



Republic of Ireland Taekwon-Do Association (R.I.T.A.)

School Accident/Incident Report Log

School Name:	
School Plague Number:	
Senior Instructor:	
School Assistant Instructors:	
Log Number:	
Log Start Date:	
Log End Date:	

Importance of incident reporting:

Generally, an incident report is a necessary process for the success of the Associations training programs. Instructors should ensure that every student knows how to compile and submit an incident report form. Every school incident should be reported with immediate effect.

Incident reporting is the process of recording school events, including near misses, injuries, and accidents. It entails documenting all the facts related to incidents in the Dojang. Incidents are generally accidents or events that cause injuries to students or damage to property or equipment. Additionally, incidents also cover near misses-events that have enough potential to cause harm.

Why do we need incident reporting:

Incidents of all sorts and sizes occur, from property damage in the school to accidents, injuries or illnesses. It's critical that in all schools students are empowered to report incidents that happen using an incident report form, when students report incidents, they are directly contributing to potentially preventing a future incident from happening again. It allows the Association / School to properly investigate and establish checks, procedures and implement risk controls in response to what has happened.

What happens when you don't report incidents:

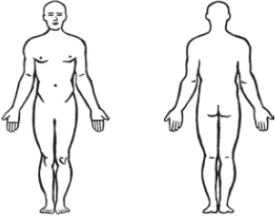
If you don't report incidents that happen, the same type of incident might happen again. The opportunity to analyse what happened, how, why, what could have stopped it and the root causes and factors involved are all lost if the full details of the incident are not recorded. No matter how small an incident is, everything should be reported. The small stuff can prevent the big stuff from happening!

Every time there is an accident/incident (including near misses) at your school, whether or not someone is injured, you MUST record the details in the Accident/Incident Report Log at the earliest opportunity and collect signatures.

- a) Incidents must be recorded which occur at any organised activity whether a Normal Training session, Grading, Tournament, Fund raising event or Social event arranged by the school.
- b) An incident could relate to an accusation made against the instructor or the Association, for example, whose actions may subsequently lead to legal or disciplinary action.
PLEASE FOLLOW THE RELEVANT R.I.T.A. PROCEDURES FOR SAFEGUARDING, DISCIPLINARY OR HEALTH AND SAFETY ACCORDING TO THE NATURE OF THE ACCIDENT/INCIDENT.
- c) All accidents/incidents must be recorded, however innocuous they may appear at the time.
- d) Serious incidents which, in your opinion, could possibly give rise to threat of legal action must be reported as soon as possible (Within 24 hours) to the R.I.T.A. Secretary at head office who will report the issue to the insurers and Masters Council.
- e) If you are in any doubt at all as to the seriousness of the incident, contact the R.I.T.A. Secretary
- f) The Republic of Ireland Taekwon-Do Association (R.I.T.A.) School Accident/Incident Report Log should be kept indefinitely. Further copies may be requested from the R.I.T.A. Secretary.
- g) 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.
- h) It may not necessarily be the same person completing the Accident/Incident Report Log, but each school should have a nominated person who keeps control of the logbook.

R.I.T.A. Incident Report Form

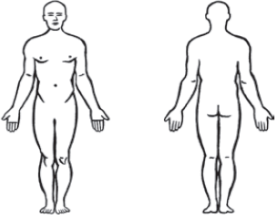
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Was the incident reported immediately:		Time Reported:	
Name of Student involved:		Students Age:	Grade
Students Status:			
Incident / Injury Cause:			
Give description:			
Where in the Dojang did the injury occur:			
(If outside the Dojang state exactly where)			
Provide a description of incident below:			
Witness details 1:	Witness details 2:		
Statement attached:		Statement attached:	
Type of Injury sustained:	Mark injury position on body X		
Specify first aid administered:			
First aider:		Accident Book number:	
Is the Incident / Injury likely to cause absence from work / school:			
Photographs of the scene taken and attached to the investigation report:			
CCTV of the incident available and reviewed:			
CCTV copied onto USB stick for reference:			
What do you consider to be the root cause of the incident:			
Use the space below to describe the immediate actions taken to prevent a reoccurrence:			
Protective equipment worn:			
Name:	Instructor on duty:	Senior Instructor:	
Signed:			

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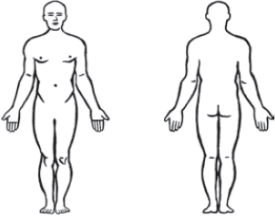
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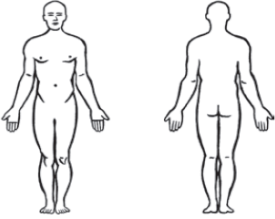
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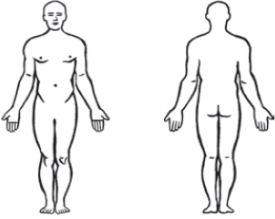
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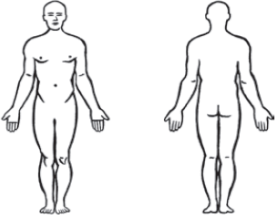
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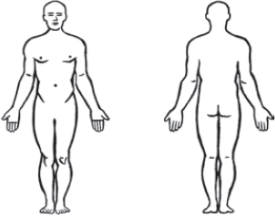
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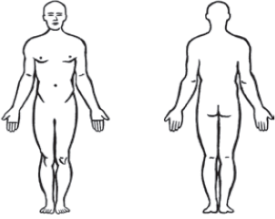
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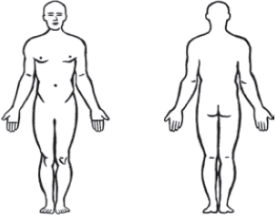
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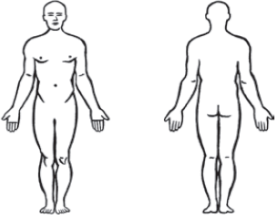
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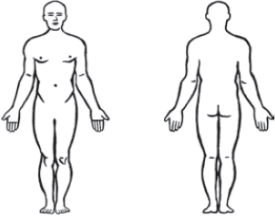
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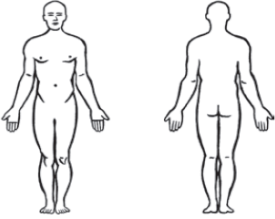
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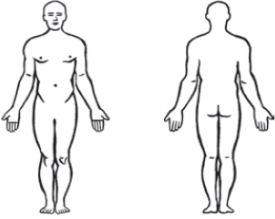
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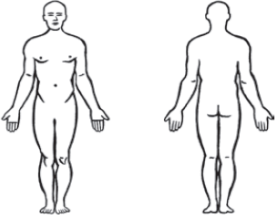
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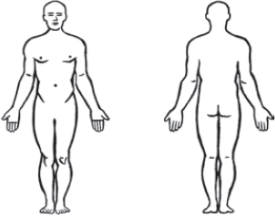
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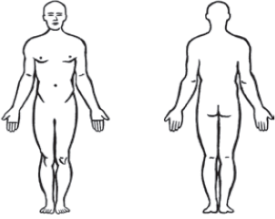
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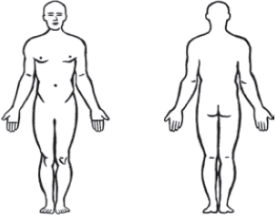
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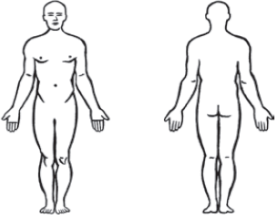
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R.I.T.A. Incident Report Form

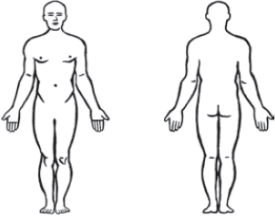
Report number.....

School:		Senior Instructor:	
Date of Incident:		Time of incident:	
Was the incident reported immediately:		Time Reported:	
Name of Student involved:		Students Age:	Grade
Students Status:			
Incident / Injury Cause:			
Give description:			
Where in the Dojang did the injury occur:			
(If outside the Dojang state exactly where)			
Provide a description of incident below:			
Witness details 1:		Witness details 2:	
Statement attached:		Statement attached:	
Type of Injury sustained:	Mark injury position on body X		
			
Specify first aid administered:			
First aider:		Accident Book number:	
Is the Incident / Injury likely to cause absence from work / school:			
Photographs of the scene taken and attached to the investigation report:			
CCTV of the incident available and reviewed:			
CCTV copied onto USB stick for reference:			
What do you consider to be the root cause of the incident:			
Use the space below to describe the immediate actions taken to prevent a reoccurrence:			
Protective equipment worn:			
Name:	Instructor on duty:	Senior Instructor:	
Signed:			

Ensure all white boxes are completed in Full

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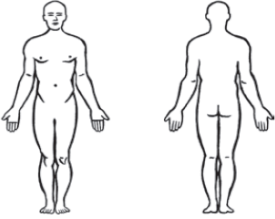
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