



BRITISH TAEKWONDO COUNCIL

ACCIDENT / INCIDENT REPORT LOG



BTC is recognised as the National Governing Body for Taekwondo in the UK

British Taekwondo Council
Registered Offices: Swatton Barn, Badbury, Swindon, Wiltshire, SN4 0EU
Tel: 01895 459949 Website: www.tkdouncil.com E-mail: email@tkdcouncil.com

ACCIDENT / INCIDENT REPORT LOG

CLUB NAME:	
BTC MEMBER ORGANISATION:	
CLUB INSTRUCTOR:	
LOG START DATE:	
LOG END DATE:	

BRITISH TAEKWONDO COUNCIL

ACCIDENT / INCIDENT REPORT LOG

The British Taekwondo Council (BTC) insurance cover, which is provided free of charge with membership of a BTC Member Organisation, is for personal accident cover. In order for your club to comply with the requirements of the BTC insurers, we have produced this Accident / Incident Report Log with the following guidelines:

- Every time there is an ACCIDENT / INCIDENT (including near misses) at your club, whether or not someone is injured, you **MUST** record the details in the Accident / Incident Report Log at the earliest opportunity and collect signatures.
- Incidents must be recorded which occur at any organised activity whether a grading, training or social event arranged by the club.
- An incident could relate to an accusation made against the instructor or administrator, for example, whose actions may subsequently lead to legal or disciplinary action. **PLEASE FOLLOW THE RELEVANT BTC PROCEDURES FOR SAFEGUARDING, DISCIPLINARY OR HEALTH AND SAFETY ACCORDING TO THE NATURE OF THE ACCIDENT / INCIDENT.**
- All accidents/incidents must be recorded, however innocuous they may appear at the time.
- Serious incidents which, in your opinion, could possibly give rise to threat of legal action should be reported to your BTC Member Organisation's head office.
- If you are in any doubt at all as to the seriousness of the incident, contact your BTC Member Organisation's head office.
- The British Taekwondo Council's Accident / Incident Report Log should be kept indefinitely **(for children, these records must be kept until they achieve the age of 25 years in case they wish to bring a case when they turn 18)**. Further copies may be downloaded from the BTC website, www.tkdouncil.com.
- If the Accident / Incident Report Log is not available at the scene of the incident, ensure that a responsible person records all the relevant details, with signatures, and that this evidence held with the Log. It is acknowledged that the club Accident / Incident Report Log may not be available at every club activity.
- It may not necessarily be the same person completing the Accident / Incident Report Log, but each club should have a nominated person who keeps the book.
- If anyone advises that they wish to make an insurance claim, please direct them to the [BTC website](#), Notifying a Claim. **This form should be completed and sent to the BTC Insurance brokers, who will deal with the matter.** The completed form should **NOT** be returned to the club instructor, the BTC Member Organisation or the BTC.

BTC ACCIDENT / INCIDENT REPORT FORM

This form is to record all Accidents/Incidents or near misses occurring during Taekwondo activities. Please ensure all sections are completed in full and returned (within timescales stated in the ACCIDENT / INCIDENT Procedure).

Venue:	Location of accident:
Date of accident:	Name of individual(s) who dealt with the accident: Contact details:
Name of person involved: Contact details:	
Nature of accident:	
Details leading up to the accident:	
Details of events after the accident:	
First Aid treatment given:	
Signed Print Name (Injured Party/Parent/Carer)	
Signed Print Name..... (Sports Coach/Facility First Aid Staff)	
Signed Print Name..... (Witness)	
Date:	

Please retain completed reports for your records and have them to hand if requested by the BTC Insurers

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