as possible after becoming aware that a notifiable event arising out of the conduct of the business or undertaking has occurred, ensure that the regulator is notified of the event.

### Section 57(1): Requirement to keep records

(1) A PCBU must keep a record of each notifiable event for at least 5 years from the date on which notice of the event is given to the regulator under [section 56](#).

### Section 58(1): Duty to engage with workers

(1) A PCBU must, so far as is reasonably practicable, engage with workers—

(a) who carry out work for the business or undertaking; and

(b) who are, or are likely to be, directly affected by a matter relating to work health or safety.

### Section 209: Offence to give false or misleading information

(1) A person must not give information in complying or purportedly complying with this Act or regulations that the person knows—

(a) is false or misleading in a material particular; or

(b) omits any matter or thing without which the information is misleading.

(2) A person must not produce a document in complying or purportedly complying with this Act or regulations that the person knows is false or misleading in a material particular without—

(a) indicating the respect in which it is false or misleading and, if practicable, providing correct information; or

(b) accompanying the document with a written statement signed by the person, or, in the case of a body corporate, a person authorised by the body corporate that—

(i) states that the document is, to the knowledge of the first-mentioned person, false or misleading in a material particular; and

(ii) sets out, or refers to, the material particular in which the document is, to the knowledge of the first-mentioned person, false or misleading.

(3) A person who contravenes subsection (1) or (2) commits an offence and is liable on conviction,—

(a) for an individual, to a fine not exceeding \$10,000;

(b) for any other person, to a fine not exceeding \$50,000.

## APPENDIX II: RICCARTON ROUND ROBIN EVENT PLAN





# INTERNATIONAL TAEKWON-DO RICCARTON INC



## Event Risk Management Plan

Riccarton Round Robin 30 October 2016  
Updated: 25 October 2016



SPORT  
NEW ZEALAND CLUBMARK



The Martial Art for Life  
Family, Fun and Fitness

0800 800 495

Page 1  
[www.itkd.co.nz](http://www.itkd.co.nz)

## Table of Contents

<b>Section 1: Event Context</b>	<b>3</b>
Event introduction and overview	3
Aims and objectives for the event	3
Event governance and decision making	3
Event rules	3
Industry guidelines and compliance requirements	3
Site map	3
Weather and climate information	3
Management Team	3
Allocation of officials and volunteers	4
Onsite medical, first aid, security and safety resources	4
Medical facilities and accessing emergency services	4
Initiating emergency response plans	4
Schedule of key stakeholder, role designation and contact information	4
Event communication overview	4
<b>Appendix I: Cobham Intermediate Site Map</b>	<b>5</b>
<b>Appendix II: Event Site Map</b>	<b>6</b>
<b>Section 2: Event Risk Assessment</b>	<b>7</b>
Riccarton Round Robin Risk Register	7
Risk Matrix	13
<b>Section 3: Emergency Response Plan</b>	<b>15</b>
General Emergency Response Plan – Medical	15
Specific Emergency Response Plan A – Fire	16
Specific Emergency Response Plan B – Tsunami	17
Specific Emergency Response Plan C Pollution	19
Specific Emergency Response Plan D Earthquake	20
<b>Section 4: Contingency Planning</b>	<b>22</b>
Introduction	22
The potential threats	22
The chain of command and decision making	22
Review of contingency plan	23
Contingency options	23
Reconnaissance of alternative routes, sites and assessment of conditions	23
Timings and early warning	23
Weather forecasting	23
<b>Section 5: Evacuation Plan</b>	<b>24</b>
Aim	24
Initiation of evacuation	24
Areas of responsibility	24
Evacuation plans	24
<b>Section 6: Concussion Response Plan</b>	<b>25</b>
Recognise the signs of concussion	25
Remove the person from activity	26
Refer them to a medical doctor	26
<b>Section 7: Safety Briefing</b>	<b>27</b>

## Section 1: Event Context

### Event introduction and overview

The Riccarton Round Robin tournaments have been held for five years and assists International Taekwon-Do members in gaining entry level tournament experience as both competitors and officials. It started as an annual event and evolved into a series of 3 tournaments in 2015 with up to 50 competitors and officials at the Cobham Intermediate School Hall. There are also a number of spectators whom support the competitors – usually around 20-30. No media interest is expected.

### Aims and objectives for the event

The event will have been successful if we gain entry from competitors from other clubs, Taekwon-doin's tournament experience is enhanced, and fun is had.

### Event governance and decision making

The event is governed by the International Taekwon-Do Riccarton Committee with the assistance of the club's instructors and seniors.

### Event rules

This is a Class D event as classified by International Taekwon-Do Foundation of NZ.

### Industry guidelines and compliance requirements

As the event is run by Volunteers the intent is to comply with H&S regulations to ensure that participants and volunteers can contribute in a safe environment.

### Site map

Cobham Intermediate Site map is attached as Appendix I and the event site map is attached as Appendix II

### Weather and climate information

There are no anticipated weather impacts as the event is held indoors.

### Management Team

Kris Herbison (KH) – 021 424012 Tournament Director on site, 8:30am

Vincent Bockerhoff (VB) – 027 7241077 Tournament Co-ordinator on site 8:30am

Peter Gudsell (PG) – 027 655 5277 Senior Umpire / General Support

Lynn Kim (LK) – 027 326 3522 Umpire / General Support

### **Allocation of officials and volunteers**

Officials and volunteers register on line and are allocated on the day based on a dynamic assessment of skill and need.

### **Onsite medical, first aid, security and safety resources**

All International Taekwon-Do Riccarton Instructors have First Aid accreditation. This is considered adequate given previous experience suggests the extent of injuries likely to be minor – bruises and bumps.

### **Medical facilities and accessing emergency services**

Riccarton Clinic and after hours medical centre, 6 Yaldhurst Rd – approx. 8 minutes by car, open 8-8 on weekends.

Defibrillator – Jellie Park Recreation and Sports Centre – 1 min walking (please run or drive)

### **Initiating emergency response plans**

Any of the listed officials above have the authority to enact key decisions; such as cancelling the event; activating evacuation procedures; postponing the event; or activating one or more of the emergency response plans.

### **Schedule of key stakeholder, role designation and contact information**

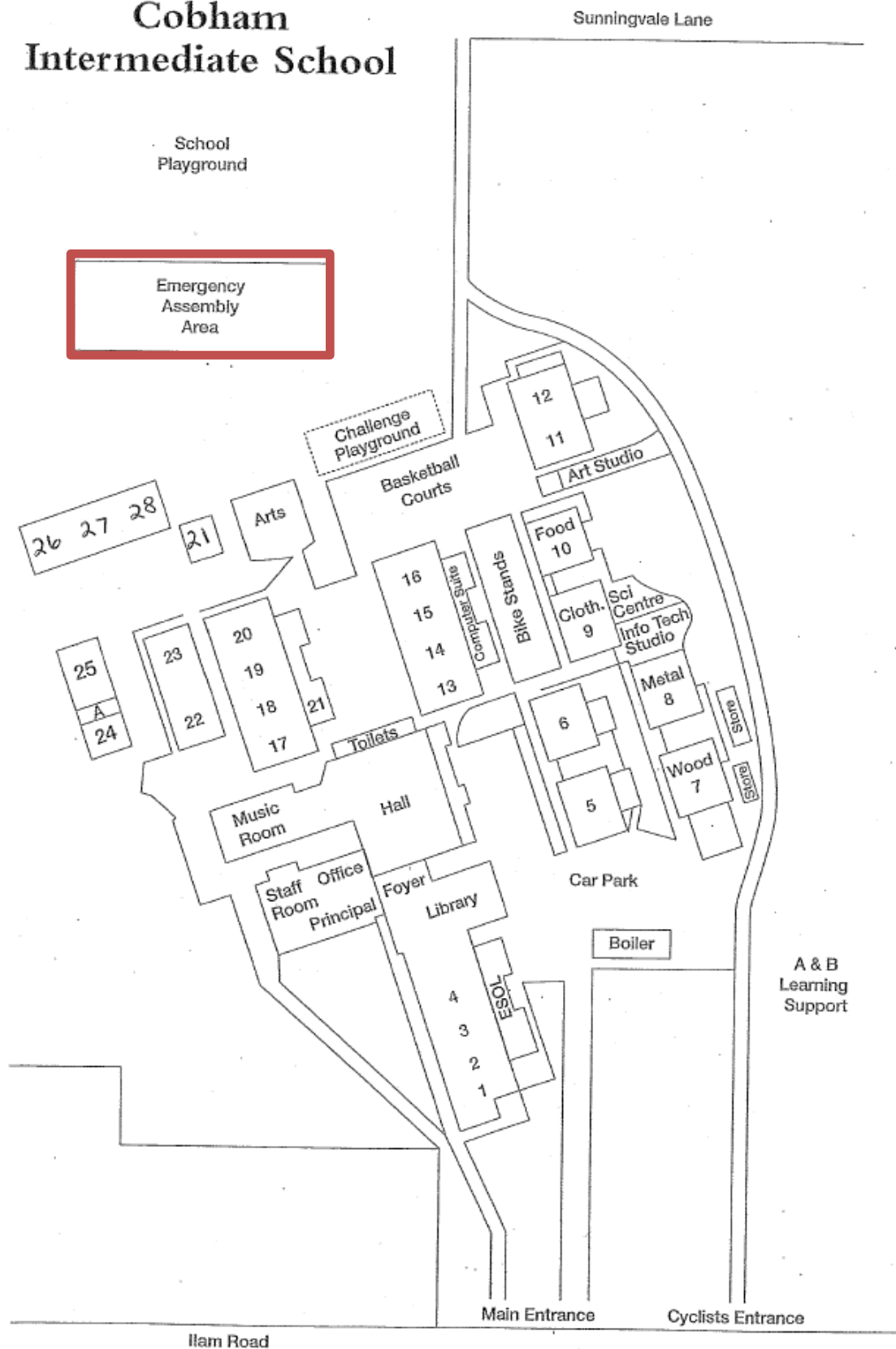
Key people are identified in the section above and additionally any Black belt – identified by official uniform – will be able to assist.

### **Event communication overview**

Communication to participants will be mainly via email and Facebook messages. Tournament draws will be available on the day via hard copy.

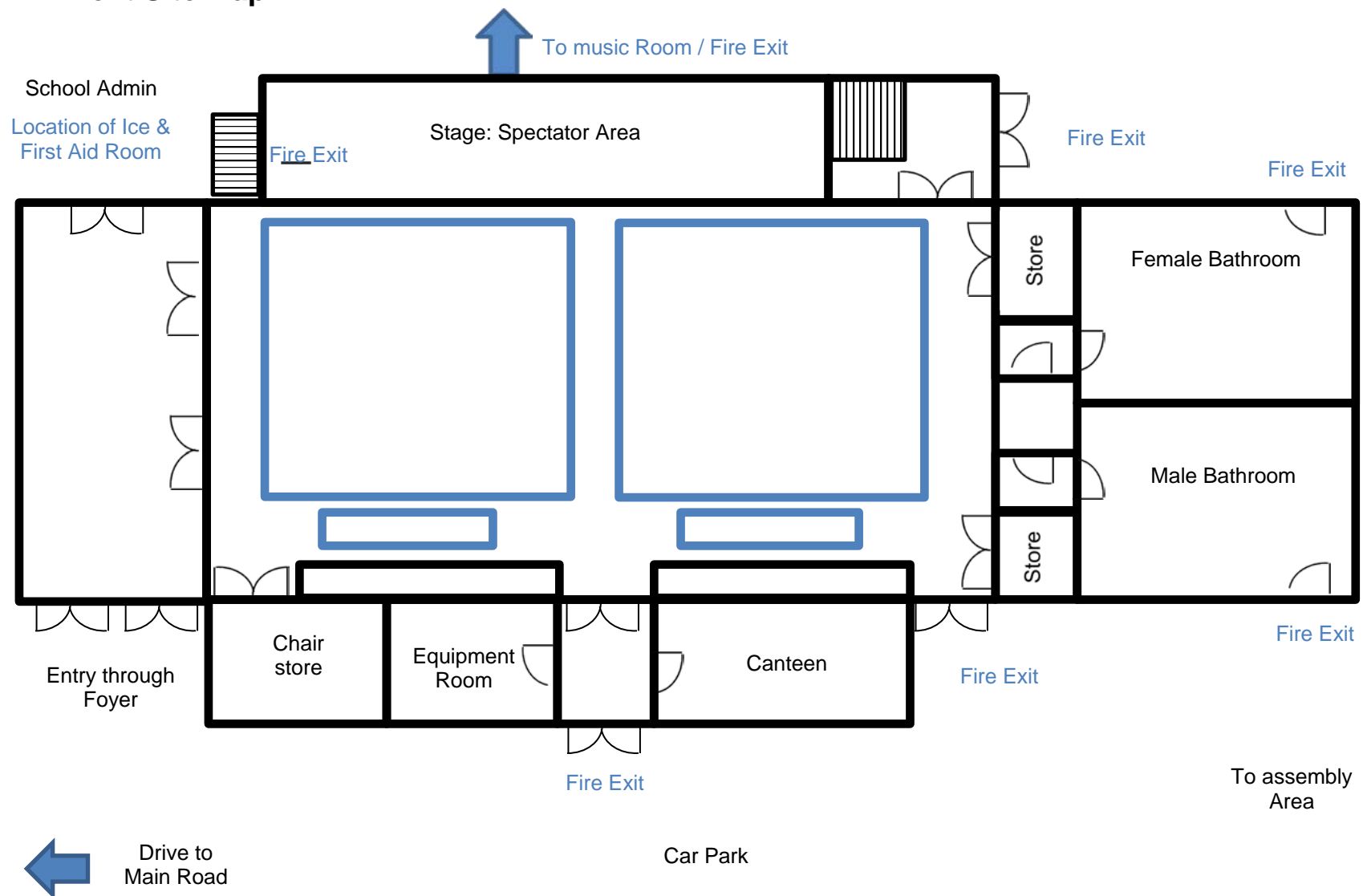
## Appendix I: Cobham Intermediate Site Map

### Cobham Intermediate School





## Appendix II: Event Site Map



## Section 2: Event Risk Assessment

### Riccarton Round Robin Risk Register

Last updated: 25 October 2016

Review due: October 2017

Review lead: Peter Gudsell

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROB. RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
General Hazards for all events										
1.	Trip Hazard: e.g. Power cables around desks in event admin area	Admin volunteer could trip on power cable and hit desk/floor causing head injury.	Rare	Medium	Low	Place admin table requiring power away from heavy traffic areas. Ensure cables are identified, and taped or covered for any cables that cross walkways.	Low	First aid kit and ice available	KH	Daily during event
2.	Trip Hazard	Holes in competition surface from damaged mats	Rare	Medium	Low	Holes in damaged mats filled with cut offs	Low	First aid kit and ice available	KH	Daily during event
3.	Slipping	A wet day could mean the floors become slippery	Possible	Minor	Moderate	Towels for drying feet and all competition events occurring on safety mats	Low	If it is wet placing a notice on the door to be careful	KH	Daily during event
Patterns Competition Hazards										
4.	Sprains & Strains	Over stretching of limbs, catching feet on damaged mats	Possible	Insignifi cant	Low	Competitors warmed up appropriately. Holes in damaged mats filled with cut offs	Low	First aid kit and ice available	KH	Daily during event

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROB. RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
Sparring Competition Hazards										
5.	Contusion or abrasion	Contact during sparring match	Almost Certain	Insignificant	Low	Approved safety equipment worn by competitors	Low	First aid kit and ice available	PG	Daily during event
6.	Cut or bleeding e.g. bleeding nose	Contact during sparring match	Almost Certain	Minor	Low	Competition stopped until: bleeding is controlled; blood affected clothing is changed; blood in competition area cleaned and disinfected.	Low	First aid kit, gloves, ice and disinfectant wipes available Mouth guards and Groin Guards available for sale.	PG Ring Marshall	Daily during event
7.	Sprains & Strains	Over stretching of limbs, falling awkwardly or with another person	Possible	Minor	Moderate	Competitors warmed up appropriately.	Moderate	First aid kit and ice available	PG Ring Marshall	Daily during event
8.	Concussion	Heavy contact blow to the head in sparring, falling during competition and hitting head	Likely	Medium	Moderate	Use of safety equipment and mats in sparring, mats for sparring.	Low	If competitor suspected of having concussion remove from competition. Mention equipment and level of contact at safety briefing.	PG Ring Marshall	Every Bout
9.	Second Concussion	Heavy contact blow to the head in sparring, falling during competition and hitting head – with prior head injury	Likely	Extreme	Extreme	Competitors to disclose all injuries, including head injuries prior to competition. Require medical clearance to compete.	Moderate	If competitor suspected of having prior concussion not allowed to continue in completion	PG Ring Marshall	Every Bout
10.	Fracture	Inexperienced sparrers lacking control	Rare	High	Moderate	Use of qualified officials, use of required safety equipment.	Moderate	Mention equipment and level of contact at safety briefing.	PG / Ring Marshall	Every Bout



RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROB. RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
11.	Serious bodily injury	Inexperienced sparrers lacking control	Rare	Extreme	Extreme	Use of qualified officials, use of required safety equipment. Unsafe competitors removed from competition	Moderate	Mention equipment and level of contact at safety briefing.	PG Ring Marshall	Every Bout
Special Technique Competition Hazards										
12.	Speciality Technique Equipment Set Up and pack down	Set up and pack down of speciality & power equipment together could lead to a crushing injury	Possible	Major	High	This must be set up and adjusted only under the control of an official experienced in the machine i.e. VB	Moderate	Documentation provided for future events. Equipment placed out of reach	VB	At event set up
13.	Contusion or abrasion	Incorrect contact with special technique equipment	Almost Certain	Insignifi cant	Low		Low	First aid kit and ice available	VB	Daily during event
14.	Sprains & Strains	Over stretching of limbs, falling awkwardly or with equipment	Possible	Minor	Moderate	Competitors warmed up appropriately. Use of mats for special technique.	Moderate	First aid kit and ice available	VB	Daily during event
15.	Concussion	Hitting head on ground or equipment from falling after unstable landing	Unlikely	Medium	Moderate	Use of mats for special technique.	Low	If competitor suspected of having concussion remove from competition.	VB	Every Event
16.	Second Concussion	Hitting head on ground or equipment from falling after unstable landing – with prior head injury	Unlikely	Extreme	Extreme	Competitors to disclose all injuries, including head injuries prior to competition. medical clearance to compete.	Moderate	If competitor suspected of having prior concussion not allowed to continue in completion	VB	Every Event
17.	Fracture	Falling awkwardly or with equipment	Rare	High	Moderate	Use of qualified officials, use of required safety equipment.	Moderate	Early indication of events to allow for training. Ice available	VB	Every Event

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROB. RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
Power Test Competition Hazards										
18.	Power Equipment Set Up and pack down	Set up and pack down of power equipment together could lead to a crushing injury	Possible	Major	High	This must be set up and adjusted only under the control of an official experienced in the machine i.e. VB	Moderate	Documentation provided for future events. Equipment placed out of reach	LK	At event set up
19.	Contusion or abrasion	Contact with boards or other equipment	Almost Certain	Insignificant	Low	Modification of rules to allow use of padding or shoes.	Low	First aid kit and ice available	LK	Daily during event
20.	Sprains & Strains	Over stretching of limbs, falling awkwardly or with equipment	Possible	Minor	Moderate	Competitors warmed up appropriately. Use of mats for special technique.	Moderate	First aid kit and ice available	LK	Daily during event
21.	Concussion	Hitting head on ground or equipment from falling after unstable landing or catching limb in equipment	Unlikely	Medium	Moderate	Use of mats for power test.	Low	If competitor suspected of having concussion remove from competition.	LK	Every Bout
22.	Second Concussion	Hitting head on ground or equipment from falling after unstable landing – with prior head injury	Unlikely	Extreme	Extreme	Competitors to disclose all injuries, including head injuries prior to competition. Medical clearance to compete.	Moderate	If competitor suspected of having prior concussion not allowed to continue in completion	LK	Every Bout
23.	Fracture	Falling awkwardly or with equipment, incorrect technique used by competitor	Possible	High	High	Safety mats and standard equipment Modification of rules to allow use of padding or shoes. Umpire to stop attempt if they deem injury likely.	Moderate	Early indication of events to allow for training. Ice available	LK	Every Bout

RISK ID	HAZARD	RISK DESCRIPTION (What could go wrong?)	PROB. RATING	IMPACT RATING	GROSS RISK LEVEL	CONTROLS	NET RISK LEVEL	ADDITIONAL RECOMMENDED CONTROL ACTIONS	RISK OWNER	REVIEW TERM
Other identified Hazards										
24.	Car park	Outside of the event and venue it is possible that accidents could occur in the car park	Rare	High	Moderate	Notify entrants to be careful and ask for people to back into their park on arrival. Signs on the door.	Low	Mention in safety briefing	KH	Daily during event

## Quick reference guide for completing the Event Risk Assessment

1. Brainstorm all hazards by doing a site walk during the planning phase, (i.e. before the event commences).
2. Fill out all risk descriptions in the Risk Register.
3. Arrange a Risk Assessment workshop and/or meeting with key colleagues, and work through the risk assessment ratings. If unsure, default to the more conservative rating. These ratings should be done, as if there were no controls in place, so that you understand the real magnitude of each risk (Gross Risk).
4. Please note, which controls are already in place or should be in place to manage this risk, and include this under 'controls' (i.e. the things you do to reduce the risk).
5. Do the controls in place reduce the risk level (i.e. either reducing the impact or the probability rating)? Re-assess the risk level assuming the listed controls are in place, and note the new risk level having considered the controls (Net Risk).
6. Have you identified anything else you could do to further manage the risk? Please note these in the table.
7. Allocate the person responsible for ensuring the controls are managed as per your plan, and that the risk is reviewed as per the timeline you select; and
8. Indicate how often you will review the risk (on an hourly, daily, or monthly basis etc.)

## Risk Matrix

Probability Descriptor / Rating	Criteria	Impact Descriptor / Rating	Criteria
Rare – 1	• 0-5% chance of occurrence	Insignificant – 1	• Insignificant injury/illness of participant(s) and/or public (no medical treatment required).
Unlikely – 2	• 6-29% chance of occurrence	Minor – 2	• Minor injury/illness of participant(s) and/or public (basic first aid required).
Possible – 3	• 30-49% chance of occurrence	Medium – 3	• Moderate injury/ illness of participant(s) and/or public (referral/transport to hospital required with some time off work likely).
Likely – 4	• 50-79% chance of occurrence	High – 4	• Serious injury/illness of participant(s) and/or public (urgent hospitalisation, extended medical treatment, extended time of work required).
Almost certain - 5	• 80-100% chance of occurrence	Extreme - 5	• Death or total permanent disability of participant(s) and/or public.

Risk Matrix			IMPACT				
			Insignificant	Minor	Medium	High	Extreme
			1	2	3	4	5
PROBABILITY	Rare	1	Low	Low	Low	Moderate	Moderate
	Unlikely	2	Low	Low	Moderate	High	High
	Possible	3	Low	Moderate	High	High	Extreme
	Likely	4	Low	Moderate	High	Extreme	Extreme
	Almost certain	5	Moderate	High	High	Extreme	Extreme

RISK LEVEL	RISK MANAGEMENT ACTIONS
<b>EXTREME</b>	<b>Intolerable level of risk</b> <ul style="list-style-type: none"> <li>Activity should not be commenced, or be discontinued if started, until level of risk is able to be reduced.</li> <li>Highest event decision making authority to be informed (i.e. Event Management Committee).</li> <li>Re-assess risk prior to commencing the event or activity, to ensure risk level is appropriate.</li> </ul>
<b>HIGH</b>	<b>Tolerable level of risk if all practicable measures in place</b> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is as Low As Reasonable Practicable (ALARP).</li> <li>Is there anything else that can be reasonably done to reduce the probability and/or impact of the risk?</li> <li>Ensure verification is undertaken that all prescribed control measures are in place, and in practice.</li> <li>Ensure all person(s) exposed to this risk are aware of the risk level.</li> <li>If level of risk is ALARP, continue with the event or activity ensuring constant monitoring of the risk, to ensure the risk level does not increase further.</li> </ul>
<b>MODERATE</b>	<b>Tolerable level of risk</b> <ul style="list-style-type: none"> <li>Review control measures to ensure risk level is As Low As Reasonable Practicable (ALARP).</li> <li>If level of risk is ALARP continue with the event or activity using standard operating procedures, Work, Health and Safety (WHS) codes of practice, ongoing monitoring and review of risks.</li> </ul>
<b>LOW</b>	<b>Tolerable level of risk</b> <ul style="list-style-type: none"> <li>No change required. Ensure existing control measures remain in place and is effective.</li> </ul>

## Section 3: Emergency Response Plan

### General Emergency Response Plan – Medical

MAJOR MEDICAL / MAJOR FIRST AID EMERGENCY	
<b>Initial action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"> <li>Location; problem; number of patients; mechanism of injury (trauma); prior medical history (medical).</li> </ul>
<b>Complete Incident Log:</b>	<ul style="list-style-type: none"> <li>Record time; date; informant details; arrival of additional support; any treatment provided; patient information.</li> </ul>
<b>Notify:</b>	<ul style="list-style-type: none"> <li>Notify event safety service / medical team, call 111 and ask for ambulance, inform next of kin of the involved.</li> </ul>
<b>Consider:</b>	<ul style="list-style-type: none"> <li>Is there a risk/hazard posed for other people? Does the event need to stop temporarily to allocate safety resources to the incident(s)? Is there an appropriate environment to treat the victim(s)?</li> </ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>DRSABC (Danger Response Airways Breathing Circulation) is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem and provide appropriate care.</li> <li>Consider the on-going treatment of the patient, and whether they need to be moved to a more appropriate environment (i.e. out of direct sun, wind, water etc).</li> </ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>In serious/critical incident trauma and medical cases, the Event Safety Officer should lead a debrief session of the incident to assess, and ensure all persons involved are OK (emotionally and physically). The response process should be reflected, after all learnings have been recorded.</li> <li>The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>In a critical incident such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>Ensure an Event Incident Report Form is completed for any incident.</li> <li>Ensure Incident Forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> <li>Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li> </ul>



## Specific Emergency Response Plan A – Fire

FIRE	
<b>Initial Action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"> <li>Location; problem; number of patients; likely source of fuel; level of threat to people and/or property.</li> </ul>
<b>Notify:</b>	<ul style="list-style-type: none"> <li>Notify event safety service / medical team. Call 111, and ask for fire service. If aware of injured people, request an ambulance response.</li> </ul>
<b>Consider:</b>	<ul style="list-style-type: none"> <li>Is there a risk/hazard posed for people or property?</li> <li>Does the event need to stop temporarily to allocate resources to the incident to put out or control a fire; protect people; and move to safer area etc?</li> </ul>
<b>Complete Incident Log:</b>	<ul style="list-style-type: none"> <li>Record time; date; informant details; arrival of additional support; any treatment provided re patient information.</li> </ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>All involved are reminded that self-preservation is a priority in any response.</li> <li>People are a priority over property in the case of a fire. Ensure the protection of people initially before considering protection of property.</li> <li>Assess the availability of resources to mitigate the fire (i.e. water, hoses, buckets, capable people etc).</li> <li>For any people affected, DR ABC is the priority protocol followed by secondary surveys (trauma + medical) to ascertain the problem, and provide appropriate care.</li> <li>Once on site, the NZ Fire Service will take over management of the incident, and provide direction to event organisers.</li> </ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>In a serious or critical incident trauma and medical cases, the Event Safety Officer should lead debriefs of the incident/s to assess, and ensure all persons involved are safe and well (emotionally and physically). The response process should be reflected from the learnings recorded.</li> <li>The debrief process is not a forum for apportioning blame for any errors, rather an opportunity to discuss what happened (facts) from each person's perspective, and to identify any person(s) that require additional support.</li> <li>In a critical incident, such as a death or severe (life threatening) trauma, it is likely Work Safe NZ will need to be notified.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>Ensure an Event Incident Report Form is completed for any incident.</li> <li>Ensure incident forms are submitted to the Event Manager for any follow up required, and filing in the Event Risk Management Records.</li> <li>Feel free to attach additional information as required. It is beneficial to keep a more detailed account of the incident in the event of a formal investigation.</li> </ul>



TSUNAMI WATCH / WARNING	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> <li>Has a Tsunami Warning or Tsunami Watch been issued by the Ministry of Civil Defence?</li> <li>The Event Manager (or similar) should confirm this directly rather than being drawn into speculation by other parties or media.</li> <li>When is the published impact time of the first tsunami, and therefore how much time do you have to evacuate the coastal zone?</li> </ul>
Complete Incident Log:	<ul style="list-style-type: none"> <li>All event stakeholders.</li> </ul>
Notify:	<ul style="list-style-type: none"> <li>The level of response relative to the classification of the incident (i.e. 'watch' is a lower risk threshold than 'warning').</li> <li>Ensure the level of urgency is relative to the anticipated time available to evacuate.</li> <li>What are the optimal evacuation routes to allow people to get to the recommended 23m above sea level, to avoid the impact of a tsunami wave?</li> </ul>
Consider:	<ul style="list-style-type: none"> <li>Has a Tsunami Warning or Tsunami Watch been issued by the Ministry of Civil Defence?</li> <li>The Event Manager (or similar) should confirm this directly rather than being drawn into speculation by other parties or media.</li> <li>When is the published impact time of the first tsunami, and therefore how much time do you have to evacuate the coastal zone?</li> </ul>
At scene	
Actions:	<ul style="list-style-type: none"> <li>If there is a witnessed earthquake in the coastal zone or any unusual observations to a sudden change in sea state, (such as water levels noticeably dropping), immediately discontinue the event.</li> <li>Radio the on-water safety, and ask them to direct all persons back to shore immediately (<b>phase one - get people out of water</b>).</li> <li>Inform volunteers; officials; competitors; and spectators of a possible tsunami threat, and encourage them to enact an emergency evacuation to higher ground ASAP. Note, in a witnessed coastal earthquake event, there is insufficient time to remove equipment.</li> <li>Focus must be on a swift, orderly evacuation away from the coast to a targeted elevation of 23m above sea level (<b>phase two - evacuate to high ground</b>).</li> <li>If the event is not witnessed, and the Tsunami Warning or Tsunami Watch indicates a longer lead-in time, in addition to evacuating the coastal zone, consider removing any available first aid or other equipment to higher ground to be used in a possible post-tsunami recovery.</li> <li>Continue to monitor the situation/threat through official channels (i.e. Ministry of Civil Defence updates).</li> </ul>

At completion	
Debrief:	<ul style="list-style-type: none"> <li>In the event of a tsunami, debriefs may not be appropriate, in lieu of more immediate needs.</li> <li>Following any Tsunami Warning/Tsunami Threat stand-down, it is appropriate to conduct a debrief so learnings can be captured for any future incident.</li> </ul>
Reporting:	<ul style="list-style-type: none"> <li>It is unlikely that a report will need to be filed to an external authority, but should be considered for internal, continuous improvement purposes.</li> </ul>

MAJOR POLLUTION DISCOVERY / WATER QUALITY	
<b>Initial action</b>	
<b>Ascertain details:</b>	<ul style="list-style-type: none"> <li>Location, type of pollution involved (i.e. oil vs sewerage vs run-off).</li> <li>Identify source if possible.</li> </ul>
<b>Notify:</b>	<ul style="list-style-type: none"> <li>Notify the local environmental authority (normally the regional council) immediately. If people are becoming ill, either refer to local medical facility or in serious cases dial 111, and request an ambulance.</li> </ul>
<b>Consider:</b>	<ul style="list-style-type: none"> <li>What risk level might the pollution pose for people?</li> <li>Are there implications for the general public beyond those involved with the event?</li> <li>Are there alternative sites not affected by the water quality issue that may allow competition to continue?</li> <li>Have there been any previous water quality issues at the site and, if so, what may be the time impact for the issue to be resolved?</li> </ul>
<b>Complete incident log:</b>	<ul style="list-style-type: none"> <li>Record times of key decisions (e.g. when first aware of quality issue, when discontinued event etc), number of patients involved if people are sick, arrival of additional support, any treatment provided, patient information.</li> </ul>
<b>At scene</b>	
<b>Actions:</b>	<ul style="list-style-type: none"> <li>On being made aware of the water quality issue, discontinue aquatic events immediately, until the issue is resolved.</li> <li>Contact the local pollution/water quality authority; inform them of the problem, and seek advice regarding the impact the problem may have on people.</li> <li>If the water quality issue is obviously not going to be resolved quickly, (i.e. oil spill or major run-off issue) - identify and check alternative event locations. If suitable, consider moving the event to the new site to continue the event.</li> <li>Continue to monitor the situation, seek ongoing advice from experts/authorities.</li> </ul>
<b>At completion</b>	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>A debrief may not be essential in the case of a response to water quality issues. However, consider conducting a debrief in the event of any illness to people or if there was an opportunity identified to enhance the response plan, and activation of the event contingency plan in future.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>It is unlikely that a report will need to be filed to an external authority, but should be considered for internal continuous improvement purposes.</li> </ul>

EARTHQUAKE	
Initial action	
Ascertain details:	<ul style="list-style-type: none"> <li>Location and magnitude of earthquake; likely impact on participants and officials at competition.</li> </ul>
Notify:	<ul style="list-style-type: none"> <li>All event stakeholders if there is a need to evacuate.</li> </ul>
Consider:	<ul style="list-style-type: none"> <li>Evacuation Instructions of Head Warden / Person in Charge.</li> <li>Emergency requirements for a number of hazards – e.g. fire, gas leaks</li> <li>Ensure the level of urgency is relative to the anticipated time available to evacuate.</li> </ul>
Complete incident log:	<ul style="list-style-type: none"> <li>Record time; date; informant details; arrival of additional support; any treatment provided re patient information.</li> </ul>
At scene	
Actions:	<p>During an Earthquake: If Inside:</p> <ul style="list-style-type: none"> <li>Keep calm.</li> <li>Move away from windows.</li> <li>Use stairs, not lifts.</li> <li>Walk, never run.</li> <li>Stay indoors unless otherwise directed by Head Warden / Person in Charge.</li> <li>Take cover under solid furniture or doorways.</li> <li>Move away from anything that could fall on someone.</li> <li>Curl into “turtle position” and protect the head.</li> </ul> <p>If Outdoors:</p> <ul style="list-style-type: none"> <li>Stay clear of buildings and tall structures, trees, high walls, electricity lines – anything that could fall on someone.</li> <li>If evacuated, remain at assembly point or as directed by Head Warden / Person in Charge until all clear is given.</li> </ul> <p>After an earthquake:</p> <ul style="list-style-type: none"> <li>Look out for live electric wires and any other hazards.</li> <li>Prepare for aftershocks; more things could fall.</li> <li>Turn off electricity, gas, and water at mains.</li> <li>Treat any injuries.</li> <li>If there is a gas smell, evacuate building as for gas leak.</li> <li>Conserve water and try to stop any leaks.</li> <li>If power is cut, keep refrigerator and freezer doors closed as much as possible.</li> <li>Ensure utilities are in working order before re-occupying buildings (contact utility company, if required).</li> </ul>

At completion	
<b>Debrief:</b>	<ul style="list-style-type: none"> <li>In the event of an earthquake, debriefs may not be appropriate, in lieu of more immediate needs.</li> <li>Following any earthquake, it is appropriate to conduct a debrief so learnings can be captured for any future incident.</li> </ul>
<b>Reporting:</b>	<ul style="list-style-type: none"> <li>It is unlikely that a report will need to be filed to an external authority, but should be considered for internal, continuous improvement purposes.</li> </ul>

Ongoing actions to be prepared:

- Conduct earthquake emergency drills at least 6-monthly.
- Assess site buildings for structural adequacy (get professional advice).
- Include potential earthquake hazards on inspection checklists (e.g. wall and ceiling fittings appropriately secured).
- Secure all heavy equipment.
- Store heaviest objects in lower shelves of cupboards (unless otherwise directed by dangerous goods regulations requirements).
- Store breakable items (e.g. glass, crockery, etc) in cupboards that won't spring open

## Section 4: Contingency Planning

### Introduction

This Contingency Plan has been developed as part of the Event Risk Management Plan, to ensure health and safety risks are eliminated, so far as reasonably practicable.

In the presence of natural or man-made hazards, particularly unfavourable weather and/or extreme environmental conditions preventing the conduct of part or all of the event, it is essential that you establish a clear and simple Contingency Plan to manage the situation.

### The potential threats

The major threat(s) that may generate the need to consider contingency options are:

1. High winds
2. Heavy rain
3. Water quality issues
4. Strong currents (i.e. at a beach or river)
5. Large surf

History of potential threat events occurring at the event location:

1. Nothing known of other than the Canterbury Earthquake sequence which began in 2010.

### The chain of command and decision making

The International Taekwon-Do Riccarton Committee will determine the response to the threats as they occur, or as required. The sole responsibility for suspension, cancellation, postponement or relocation of part, or all of the event, rests with the International Taekwon-Do Riccarton Committee. The most senior member (by ITKD Rank) of the Committee whom is present has the responsibility to make the above decision.

The International Taekwon-Do Riccarton Committee

Position	Name
President	Kris Herbison (KH)
Committee Member	Peter Gudsell (PG)
Committee Member	Vincent Bockerhof (VB)
Committee Member	Collette Ting (CT)

The decision to enact this Contingency Plan is the responsibility of the International Taekwon-Do Riccarton Committee, the Event Management Team including all officials, volunteers and employees are responsible to the International Taekwon-Do Riccarton Committee for implementing any contingency options associated with the event. The Event Management Team is responsible for maintaining the safety of the participants, spectators and the public safety.

The Event Risk Management Plan developed for this event is to be applied when considering and making recommendations, in consultation with relevant emergency services, and subject matter experts.

## **Review of contingency plan**

A review of the following will be conducted at each International Taekwon-Do Riccarton Committee meeting:

1. Risk Assessment of the current conditions; and
2. Injury management statistics;
3. Current weather predictions; and
4. Other relevant event statistics (such as withdrawals, and complaints received etc).

## **Contingency options**

We have assessed that there are 2 feasible contingency options available. These are:

Option One – Cancellation of the event

Emails to be sent through Zen Planner

Option Two – Postpone the event

Emails to be sent through Zen Planner

## **Reconnaissance of alternative routes, sites and assessment of conditions**

No alternative sites will be investigated as the Round Robin will only be held at Cobham Intermediate School

## **Timings and early warning**

The decision to enact one of the contingency options is to be made as early as possible.

The International Taekwon-Do Riccarton Committee through its members are responsible for early warning of any decisions. The following individuals and authorities are to be advised as soon as possible of any decision to reroute or cancel the event:

1. Event participants
2. All event officials
3. All event volunteers
4. Event spectators

As soon as the decision is made, all stakeholders will be communicated with promptly through email and SMS and personal communication (at the venue via voice and/or signs).

## **Weather forecasting**

Weather reports will be considered as part of any risk assessment. As the event is run inside the weather has only a limited impact on the event and is unlikely to lead to a postponement or cancellation.



## Section 5: Evacuation Plan

### Aim

The aim of this Evacuation Plan is to ensure the organisers of the event can act quickly and decisively should the need to evacuate the event site be required.

### Initiation of evacuation

An evacuation will be signalled by Air Horn, Verbal signal and/or Fire Alarm. The following people are authorised to initiate an evacuation:

1. Kris Herbison, President
2. Peter Gudsell, Committee Member
3. Vincent Brockerhoff, Committee Member
4. Colette Ting, Committee Member
5. Lynn Kim, Instructor / Umpire

### Areas of responsibility

In the event of an evacuation, the following people will focus on specific areas of responsibility:

1. Kris Herbison, Overall Controller, takes list of participants and contact details to evacuation area
2. Vincent Brockerhoff, check men's toilet is clear
3. Lynn Kim, check women's toilet is clear
4. Peter Gudsell, check other areas such as stage, gear room, and dance room (if open) are clear

### Evacuation plans

Ensure everyone walks promptly to the assembly point (NB if there are injuries then assess the safest option for treatment i.e., on site or post evacuation)

Check everyone is at the assembly site

Remain at assembly point or as directed by Person in Charge until all clear is given.

Site A Cobham Intermediate School Map attached as Appendix 1. Assembly point is on the artificial cricket pitch on the Sports field.





## Section 6: Head Injury / Concussion Response Plan

To treat concussion, remember the three R's of concussion – recognise, remove, refer.

### Recognise the signs of concussion

Concussion should be suspected if you see or hear any of the symptoms in the below table.

What you see (signs)	What they say (memory)
<ul style="list-style-type: none"> <li>• Loss of consciousness or non-responsive</li> <li>• Lying on the ground not moving or slow to get up</li> <li>• Loss of balance/co-ordination</li> <li>• Dazed or vacant look</li> <li>• Disorientation/confusion</li> <li>• Visible injury to face or head (especially in combination with any other signs)</li> <li>• Grabbing/clutching of head.</li> </ul>	<p>Failure to answer any of these questions correctly may suggest a concussion.</p> <ul style="list-style-type: none"> <li>• “Where are we at today?”</li> <li>• “What day/month is it?”</li> <li>• “What just happened?”</li> <li>• “Who are you with?”</li> <li>• “What city/town do you live in?”</li> </ul>
What they feel (symptoms)	Red flags (immediate hospitalisation)
<p>If any of these symptoms appear, concussion may be present.</p> <ul style="list-style-type: none"> <li>• Blurred vision</li> <li>• Neck pain</li> <li>• Nausea</li> <li>• Dizziness</li> <li>• Confusion</li> <li>• Sensitivity to light &amp;/or noise</li> <li>• Nervous or anxious</li> <li>• Fatigue</li> <li>• Headache/pressure in the head</li> <li>• Drowsiness/trouble sleeping</li> <li>• More emotional</li> <li>• Irritability</li> <li>• Problems with memory</li> <li>• Reduced ability to think/concentrate</li> <li>• Difficulty sleeping</li> </ul>	<p>If no qualified medical professional is available, consider transporting by ambulance for urgent medical assessment.</p> <ul style="list-style-type: none"> <li>• Person complains of neck pain</li> <li>• Increasing confusion or irritability</li> <li>• Repeated vomiting</li> <li>• Seizure or convulsion</li> <li>• Weakness or tingling/burning in arms or legs</li> <li>• Deteriorating conscious state</li> <li>• Severe or increasing headache</li> <li>• Double vision</li> <li>• Unusual behaviour change.</li> </ul>



## **Remove the person from activity**

Any person with a suspected concussion should be immediately removed from activity.

They should not:

1. return until they are medically assessed,
2. be left alone, or
3. drive a motor vehicle.

To help an unconscious athlete:

Apply first aid,

1. remembering DRSABCD, and
2. they must be treated like they have a neck injury, and
3. they should only be moved by a medical professional trained in spinal immobilisation, and
4. call 111 if there is concern regarding the risk of structural head or neck injury.

## **Refer them to a medical doctor**

Anyone with a suspected head injury needs to see and be assessed by a medical doctor.

This is essential to:

1. confirm the diagnosis of concussion
2. assess the risk for more serious injury.

## Section 7: Safety Briefing

The following items should be covered.

**Safety** – our main aim is that you have fun and gain experience in a safe environment. To achieve this we need your support, understanding and to follow some basic precautions yourself. I'll set these out now:

**Toilets** – location, Gender.

**Exits** – location

**Evacuation Site** – artificial pitch on sports field

### Earthquake procedure

1. Keep calm.
2. Move away from windows.
3. Walk; never run.
4. Stay indoors unless otherwise directed by Officials
5. Take cover under solid furniture or doorways.
6. Move away from anything that could fall on someone.
7. Curl into "turtle position" and protect the head.

**Car park** – be careful and please back into your park so you have visibility when leaving.

**Weather** – If wet it could get slippery so please dry your feet on entry and bring Officials attention to any pools of water in the building.

### Sparring

– Proper safety gear, Mouthguard, headgear, groin guard, gloves and boots (if you haven't got these then we have a limited number of groin guards and mouth guards available)

– Contact is light

– You must notify the Ring Officials of any previous injuries and any previous concussion type injuries must have medical sign-off to compete.

Officials need to be obeyed at all times

### Power & Special

Competition equipment should only be assembled and adjusted under the instruction of an authorised Official or Black belt.

Padding may be used for power test, and officials can stop attempt before it is made if there are safety concerns

### Concussion / Prior injuries

All injuries, especially head injuries, prior to the tournament are to be disclosed to the tournament director and co-ordinator. The tournament director has complete discretion regarding the participation of anyone with a prior head injury.

### Questions