

# RISK MANAGEMENT STRATEGY

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## **PART 8 – SPECIAL EVENTS / TOURNAMENTS**

All of the Risk Management Strategy and its policies are adhered to when an event/tournament is held by GKR Karate. An event coordinator will be appointed for each special event/tournament held by GKR Karate. This person is responsible for ensuring the safety of all participants, officials, volunteers and spectators.

### **VENUE**

The coordinator is responsible for ensuring that the venue is safe and that there are no potential hazards and that none arise whilst the event is in progress.

### **PROTECTIVE EQUIPMENT**

The coordinator is responsible for ensuring that officials are aware of procedures regarding the wearing of protective equipment.

### **OFFICIALS**

The coordinator is responsible for ensuring that all officials and volunteers are aware of GKR Karate's Code of Conduct and that they hold any relevant Working with Children Checks unless an exemption applies. The coordinator is the officials/volunteers point of contact person should any issues arise.

### **BEHAVIOUR OF PARTICIPANTS AND SPECTATORS**

The coordinator will address any inappropriate behaviours by students or spectators, should the need arise.

### **FIRST AID**

The coordinator is responsible for ensuring that qualified First Aid Officers are present at the event and that appropriate First Aid equipment is available.

## **PART 9 – INCIDENT MANAGEMENT PROGRAM**

GKR Karate recognises the need to have a procedure which deals with and manages any incidents or injuries. The management of incidents involves a lot of common sense, however GKR Karate has implemented a system which will mean that we don't overlook something that later becomes important. The provision of a safe training environment is of paramount importance. The investigation of incidents deals with the safety of the physical environment as well as training and other protocols.

GKR Karate maintains a register of all significant incidents, to assist with planning and policy.

### **INSTRUCTOR RATES THE SEVERITY OF THE INJURY AND ACTION TO TAKE**

By observing physical signs and through asking the student, the instructor is to gauge the severity of the injury. Clearly most instructor's medical knowledge is limited to their First Aid training.

- If an injury appears minor, the students are asked to sit out for the rest of the class. If the student is a child, then parents must be informed after class where applicable
- If an injury appears slightly more serious to a child, where possible parents are notified immediately, so medical attention can be sought.
- If an injury is severe, an ambulance is called.

### **INSTRUCTOR RECORDING THE INCIDENT**

As soon as the class is finished, the names and contact details of all students or others who witnessed the incident are collected. This information, including details of the injured student and along with a detailed description of the incident is recorded on a GKR Karate – Incident Report Form. All incidents are reported by the instructor to the Regional Manager immediately after the class.

### **REGIONAL MANAGER AND/OR ZONE DIRECTOR FOLLOW-UP**

When informed of an incident, contact is made with the student (or parents) to enquire how they are and to respond to any questions. An investigation into the incident occurs at this point where necessary.