

WAY TAEKWONDO

Ashford & Folkestone, Kent

HEALTH AND SAFETY POLICY

Club	Way Taekwondo (est. 2013)
Affiliation	Affiliated Club of British Taekwondo (National Governing Body for World Taekwondo in Great Britain)
Policy Owner	Master Ista Gurung, 6th Dan — Founder & Lead Instructor
Based On	British Taekwondo Health and Safety Policy Statement, reviewed and signed 19th January 2026 by David Marshall, Chief Executive
Club Policy Date	31st January 2026
Next Review Due	No later than 31st January 2027, or sooner if British Taekwondo issues an updated national Policy Statement

1. Policy Statement

Way Taekwondo puts the health and safety of its students, parents, instructors and visitors as its highest priority. Our objective is that no one is seriously hurt through participation in Taekwondo at our club.

Taekwondo is a martial art and a full-contact combat sport. By its nature there is always a risk of minor injury. This Policy, together with our risk assessments and class procedures, is focused on eliminating serious injury and on continually reducing residual risk to a level that is as low as reasonably practicable (ALARP).

This Policy adopts and applies the framework set out in the British Taekwondo Health and Safety Policy Statement (reviewed 31st January 2026) at club level and is supported by the British Taekwondo Member Health & Safety Guidelines (BTMHSG 00–20), which Way Taekwondo follows in full.

2. Scope and Application

This Policy applies to all Way Taekwondo activity, including:

- Regular classes at our Ashford and Folkestone training venues
- Grading events, including Dan and Kup gradings
- Club-organised competitions, seminars, camps and social events
- Any activity where a Way Taekwondo instructor or coach is acting in that capacity, on or off our usual premises

It applies to Master Ista Gurung, all assistant instructors and coaches, all students (and, for minors, their parents/guardians), and any visitors participating in or observing sessions.

3. Roles and Responsibilities

3.1 Master Ista Gurung — Founder & Lead Instructor

- Holds overall accountability for health and safety across the club, equivalent to the Board/Chief Executive role at national level
- Approves this Policy and any amendments, and reviews it at least annually or on any relevant update from British Taekwondo
- Ensures instructors and coaches are appropriately qualified, DBS-checked, and briefed on H&S procedures

- Acts as the club's main point of contact with the British Taekwondo Health & Safety Advisor

3.2 Assistant Instructors and Coaches

- Deliver classes in line with this Policy and BT's risk assessments and technical guidance
- Conduct a visual venue and equipment check before every session
- Recognise and respond to injuries, including suspected head injuries, per Section 6
- Report all reportable incidents to Master Ista Gurung within 24 hours, and to British Taekwondo within 48 hours

3.3 Students, Parents and Guardians

- Disclose relevant medical conditions, injuries or pregnancy to instructors before training
- Wear correct and well-maintained kit and required protective equipment
- Follow instructor guidance on safe conduct, including during sparring and contact drills
- Report any injury, near-miss or hazard to an instructor immediately

4. Risk Assessment

Way Taekwondo maintains written risk assessments for its regular training venues and for one-off events (gradings, competitions, camps), following the British Taekwondo Club Risk Assessment Process and the BT Taekwondo Risk Assessments (BTMHSG 07).

Risk assessments cover, as a minimum:

- The training venue: flooring, matting, lighting, fire exits, heating/ventilation, and hazards from other hall users
- Equipment: pads, bags, protective equipment, and their inspection and maintenance
- Activity-specific risks: warm-up, technique training, pad work, sparring (contact-controlled by age/grade), patterns, and breaking
- Participant factors: age, grade, medical conditions, and first-time attendees

Venue risk assessments are reviewed at the start of each term and after any incident, change of venue, or change in class format. Event-specific risk assessments are completed ahead of every grading, competition or camp.

5. Supervision, Ratios and Safe Practice

- A qualified instructor or suitably briefed assistant is present and actively supervising at all times classes are running
- Instructor-to-student ratios are set with regard to class age, grade and activity, and are reduced for sparring, pad work with contact, and grading assessments
- Contact sparring is graded by age and belt level, is always supervised, and uses BT-approved protective equipment
- Junior classes (under-18s) are never left unsupervised, and safeguarding procedures apply alongside this Policy in line with British Taekwondo's Safeguarding Code and Club Welfare Officer requirements
- Visiting or trial students complete a registration and medical disclosure form before taking part in any contact activity

6. Accident, Incident and Head Injury Reporting

Way Taekwondo follows the British Taekwondo accident and head injury reporting process (BTMHSG 03/04) in full.

6.1 Minor First Aid Injuries

Bumps, bruises and similar first-aid-only injuries are recorded in the club Accident Book by the instructor on duty. These do not need to be reported to British Taekwondo.

6.2 Reportable Injuries

The following must be reported to British Taekwondo within 48 hours, using the official BT Accident/Head Injury Report Form:

- Injuries requiring GP, dentist or A&E attention (e.g. breaks, sprains, dislocations, tears, cuts, dental or eye injuries)
- Injuries causing absence from school, work or normal activity
- Injuries caused by defective equipment or missing PPE
- Injuries arising from organisational or management failures
- Any suspected head injury involving unconsciousness or concussion symptoms

6.3 Head Injury Protocol

Any suspected concussion or head injury is treated seriously. The instructor on duty issues a Head Injury Suspension/Protection Notice on the spot, following British Taekwondo's Concussion and Head Injury Statement of Intent, and the student does not return to training until cleared per BT's return-to-play guidance.

6.4 Reporting Route

1. Instructor completes the BT Accident/Head Injury Report Form immediately
2. Form is emailed to Master Ista Gurung and logged in the club Accident Book within 24 hours
3. Master Ista Gurung (or delegated instructor) emails the completed form to membership.services@britishtaekwondo.org within 48 hours of the incident

7. First Aid

- A first-aid kit compliant with British Taekwondo's Club First Aid Guidance (BTMHSG 09) is present at every session and event
- At least one instructor present holds a valid first aid qualification appropriate to the setting
- Emergency contact details for all students (or parents/guardians for minors) are held securely and are accessible to instructors during every session

8. Medical Conditions, Pregnancy and Spectacles

Way Taekwondo follows British Taekwondo's guidance on Health Guidance, Pregnant Member Guidance and Spectacles (BTMHSG 10, 11, 12). Students disclose relevant conditions at registration and update instructors on any change. Reasonable adjustments are made to training intensity and contact level where appropriate, in consultation with the member.

9. Online and Remote Training

Where any club activity is delivered online (e.g. pattern practice sessions), Way Taekwondo follows British Taekwondo's Online Health & Safety Guidance (BTMHSG 13), including advising participants to train in a clear, hazard-free space with adequate room to move safely.

10. Equipment and Venue Standards

- Mats, flooring and matted areas are checked before each session for damage, gaps or slip hazards
- Personal protective equipment (head guards, gum shields, hand/foot protectors, groin guards) is required for all contact sparring and is checked for condition
- Damaged or defective equipment is removed from use immediately and logged for repair or replacement
- Fire exits and emergency evacuation routes at each venue are known to instructors and communicated to students at induction

11. Reporting, Review and Continual Improvement

This Policy is reviewed by Master Ista Gurung at least annually, and immediately following any of the following, in line with British Taekwondo's Reporting, Review and Audit guidance (BTMHS 15):

- A reportable accident, head injury, or near-miss
- An update to the British Taekwondo Health and Safety Policy Statement or Member Health & Safety Guidelines
- A change of training venue or significant change to class format
- Feedback raised by members, parents or instructors

Accident records and risk assessments are retained by the club and made available to British Taekwondo on request as part of its audit process.

12. Health & Safety Contacts

Contact	Details
Way Taekwondo — Master Ista Gurung	waytkd.com info@waytkd.com 07450260314
BT Membership Services (Help-Line)	0161 697 5330 · membership.services@britishtaekwondo.org
BT Health & Safety Advisor	07710 011730 · tom.stammer@britishtaekwondo.org
BT Safeguarding Way Tkd Safeguarding Officer	07568 503791 07500663439

Approved by:

Master Ista Gurung, 6th Dan — Founder & Lead Instructor, Way Taekwondo

Date: 31st January 2026