

Guidelines on Outdoor Activities

**Education and Manpower Bureau
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Introduction

The editorial board of the “*Guidelines on Outdoor Activities*” (the Guidelines) aimed to introduce to schools the issues of concern and safety measures to be taken in organising outdoor activities from a practical perspective when the Guidelines was first published in 1996.

The present development of education encourages provision of learning opportunities through real-life context so as to enrich the learning experience of students. Many schools have therefore extended learning activities to places outside the classroom. There has been a considerable increase in frequency and diversity of outdoor activities in schools. The revision of the Guidelines is largely aimed to cater for these developments by reorganizing the content and updating of information, with a view to reinforce schools’ emphasis on various safety measures and actual implementation of the various precautions in conducting outdoor activities.

Outdoor activities, in this context, refer to activities on land and water planned and organised by the schools under the supervision of appointed teachers/instructors. These activities require physical training and are exploratory and challenging in nature. Due to the similarity in nature of these activities with general sports activities, the Guidelines are sometimes adopted by members of the education sector in organizing sports events. If athletic meets or ball games activities are organized, schools should refer to the related circulars and the safety guides issued by the Education and Manpower Bureau (EMB). As for the aforesaid outdoor activities, schools should make reference to the principles and issues of concern outlined in the Guidelines.

Safety of students is the first and foremost concern in promoting outdoor activities. In this connection, various associations or organisations would therefore clearly lay down defined rules and regulations relating to the activities they are promoting. These rules and regulations may have slight differences, for example, in the standard attained by the participants in pre-activity test and emergency measures to be taken in response to changes in weather. If schools become the organisers of the activities, they should follow the principles set out in the Guidelines and work out proper and comprehensive plans of action, with regard to the nature of the activities and the physical fitness and skills of the students.

The current Guidelines cover 11 items of activities that mostly involve physical training, present challenges and adventures, and require the guidance and supervision of teachers/instructors. To facilitate easy reading and referencing, each activity is designated a separate chapter. As for the frequently held activities, such as school picnics, teachers/

instructors may make reference to the principles outlined in Chapter Two, *General Measures for Activities on Land*, and take note of the “Procedures to Notify the Police and Departments Concerned for School Outings in Rural Areas” attached in *Appendix IV*.

Guidelines on organising outdoor activities and responsibilities of the school heads and teachers/instructors are provided in Chapter One, *Notes for School Heads and Teachers/Instructors*. Principles regarding planning and organising activities on land and water, issues of concern and general measures to deal with emergencies are listed in Chapter Two, *General Measures for Activities on Land*, and Chapter Ten, *General Measures for Activities on Water*. The 11 activities covered in the Guidelines are grouped under these two main categories. School heads and teachers are advised to refer to the principles and guides to be observed in these two chapters before going into the detailed arrangements and safety measures of the activity concerned.

In revising the Guidelines, the editorial board has adopted an approach to provide comprehensive materials. For instance, additional information such as guidelines on “Study Tours Outside the Hong Kong Special Administrative Region” is provided in Chapter Nine. Supplementary information of “List of Common and Useful Guidelines, Circulars and Websites for Outdoor Activities”, as well as relevant “Staff/Student Ratios for Various Outdoor Activities” are listed in the Appendices for easy reference. The Guidelines are by no means exhaustive. Therefore, when encountering any problems in organizing outdoor activities, school heads and teachers should make objective and reasonable judgment, and devise possible solution by following the principles set out in the Guidelines and applying past experience and relevant professional knowledge. Schools should consult and seek advice from related professional associations if they have any enquiries. (A list of the relevant professional associations is provided in *Appendix I* for reference.)

Schools may download the Guidelines from the EMB website for easy reference. Any question related to the Guidelines may be directed to the Inspectors of the School Activities Unit at 2892 5778 or 2892 5788.

Comments and suggestions on the Guidelines may be sent to:

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Chapter One

Notes for School Heads and Teachers/Instructors

Safety Code

To achieve the expected results of promotion of outdoor activities, the full cooperation and coordination of every staff member of the school are required. Different outdoor activities may have different sets of safety requirements and precautions that need to be attended to at the stage of planning and launching, while some common rules are applicable to all. The safety code that heads of schools and teachers/instructors should pay attention to when planning and launching various kinds of outdoor activities is summarized below:

I. Notes for Heads of Schools

- 1) Schools should ensure that the responsible teachers/instructors¹ possess the relevant qualifications to conduct the activities. Teachers/Instructors should be encouraged to attend first aid training so that there will be sufficient candidates to serve as leaders of outdoor activities.
- 2) To facilitate organization and management, participants of an outdoor activity may be divided into groups. Group leaders, who can be teachers, senior form students or adults assigned by the school, should have relevant experience and knowledge.
- 3) It is the responsibility of the school to ensure that participants are physically fit and possess the necessary skills to participate in the activities.
- 4) Schools must make sure that all participants including teachers/ instructors/ group leaders thoroughly understand their roles and responsibilities in the event of an emergency.
- 5) Teachers/Instructors should bring along first aid kits (a suggested list of items is in *Appendix II*) and personal communication devices (such as mobile phones, etc.) for casualty handling and communication in the event of an emergency.
- 6) When an accident occurs, schools should deal with it immediately and

¹ An instructor is a person who is qualified as a coach or trainer in a particular activity.

notify the parents of the injured student(s) or family members of the injured participant(s) as soon as possible. Call the Police immediately if necessary. Details of the accident should also be recorded. (See *Appendix VII.*)

- 7) When organizing outdoor activities, schools should observe the proper procedures and notify the Police and relevant government departments (see *Appendix IV*) and refer to relevant EMB Circulars. (See *Appendix IX.*)
- 8) Instruct the responsible teachers/instructors who do not physically participate in the activities to take charge of management and supervision during the course of activities. They should:
 - a) be responsible for communicating with related parties in relation to the outdoor activities;
 - b) possess good knowledge of the details and logistic of organizing outdoor activities in school, such as information on the nature, time, and venue of the activity, names of the teachers/instructors leading the activity and their contact telephone numbers, etc. They should also handle enquiries from outsiders or parents;
 - c) inform the management or designated person(s) of the school according to the agreed contingency plan and, if necessary, assist the school in contacting parents, co-organizers or government departments in the event of an emergency;
 - d) be on the alert in the course of activity, pay attention to news report and weather conditions, and monitor the progress of the activity in a bid to relay timely feedback of useful information to the school and the teachers/instructors leading the activity; and
 - e) report to the police in case the teachers/instructors fail to inform the school of the completion of the activity as scheduled.
- 9) The school should make sure that all students, with or without disabilities, are given the same chance to participate in outdoor activities or study tours outside Hong Kong if circumstances permit. Moreover, the school should give those students with disabilities the assistance they need, for example, the teachers/instructors should be advised to prepare for the intellectual

disability students special identification and S.O.S. cards during outdoor activities, or to keep for them photographs and copies of their travel documents for emergency use while going abroad for study tours. (Schools with integrated education may refer to the suggested “Manning Ratio for Outdoor Education Camp of Students of Special Education Needs” attached in *Appendix X*.)

- 10) Heads of schools should read carefully the EMB Circular on policy specifications and coverage of the Block Insurance Policy and follow the relevant guidelines and instructions accordingly. Moreover, schools should observe the followings:
 - a) All teachers/instructors or escorts are to be appointed by the school. The person(s) appointed and the programme, venue and schedule of the activity must be approved by the school and recorded accordingly.
 - b) If there is any query concerning the coverage of the Policy or if an accident occurs, the school should contact the insurance company at once.

II. Notes for Teachers/Instructors

- 1) At least one member of the activity group should have received first aid training if the activity is exploratory, challenging and physically demanding in nature. Teachers/Instructors are encouraged to attend first aid courses offered by the St. John Ambulance Association, the Hong Kong Red Cross Society or the Auxiliary Medical Service.
- 2) It is advisable to keep abreast of the weather reports and forecasts.
- 3) Schools are advised to stop participants who are susceptible to effects of air quality (e.g. those with heart or respiratory illnesses) from taking part in the outdoor activities if the Air Pollution Index (API) is within the range of 101 and 200 in the area in which the activity takes place.
- 4) If the API is within the range of 201 and 500, the outdoor activities should be suspended, cancelled or postponed.

- 5) All outdoor activities should be cancelled if a tropical cyclone warning signal is hoisted. If Typhoon Signal No. 1 is hoisted while the activity is taking place, the group should find the nearest shelter immediately. If circumstances permit, teachers/instructors should arrange participants to go home. If a higher signal is hoisted, the group should stay at the nearest shelter until the danger is over.
- 6) When a red/black rainstorm warning is hoisted, teachers/instructors should stop all outdoor activities immediately and direct all participants to take shelter in a safe place until it is safe for them to return home. When a black rainstorm warning is issued, the group should remain in a safe place until the rainstorm has passed and travelling conditions have improved.
- 7) When cold or very hot weather warning is issued, it is expected that cold or very hot conditions will persist. Teachers/Instructors should assess the situation and decide whether to postpone or cancel the activity. Otherwise, participants should be advised to put on warm clothing to prevent hypothermia due to cold weather; or to wear long-sleeved and loose-fitting clothes, trousers, suitable hats, sunglasses with UV protection (where necessary) and repeat use of sunscreen lotions of SPF 15 or above in very hot weather.
- 8) Schools should request parents to check the body temperature of their children on the day of activity and record the details in the form prepared by schools. Teachers/Instructors should then determine whether students are physically fit to participate in the activities. In the case of camping or the outdoor activity lasts for several days, teachers should check the students' body temperature each day before the programme begins.
- 9) Teachers/Instructors should observe the performance and behaviour of the participants, and make sure they do not engage in activities beyond their physical and mental capabilities. They should also remind the participants to report any sickness so that appropriate arrangements can be made.
- 10) It is necessary to help the participants to develop a sense of responsibility and to make them understand their role in ensuring their own safety and that of their teammates.
- 11) Smoking or tampering with matches or cigarette lighters is strictly

forbidden while participating in outdoor activities.

- 12) Teachers/Instructors should ensure that participants taking part in outdoor activities are properly dressed. They should, for example, wear suitable clothing and footwear, tie back long hair, cut fingernails short and secure spectacles.
- 13) Teachers/Instructors should advise all participants to bring along their identity document, which include adult or juvenile identity cards for participants aged 15 or above.
- 14) Teachers/Instructors should remind participants of outdoor activities to take proper measures against mosquito bites. They should:
 - a) wear long-sleeved clothes and trousers;
 - b) put on mosquito repellent to avoid mosquito or insect bites; and
 - c) avoid staying long in shades, bushes, hidden sites or areas beyond management.
- 15) Teachers/Instructors should be aware of the potential hazards of the activities and the surrounding environment, and take appropriate precautions to ensure safety. Participants should be encouraged to report as soon as possible anything unusual or any problem they detect.
- 16) The following steps should be taken in case of accidents:
 - a) Apply first aid as and when necessary. Do not take action hastily if there is any doubt;
 - b) Do not move the injured unless it is absolutely necessary. Send the injured for medical treatment immediately if circumstances permit. Otherwise arrange a person to accompany the help-seeker to seek assistance;
 - c) Prepare a message for help with the following information: (See sample 'Proforma for Recording Emergency' in *Appendix VI*.)

- i. location of the injured (record the name of place, the map grid or the distance marker(s) set up by the Agriculture, Fisheries and Conservation Department at every 500m distance along the hiking trails) ;
- ii. time of the accident;
- iii. condition of the injured;
- iv. brief particulars of the injured;
- v. brief particulars of reporter; and
- vi. number of other group members and their situation.

17) Person handling bleeding wounds should wear plastic gloves in order to avoid direct contact with blood.

Chapter Two

General Measures for Activities on Land

The guidelines outlined in this chapter provide schools with the principles of organizing and planning activities on land. These activities are mostly exploratory, challenging and physically demanding in nature, and have to be supervised by appointed teachers/instructors.

For outing activities frequently held by schools, teachers/instructors should refer to the guidelines set out in this chapter and take note of the “Procedures to Notify the Police and Departments Concerned for School Outings in Rural Areas” in *Appendix IV*.

I. Planning and Preparation

Prior to organizing **outdoor activities on land**, the school should first make a comprehensive plan taking into account factors like manpower, resources, budget, dates of event and relevant safety measures. The person(s) in charge of the activity should envisage the possible difficulties encountered and devise solutions to the problems. They should draw up feasible contingency measures and an emergency contact list to handle unexpected changes. Careful planning, meticulous preparation and compliance to various safety measures are the key to success in organizing outdoor activities.

The following paragraphs aim to remind teachers/instructors of matters requiring attention when making preparation for the activities. Owing to the difference in nature, types and requirements for each activity, teachers/instructors should make necessary adjustment and selection according to the specific nature of each of the activity.

- 1) Have a clear idea of the **qualifications required of a teacher/instructor in charge of the activity**, and make reference to the recommended **staff/student ratio**. (See *Appendix VIII and Appendix X*.)
- 2) Select carefully the **venue/destination of the activity/study tour** and take into account the ability, physical strength and skills of the participants so as to ensure that the demands of the programme are within their capability. Places with poor accessibility, and poor condition of food, hygiene and

accommodation should not be chosen as venues/destinations of the activities/study tours. Moreover, avoid passing through dangerous areas such as quarries, firing ranges, military exercise areas and rugged cliffs or coasts.

- 3) Be alert to any **changes in weather** of the place where the activity/study tour is held, particularly in seasons of unstable weather. Find shelter when a thunderstorm or rainstorm warning is issued, and do not press ahead with the journey.
- 4) Draw up **contingency plans** (e.g. procedures to deal with delay or cancellation of the activity/tour in response to changes in weather conditions, political environment or transportation, and to handle withdrawals of team members or accidents) before the activity begins, and inform the participants and their parents of the plans. The school should also set up an emergency contact system with the parents and the co-organizers to facilitate communication with different parties.
- 5) Collect **information relevant to the route of the journey**. Such information includes addresses and telephone numbers of lodging places and emergency services, e.g. hotels, youth hostels, police stations, country park rangers stations, hospitals and first aid posts, etc. If the activity/study tour is held abroad, the address and telephone number of the local Consulate of the People's Republic of China should also be included.
- 6) **Carry out a pre-trip site visit** as far as circumstances allow if there is doubt on the journey/venue or if the environment is new to the teachers/instructors. Collect the necessary information for the activity so as to ensure that the outdoor activity can be carried out in a safe environment.
- 7) Carry along **emergency equipment**, such as navigational aids, mobile phones, a first aid kit, an emergency kit, emergency rations as well as food and water for emergency use. (See the list of suggested items in *Appendix II*.)
- 8) Organize **a briefing session** before the trip for all the participants, teachers/instructors and representatives of the co-organizers or accompanying members of the tour. The briefing session should provide details of the rules and regulations to be followed and observed by the

participants and their parents, duties of every party, the activity programme, information and contact telephone numbers of emergency services and measures to take when there is an emergency.

- 9) The school must obtain **a letter of consent** (see sample in *Appendix III*) from parents of the participants, with details of the activity programme provided prior to the commencement of the activity. The school should also inform the parents as soon as possible of any substantial changes in the programme or arrangement of the activity. When the participant is not feeling well or shows symptoms of having contracted an infectious disease before the activity, the school or teachers/instructors should advise the participant to seriously consider his/her health condition and the safety of other group members, and persuade him/her not to insist on joining the activity.
- 10) If the activity is held in Hong Kong, the school should **notify the Police or relevant government departments** of the activity at least ten days before the event. The procedures listed in *Appendix IV* should be followed. (See sample notification form to the Police in *Appendix V*.) As for study tours organized outside Hong Kong, please refer to Chapter Nine.

II. Points to Note during Activities

- 1) The teacher/instructor should **pay attention to the weather forecasts** and news broadcasts. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 2) The teacher/instructor should have **full knowledge of the health condition of each participant** in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. Timely and appropriate action should be taken according to the situation of individual cases.
- 3) The participants should be **briefed on the programme or details of the activities** before the activities begin each day. After a day's activities, a meeting or a sharing session should be held to discuss and review the performance of the participants, the arrangement and the relevant safety measures, and to make preparations for the activities of the following day.

- 4) When travelling by any means of transport including aeroplane, vessel, train or motor vehicle, participants should **stay alert**, observe the relevant safety rules and regulations and acquaint themselves with the emergency escape route(s) or exit(s).
- 5) The teacher/instructor should be aware of the speed of the vehicle during journey to ensure it is within **safety limits**. He/she should remind the driver or the reception personnel of the regard for safety driving when necessary. It is not advisable to press ahead with the journey when the weather is bad or when the schedule is tight.
- 6) No participant should **leave the group without the prior approval** of the teacher/instructor. The group should proceed in a speed that can be followed by the slow walkers. A member should serve as the “rear-guard” to ensure no one is left behind.
- 7) It is advisable to do a **head count** at a regular interval to ensure that all members are present.
- 8) The participants should **pay attention to food hygiene** and should not eat any uncooked food or drink untreated water.
- 9) The participants should wash their own clothing regularly and **maintain good personal hygiene**. They should avoid staying long in crowded places or areas with a high level of air pollution. They should wear masks to reduce the risk of bacterial or viral infection when necessary.
- 10) Each participant **should wear a watch**, and take note of the time of assembly and return for all activities. They should **bring along appropriate clothing** to protect them against exposure to sunlight in extreme hot weather and to keep warm in cold weather. They should also **bring along mosquito repellent and sun block** to help prevent mosquito or insect bites and sunburn.
- 11) The participants **should have sufficient rest** and drink enough water so as to maintain physical fitness to engage in all the activities throughout the journey.

III. Measures to Deal with Emergencies

The teacher/instructor or group leader should take up the role of a leader in an emergency. If the teacher/instructor in charge is injured, another teacher/instructor in the group should take up this role. All the participants should follow the instructions of the leader and the whole team should work together to overcome the difficulty.

- 1) In the case of getting lost
 - a) Keep calm and stay together;
 - b) Locate the present position based on knowledge of the last known position;
 - c) Decide whether to go back, to go to an open space, or to stay where you are;
 - d) If it is decided to stay at the spot, try to make known your location as conspicuously as possible. Send out distress signs/signals with a torch or whistle. (For example, blow your whistle, flash your torch or wave other objects six times, and repeat it every one minute to attract the attention of the rescue party.)

- 2) In the case of a hill fire

Keep calm and do not run unless absolutely necessary as panic only makes you exhausted and hampers good judgment. Try to escape by taking the following steps:

- a) Abandon highly inflammable articles and non-essential equipment;
- b) Drink plenty of water and saturate your handkerchiefs and clothing;
- c) Keep away from dense vegetation or undergrowth;

- d) Head towards the opposite direction, or to the side, or rear of a fire;
- e) Avoid moving uphill where there are steep slopes, and move downhill as far as possible;
- f) Beware of fallen power lines and burnt trees, and be alert to any change in wind directions.

If the flames have cut off the escape route, participants should:

- a) cover the body with adequate clothing (NOT synthetic);
- b) hold the breath as far as possible in dense smoke, and keep low as the air closest to the ground is cooler and fresher;
- c) cover the body with a completely wet sleeping bag (if possible) or damp dirt, and cover the mouth and nose with a wet handkerchief or a piece of wet cloth;
- d) jump into a reservoir or river if possible, and cover the face with a wet garment to keep out smoke and fumes;
- e) roll on the ground or use other clothes (e.g. woollens) or blankets to smother it if the clothes catch fire;
- f) find shelter in a drain, ditch, tunnel etc, and abandon all the inflammable items.

3) In the case of heavy rain

Heavy rain causes flooding and makes streams rise rapidly to form dangerous torrents. Sometimes, it even washes away bridges and footpaths. It is not advisable to cross a river on foot if the water level reaches the knee. Except in life-threatening situations, wading through a river in heavy rain should be avoided. When there is a need to cross a river, the best way to do it is to use a bridge.

If it is unavoidable to cross a river on foot, the following rules should

strictly be followed:

- a) The teacher /instructor in charge should check if each participant is ready and is tied to a rope with the help of teammates on the bank while crossing the river;
 - b) Avoid jumping from boulder to boulder;
 - c) Take small steps to maintain a steady posture;
 - d) Each participant should face upstream while crossing the river and should be tied to a rope fastened to the bank to ensure safety;
 - e) Generally the safest crossing point is the place between the bends of a river as the flow of water at the outside bend of a river is more powerful and the water is deeper there.
- 4) In the event of heat cramp, heat exhaustion and heatstroke

If a person engages in a strenuous outdoor activity in hot and humid weather for an extended period of time, he may suffer heat cramp, heat exhaustion and heatstroke or, in the most severe case, may even die because of failure to dissipate body heat effectively. People who seldom exercise, who are physically less fit, or in convalescence, or who do not used to functioning in a hot and humid environment, are most vulnerable to heat injuries. The teachers/instructors should note the following points:

- a) Arrange the activity in a progressive way to enable the participants to get accustomed to the hot and humid weather gradually;
- b) Be aware to any symptoms showing that the participant is feeling unwell. For instance, heart beat rate indicates the intensity of exercise. Participants should be reminded to inform the teachers/instructors once they feel unwell;
- c) Let the patient lie down in a shady area with plenty of fresh air. Loosen any tight clothing and bend up both of his/her legs;

- d) If the patient is conscious, ask him/her to drink some water to make up for the loss in water;
- e) Lower the body temperature of the patient by putting a wet towel or fanning over him/her where necessary;
- f) Call for medical service as soon as possible if the condition is serious.

Chapter Three

EXCURSIONS

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

An excursion is usually a short journey taken by a group of people together for pleasure.

I. Planning and Preparation

- 1) An excursion must be under the supervision of at least two group leaders, of whom one should be a teacher/instructor. The size of an excursion group should be adjusted according to the duration of the journey and the conditions of the route, but there should not be more than 30 participants in a group.
- 2) An itinerary together with a route map and emergency escape route(s) should be worked out before the journey. Such information should be given to a designated teacher/instructor who will stand by in the school for emergency contact.
- 3) When planning the journey, the group should ensure that there is sufficient time to finish the whole or part of the journey before sunset.
- 4) A training session should be held for the participants at least one week prior to the commencement of the excursion. The training should cover knowledge and techniques of hiking, codes on environmental protection, emergency procedures and basic first aid, etc.
- 5) Each member should be reminded to bring along a windbreaker, a raincoat and some warm clothing. They should also wear comfortable, thick socks and sturdy shoes with rugged rubber soles that provide ankle protection and good grip. A hat is also essential for summer excursions.

II. Points to Note during Excursion

- 1) Make sure that each participant is properly dressed and carry a knapsack of an optimal weight. (A teenager should not carry loads exceeding

one-quarter of his/her body weight.) Participants who are inadequately equipped should not be allowed to go.

- 2) If there is a thunderstorm, keep away from ridges, summits and other high points. Sit on insulating clothing if possible, and avoid caves and dirt-filled crevices. Do not sit under trees or stay in small hollows. Choose an area away from walls and spires.
- 3) Look for firm footholds. Avoid loose stones.
- 4) Halt to take head count of the number of participants after passing obstacles or track diversions to ensure that the group members do not get separated.

III. Measures to deal with Emergencies

(Please refer to Chapter Two.)

Chapter Four

EXPEDITIONS

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

An expedition refers to a land or sea journey or voyage specially designed to encourage a spirit of adventure and exploration.

I. Planning and Preparation

- 1) An expedition activity must be under the supervision of two trained group leaders, of whom one should be a teacher/instructor, and the participants must have experience in similar activities or training in short excursions. The size of an expedition group should be adjusted according to the duration of the journey and the conditions of the route, but there should not be more than 10 participants in a group.
- 2) An itinerary together with a route map and emergency escape route(s) should be worked out before the journey. Such information should be given to a designated teacher/instructor who will stand by in the school for emergency contact.
- 3) When planning the journey, the group should ensure that there is sufficient time to finish the whole or part of the journey before sunset.
- 4) A training session should be held for the participants at least one week prior to the commencement of the expedition. The training should include knowledge and techniques of hiking, codes on environmental protection, emergency procedures and basic first aid, etc. Teachers/instructors should further remind the participants of the importance of safety precautions, team spirit and discipline.
- 5) Each member should be reminded to bring along a windbreaker, a raincoat and some warm clothing. They should also wear comfortable, thick socks and sturdy shoes with rugged rubber soles that provide ankle protection and good grip. A hat is also essential for summer expedition.

- 6) Each group should carry along navigational aids, mobile phones, a first aid kit, an emergency kit, emergency rations as well as adequate food and water. (See the list of suggested items in *Appendix II*.)

II. Points to Note during Expedition

- 1) Make sure that each participant is properly dressed and carries a knapsack of an optimal weight and balanced on both sides. (A teenager should not carry loads exceeding one-quarter of his/her body weight.) Participants who are inadequately equipped should not be allowed to go.
- 2) If there is a thunderstorm, keep away from ridges, summits and other high points. Sit on insulating clothing if possible, and avoid caves and dirt-filled crevices. Do not sit under trees or stay in small hollows. Choose an area away from walls and spires.
- 3) Look for firm footholds. Avoid loose stones.
- 4) Halt to take head counts after passing obstacles and track diversions to ensure that the group members do not get separated.

III. Measures to Deal with Emergencies

(Please refer to Chapter Two.)

Chapter Five

CAMPING

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

I. Planning and Preparation

- 1) Camping activities must be under the supervision of at least two group leaders, of whom one should be a teacher/instructor.
- 2) For wild camping, a ratio of one leader to 10 participants is recommended. The ratio will very much depend on specific conditions, age and ability of the participants. For residential camping, a ratio of one leader to 30 participants is recommended.
- 3) Leaders of both sexes should be arranged to go with the participants if the camping activities include boys and girls.
- 4) When planning the route(s) and the camping site(s), the teachers/instructors should avoid dangerous areas such as quarries, firing ranges and military exercise areas.
- 5) Camping in country parks and special areas, other than designated campsites, is an offence, and therefore should be prohibited. Moreover, prior permission should be obtained for putting up tents on private land.
- 6) Before departure, the teachers/instructors should arrange some practices for participants on pitching and striking of tents and using of stoves. They should also test and check all the equipment to ensure the items operate safely.
- 7) The leaders should ensure that the equipment and clothing the participants bring along are suitable for the camping activity.
- 8) Special attention should be paid to the weather forecasts. Announcement should be made to cancel the activity immediately if a thunderstorm warning or a red/black rainstorm is issued, or a tropical cyclone signal is

hoisted, or the Air Pollution Index exceeds 200 on the day that the activity is to be held.

II. Points to Note during Camping

- 1) The campsite chosen should be sheltered from strong wind and rain. It is advisable to select the campsite designated by the Agriculture, Fisheries and Conservation Department.
- 2) The site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees.
- 3) Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite.
- 4) There should be conspicuous objects tied around the guy ropes to alert passers-by to the danger of tripping over. Moreover, participants are not allowed to run and play ball games in the campsite.
- 5) All cooking must be done outside the tents. Gas cylinders and fuel for cooking should also be stored outside the tents with clear markings on the containers.
- 6) No naked light should be used as lighting inside the tents.
- 7) When tropical cyclone signal No.1 or a higher signal is hoisted, the participants should return home immediately or find a nearby shelter and stay there until the condition is safe for going out.
- 8) When there is a thunderstorm, the teachers/instructors should direct all the participants to keep away from ridges, summits and other high points immediately. Sit on insulating clothing if possible, and avoid caves and dirt-filled crevices. Do not sit under trees or stay in small hollows. Choose an area away from walls and spires.

III. Measures to Deal with Emergencies

(Please refer to Chapter Two.)

Chapter Six

ORIENTEERING

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

Orienteering is similar to a cross-country race, but it focuses on the use of maps and compasses by the participants to find their way to a designated control point after passage through specified areas and regions. In finding their way to the destination, the participants have to rely on their personal skills, physical capability and judgment to make the best choice on which route to take.

I. Planning and Preparation

- 1) Orienteering activities must be led by at least two experienced teachers/instructors. Each should take charge of no more than 8 participants, and one of them must:
 - a) have obtained an Orienteering Teaching or Coaching Certificate issued by the relevant associations; or
 - b) have sufficient personal practice in orienteering activities and experience in organizing such ventures, be confident of being able to solve any problem that may arise in the course of the activity; have received orienteering training in the area designated for the activity, have knowledge in the use of maps and have received training in first aid.
- 2) After initial planning, the teachers/instructors should reconnoitre the site of the activity and its surrounding areas. Potential hazards should be marked on the maps.
- 3) Areas with potential hazards should be avoided when planning the course. The teachers/instructors should always remind the participants to pay attention to their own safety as well as that of their teammates.
- 4) Special attention should be paid to the weather forecasts. Announcement should be made to cancel the activity immediately if a thunderstorm

warning or a red/black rainstorm is issued, or a tropical cyclone signal is hoisted, or the Air Pollution Index exceeds 200 on the day that the activity is to be held.

- 5) The participants should wear long-sleeved shirts and trousers to help prevent mosquito or insect bites and reduce the risk of grazes and bruises. Stout footwear with a good grip on sloping and slippery surfaces should be worn. Extra clothing to give adequate protection against the cold, wind and rain should also be carried.
- 6) Every participant must carry a whistle and a compass. They should know how to summon outside assistance in the case of injury or getting lost. However, the teachers/instructors must warn them against any playful use of whistles.
- 7) Each participant should wear a watch and be alert to the closing time of the activity. They should also bring along sufficient food and water for bodily replenishment.
- 8) The teachers/instructors should bring along the essential equipment such as a first aid kit, communication devices, torches and radio, etc.
- 9) Owing to the nature of the activity, the participants will undertake the venture with remote supervision by the teachers/instructors. It is therefore necessary to designate an appropriate area with clearly defined boundaries for the activity. These boundaries, such as streams and roads, should be marked on the maps and brought to the attention of the participants during the briefings.
- 10) Prior to the activity, the participants should be given clear instructions to remind them to:
 - a) be alert to any sudden change in weather conditions and be ready to abandon the course and retreat to a safe place in the event of severe weather, such as a thunderstorm and torrential rain.
 - b) be aware of the hazards, such as hill fires and landslides, which participants may encounter during the course of the activity, and abandon the activity and retreat to a safe place when necessary.

- c) observe the established orienteering etiquette, which requires participants to assist others who are injured or in distress and, if necessary, to abandon the course and offer help.
- 11) Prior permission from the Agriculture, Fisheries and Conservation Department must be obtained for organizing orienteering activity in the country park.

II. Points to Note during Orienteering Activities

- 1) Be alert to the changes in weather conditions. If the weather becomes humid or extremely hot, the teachers/instructors should be ready to modify the plan accordingly. Moreover, the teachers/instructors should ensure that the activity would be finished before dark.
- 2) The teachers/instructors must ensure that the participants are well equipped and physically fit to accomplish the task of the day. Beginners should only be allowed to go in pairs.
- 3) A simple signaling system should be adopted to ensure that all participants understand the instructions and meaning.
- 4) An effective checking system should be adopted to facilitate the teachers/instructors to recognize, at the first instance, the locations of the participants and whether any of them is behind schedule.
- 5) On completion of the course, the participants should report to the staff at the “finishing” point and hand in their control cards. This will help to give the teachers/instructors the necessary information of the progress of each participant. The teachers/instructors must also notify the participants in advance the closing time of the activity.
- 6) The teachers/instructors or the organizer should check the control cards collected at the “finishing” point against the stubs received at the “starting” point to ensure all participants reaching the destination within the scheduled time.
- 7) Sufficient staff should be deployed to patrol the activity area to monitor the progress of the participants and to prevent them from straying away from

the routes. They should also bring along first aid kits and communication devices.

- 8) First aid stations should be set up at the “starting” point and “finishing” point, and at specific locations in the activity area.
- 9) Drink station(s) should be provided on longer courses or when the weather is hot.
- 10) The teachers/instructors should have a good knowledge of the basic search procedures. They should know how to demarcate the search areas and judge when and how to summon assistance from the Police and the Mountain Rescue Team of the Civil Aid Service.

III. Measures to Deal with Emergencies

(Please refer to Chapter Two.)

Chapter Seven

CYCLING

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

Bicycles are a type of transport vehicles suitable for travelling on cycling trails or in cycling parks. When biking on the road, bicycle riders should, like other road users, comply with all the traffic regulations.

It is against the Law of Hong Kong (Section 54 of the Road Traffic Ordinance (Chapter 374)) to permit a child under 11 years of age to ride a bicycle on a road unaccompanied by an adult unless otherwise the road or the portion of the road has been set aside for bicycle use, with traffic signs permitting this.

I. Planning and Preparation

- 1) Cycling activities must be supervised by teachers/instructors with relevant experience. Participants are advised to receive proper training prior to the cycling event. Each cycling trip must be led by at least two teachers/instructors, and the ratio of teachers/instructors to participants should be 1 to 5.
- 2) Teachers/Instructors who conduct a cycling activity (such as a cycling trip) should preferably have obtained a Cycling Proficiency Coaching Certificate awarded by relevant organizations.
- 3) In planning the activity, the teachers/instructors should:
 - a) take into account the experience and physical fitness of the participants;
 - b) advise the participants to wear suitable clothing for the activity;
 - c) take note of the weather conditions;
 - d) take heed of the dangerous bends, slopes, bridges and cross-roads along the route;

- e) work out the itinerary and the route map beforehand, outlining the details of the journey, including the starting and finishing points and any related activities and inform the participants all the necessary details. Such information should be given to a designated teacher/instructor who will stand by in the school for emergency contact;
 - f) brief the participants before the trip of the various meeting points along the route, even if the whole journey takes place on a cycling trail;
 - g) check the tyres and brakes before setting off to ensure that the bicycle is in good condition.
- 4) Cycling activities should not be held in country parks unless permission has been obtained from the Director of Agriculture, Fisheries and Conservation, since bicycles are banned from all country parks.

II. Points to Note during Cycling

- 1) All participants should put on safety helmets.
- 2) All participants should be reminded at all times of the need to comply with road safety regulations and take care of the safety of both the passers-by and themselves.
- 3) Teachers/Instructors should have walkie-talkies or mobile phones with them for the purpose of communication.
- 4) Teachers/Instructors should bring along simple repairing kits for minor fix-up.

III. Measures to Deal with Emergencies

(Please refer to Chapter Two.)

Chapter Eight

FIELDWORK

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

I. Planning and Preparation

- 1) Fieldwork activities must be under the supervision of school teachers/instructors. Under normal circumstances, a ratio of one teacher/instructor to 30 participants is recommended.
- 2) Participants should be adequately trained, prepared and properly equipped before engaging in fieldwork activities. The nature of these activities needs to be matched with the age, ability and experience of the participants. They must also be finished in good time before sunset.
- 3) Teachers/Instructors should visit the field site before taking any participants to fieldwork. The potential hazards of the field site should be recorded and the participants should be timely reminded of the regard for safety.
- 4) Teachers/Instructors should plan the time required for the trip according to the speed of the slowest participant, including stopping for rest. The walk should not be made too long. (An experienced adult walker can sustain a pace of about 4-6 km/hr covering 15-25 km a day over very gentle terrain. Inexperienced walkers and children however may have to slow down their pace by half. If the route involves uphill and downhill, shorten the walk by 3 km per 300 m climb or descent.)
- 5) Avoid steep slopes. A sudden change of gradient is a warning of danger. It is difficult to walk or conduct activities on slopes or footpaths steeper than 30 degrees.
- 6) Check in advance the time and height of high and low tides when it is necessary to walk or conduct fieldwork along the coast. Avoid conducting fieldwork on exposed shores with strong waves.
- 7) Avoid having fieldwork in gorges. If the route passes through a valley,

make sure no part is impassable.

- 8) All participants should be made aware of the potential hazards of the field site and the necessary safety precautions during briefings on the fieldwork or upon arrival at the site. They should also be reminded to keep away from dangerous areas such as cliffs and disused mines. The regard for the safety of oneself and others, as well as the need for keeping calm in encountering danger should be emphasized.
- 9) Schools should work out emergency measures and procedures. All participants, including teachers/instructors, should understand their responsibilities and the actions to take in the event of an emergency.
- 10) Details of the field trip with a route map should be worked out before the trip. Such information should be given to a designated teacher/instructor who will stand by in the school for emergency contact.
- 11) When carrying out fieldwork activities, participants may need to spread over a wide area and hence direct supervision by teachers/instructors might not be possible. In these cases, teachers/instructors should arrange in advance for the participants to work in groups of at least 3 members. A group leader should be appointed, and each participant should be made aware of the appropriate actions to take in time of emergency.
- 12) Teachers/Instructors should pay attention to weather forecasts/reports before and during the field trip and retrieve such information through television, radio, newspapers and over the telephone. Each group, if so divided, should carry a radio for the same purpose. A cautious approach should be taken in interpreting weather forecasts.
- 13) A field trip must be cancelled if:
 - a) a tropical cyclone warning signal is hoisted;
 - b) a red or black rainstorm warning is issued;
 - c) a thunderstorm forecast/warning is issued;
 - d) the Air Pollution Index or forecast is within the range of 201 and

- 14) Participants who are not physically fit or who are exempted from Physical Education lessons could also be exempted from an outdoor study trip or a field trip. Students with heart or respiratory illnesses should be advised to refrain from participating in the fieldwork activities if the Air Pollution Index or forecast is within the range of 101 and 200.
- 15) The clothing and footwear of the participants should be suitable for the fieldwork and the time of the year. Participants should also carry with them windbreakers, raincoats and extra warm clothing.
- 16) The group should carry an updated map of suitable scale showing clearly the area where the participants conduct their fieldwork and the route leading to the field site. The group should also carry a compass, a whistle, a torch, a pocket radio, a mobile phone, a first aid kit, adequate food and water as well as emergency rations. (The suggested list of items is in *Appendix II*.) Teachers/Instructors should check whether the first aid kit contains all the necessary items before the trip and make replenishment if there is any deficiency or shortfall. All group members and participants should be notified where it is kept during the trip.
- 17) Plastic-ware should be used as far as possible. If it is necessary to carry glassware such as test tubes, beakers, bottles and petri dishes, they should be handled with care and should not be left on the ground, where such items could become a potential hazard.

II. Points to Note during Fieldwork Activities

- 1) Teachers/Instructors should take vigilant supervision of the participants to ensure that they take responsibility for their tasks and behave properly.
- 2) Constant supervision of the participants is required at all times at field sites. Regular head counts should be carried out before, during and after a field trip, and if necessary, before moving from one site to another.
- 3) Participants should be informed of the keeper of the first aid kit or where it is kept.

- 4) Before participants proceed to work in groups, teachers/instructors should remind them not to wander off or climb alone.
- 5) Flash floods may occur during and after heavy rainfall. Participants should leave the stream channel as soon as possible when it rains, and never work in the streams after a heavy rainfall. A sudden rise of the water level or an increase in the turbulence and turbidity of a stream flow may be a sign of an approaching flood. When it happens, all participants should leave the vicinity of the stream channel immediately.
- 6) If a storm is imminent, participants should take shelter quickly and wait till the conditions improve. Lightning usually strikes high projections. Bear this in mind when seeking shelter.
- 7) Do not leave behind anything that may lead to a hill fire.
- 8) When conducting fieldwork in polluted areas, the following feasible precautions should be taken:
 - a) Food and drinks, if needed, should be consumed before fieldwork.
 - b) It is advisable for participants with recent cuts and abrasions to take up the duty of recording data.
 - c) Rubber gloves should be worn when collecting samples or measuring.
 - d) Wellingtons should be worn in polluted water.
 - e) Cuts and abrasions should be covered with waterproof dressings or bandages.
 - f) Wash hands upon leaving the field.
- 9) The group should keep to the established footpaths and avoid making new shortcuts, as snakes and venomous insects may hide among bushes and grass. Moreover, new paths formed from tramping often bring soil erosion which will become a problem that easily gets out of control.

- 10) Participants should be reminded not to collect specimens of protected or endangered species. Over collection of specimens should also be avoided.
- 11) Safety Precautions for Fieldwork on Biological Study

Terrestrial Habitats

- a) Wear long-sleeved shirts and jeans or trousers to avoid being scratched by the spines and thorns of plants.
- b) Keep to cleared footpaths where possible.
- c) Examine the surrounding area carefully before going into bushy areas to observe or collect specimens.
- d) Examine rocks or logs before sitting on them. Do not lift stones or other objects by hands. Always use a stick to turn them over. Do not reach into holes.
- e) Quite a number of plants in the wild are poisonous. Teachers/Instructors should warn participants not to taste fruits, seeds or leaves of wild plants, nor to touch those plants which are known to contain substances that induce allergy or dermatitis on skin contact. Examples are *Rhus chinensis* (sumac), *Rhus hypoleuca* (sumac), *Rhus succedanea* (wax tree) and *Euphorbia antiquorum* (fleshy spurge).
- f) When collecting animals or plants that bear spines or thorns, one should exercise extreme care to prevent injuring oneself. Gloves should be worn.
- g) Avoid collecting plants known to contain poisonous or irritating sap.
- h) Plants and seeds collected from the field should be free from pests or diseases to minimize the chance of infection to other plants.
- i) Participants should be warned not to irritate wild animals since quite a number of them are venomous or are carriers of fatal

diseases.

- j) Specimens of dead vertebrates in the field should not be collected or closely examined because of the risk of contracting infectious diseases.
- k) When doing experiments on soil analysis, participants should exercise extreme care to prevent bites from organisms hidden in the soil.

Shore Habitats

- a) Each participant should wear shoes or boots with adequate tread.
- b) A throw line must be carried at all times.
- c) Teachers/Instructors should always bear in mind the time of high and low tides, and make sure to leave the site before high tide.
- d) Avoid working on exposed shores with strong wave action. Participants should be reminded not to attempt rock climbing, caving, swimming or diving.
- e) As the surface of rocky shores is uneven and often covered with slippery algae, participants should always be on the alert and secure their footing before proceeding forward. They should also be reminded of the danger of jumping from rock to rock.
- f) The surface of mangrove and sandy beaches may be slippery and the substratum loose and soft. It would be a safe measure to test the footing and ensure that it is stable before proceeding forward.

Freshwater Habitats

- a) Each participant should wear shoes or boots with adequate tread.
- b) A throw line must be carried at all times.
- c) Except for very shallow ponds and ditches, fieldwork in freshwater

habitats should be regarded as potentially dangerous since water currents, submerged objects and muddy swamps all pose hazards.

- d) Participants should work in stream areas where the nature of the substratum is secure and the water is no more than knee-deep.
- e) Be alert when stepping into streams. Always beware of potholes and underwater obstacles.

12) Safety Precautions for Fieldwork on Geographical Study

- a) To avoid being scratched by the spines and thorns of plants, participants should put on long-sleeved shirts and jeans or trousers.
- b) When working in shore areas, each participant should wear shoes or boots with adequate tread.
- c) A throw line must be carried at all times when working in water.
- d) Keep to footpaths as far as possible. Cross a river where there is a bridge. Otherwise cross the river where it divides into tributaries or where the river is shallow and the flow is slow.
- e) Do not go into a river or lake unless the riverbed is visible and the water is no more than knee-deep.
- f) Extreme care should be taken when stepping into streams. Always beware of potholes and underwater obstacles.
- g) A sudden rise of the water level or an increase in the turbulence and turbidity of a stream flow may be a sign of an approaching flood. When this happens, the participants should leave the vicinity of the stream channel immediately.
- h) As the surface of rocky shores is uneven and often covered with slippery algae, participants should always be on the alert and secure their footing before proceeding forward. They should also be reminded of the danger of jumping from rock to rock.

- i) Examine the surrounding area carefully before going into bushy areas to observe and collect specimens.
- j) Quite a number of plants in the wild are poisonous. Teachers/Instructors should warn participants not to taste fruits, seeds or leaves of wild plants, nor to touch those plants which are known to contain substances that induce allergy or dermatitis on skin contact. Examples are *Rhus chinensis* (sumac), *Rhus hypoleuca* (sumac), *Rhus succedanea* (wax tree) and *Euphorbia antiquorum* (fleshy spurge).
- k) Participants should be warned not to irritate wild animals since quite a number of them are venomous or are carriers of fatal diseases.
- l) When doing experiments on soil analysis, participants should exercise extreme care to prevent bites from organisms hidden in the soil.

III. Measures to Deal with Emergencies

(Please refer to Chapter Two.)

Chapter Nine

STUDY TOURS OUTSIDE THE HKSAR

*(Please read **Chapter One and Two** to have an understanding of the principles, points to note and general measures for activities on land before reading this chapter.)*

This refers to activities designed and organized by schools in which students, in the care of the escorts appointed by schools, are arranged to make visits, exchange programmes, studies or services conducted outside the Hong Kong Special Administrative Region.

I. Planning and Preparation

- 1) All escorts in the study tour should have experience in leading students to take part in outdoor activities or overseas visits, with at least one of them being a member of the teaching staff of the school.
- 2) It is advisable that at least one of the escorts or participants has received training in first aid.
- 3) Each study tour should be led by at least two escorts, with each escort² taking care of no more than 10 students.
- 4) The capability of the participants³ to take part meaningfully in the activity must be taken into consideration when deciding the destination, itinerary and duration of the tour.
- 5) Other factors including accessibility, language, condition of hygiene, accommodation and food of the place of visit should also be taken into account.
- 6) Places with potential hazards, such as political unrest, lax security, epidemic disease outbreaks, threats of earthquake or frequent occurrence of typhoon and flood, should be avoided.

² Escort(s) refer to school teacher(s)/staff and adult(s) appointed by the school, such as parents and alumni. They should have a good knowledge of the nature of the activity and of the problems that likely to arise, and should undertake to take care of and supervise the students in the course of the tour.

³ Participants include all members in the study tour.

- 7) Schools should draw up contingency plans in advance (e.g. procedures for handling delay or cancellation of the tour in response to changes in weather conditions, political environment or transportation, and to handle withdrawals or accidents in the course of the tour) and inform the students and their parents of the plans. Schools should also set up an emergency contact system with the parents and the co-organizers/ host organizations to facilitate communication with these parties.
- 8) Information relevant to the itinerary, such as the addresses and telephone numbers of the lodging places, location of the local police stations, hospitals, clinics or first-aid units as well as the emergency call numbers en route, should be collected. Such information should be given to the parents and the responsible person in the school before the trip for emergency needs.
- 9) Schools should organize a briefing session before the trip to inform the students, their parents and the accompanying members details of the tour, including duties of every party and rules and regulations to be followed by the students and parents as required by the schools. Students should be reminded of the need to follow the escorts' instructions and observe all the safety regulations throughout the trip.
- 10) Pre-tour training should be provided as far as possible, which should consider the following areas:
 - (i) orientation;
 - (ii) team-spirit;
 - (iii) discipline;
 - (iv) manners and behaviour;
 - (v) safety measures – protection against mosquito bites, fire precaution and escape, proper use of electrical appliances, food hygiene, road safety, protection of personal belongings, and what to do in case of getting lost or injury, etc.;
 - (vi) immigration (customs) procedures;

- (vii) luggage – clothing, medicine, money, etc.;
 - (viii) social customs and taboo of the place of visit;
 - (ix) points to note for travelling abroad.
 - (x) contingency plan
- 11) It is preferable to arrange two students or more to live in a room when allocating accommodation. This will facilitate provision of support to fellow members. Once the arrangement for accommodation is finalized, no student should be allowed to make any change without a proper reason so as to avoid causing confusion.
 - 12) The school should study and comply with, as appropriate, travellers' health advice as detailed in the website of the Department of Health (http://www.info.gov.hk/trhealth/e_HKTHS.htm) regarding various health risks and advice as well as vaccinations.
 - 13) The school should obtain a letter of consent and a health certificate from the parents of each student and also take note of the health condition of the students. If a participant is not feeling well before the trip, the school or the escort should persuade the participant to seriously consider his/her health condition and consult a doctor. The participant should not insist on joining the tour. If a participant shows symptoms of having contracted an infectious disease, it will be in the interest of the safety of the other group members that he/she should refrain from joining the tour.
 - 14) The school should examine the travel documents of the participants as soon as possible and, if necessary, check their certificates of immunization. If their travel documents are not valid or the vaccination they have taken does not meet the requirements laid down by the place of visit, the school should remind the participants to get the necessary documents or health certificates as soon as possible.
 - 15) Each participant of the study tour should prepare suitable travel and medical insurance.

II. Points to Note during the Study Tour

- 1) The escort should pay attention to the weather forecasts and news broadcasts of the place of visit. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 2) The escort should have full knowledge of the health condition of each participant in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. He/she should take timely and appropriate action having regard to the circumstances of individual cases. The escort should also arrange for any sick member to see the doctor immediately and to take effective preventive measures according to the doctor's advice. If necessary, the escort should inform the parents and the school of the students' health conditions as soon as possible.
- 3) The escort should bring along with him/her the necessary safety equipment for the tour, for example, a first aid box, communications equipment (mobile phones), torches, etc.
- 4) Students should be divided into small teams. Each team is put under the care of an escort.
- 5) The overriding concern is the safety of the participants of the tour. Activities should preferably be conducted in one large group or in small teams. Lone ventures should be avoided as far as possible. Escorts should advise the participants to bring along with them copies of their travel documents for identification purpose where necessary. Moreover, if the participants discover anything suspicious/ unusual during the visit, they should report it to their escort as soon as possible.
- 6) The participants should be fully briefed on the itinerary or details of the programme before the activities begin each day. After a day's activities, a meeting or a sharing session should be conducted to review the performance of the participants, the arrangement and the relevant safety measures, and to make preparations for the activities of the following day.
- 7) When travelling by any means of transport (including aeroplane, vessel, train or motor vehicle), participants should stay alert, obey the relevant

safety regulations and acquaint themselves with the emergency escape routes or exits.

- 8) The escort should monitor the speed of the vehicle in which they are travelling to ensure it is within safety limits. He/she should remind the driver or the reception personnel of the importance of road safety when necessary. Moreover, the escort should be aware that the driver gets sufficient rest or works according to duty roster to avoid prolonged driving without breaks. It is not advisable to press ahead with the journey when the weather is bad or when the schedule is tight.
- 9) After checking in a local hotel, the students should first find out where the “fire escape” is. They should also acquaint themselves with the exit direction, the escape route and the place of assembly in case of emergency.
- 10) The escort should carry with him/her information such as the full list of the group members and their respective hotel room number to facilitate assembly and checking of participants. The escort should also inform the participants of his/her room and telephone numbers to facilitate communication.
- 11) The escort should always remind the participants to take proper care of their travel documents and other personal belongings.
- 12) The participants should put the room key, a torch and other important items in a convenient position before going to sleep, so that they can get them at the first instance even in darkness.
- 13) The participants should pay attention to food hygiene and should not eat uncooked food and drink untreated water. They should not patronize unhygienic stall or restaurant.
- 14) The participants should wash their own clothing regularly and maintain good personal hygiene. They should avoid staying long in places which are crowded or have a high level of air pollution. If necessary, they should wear masks to reduce the risk of being infected by bacteria and viruses.
- 15) Each participant should carry a watch and take note of the time of assembly

and return for all activities. They should arrive at the fixed assembly point punctually as instructed.

- 16) The participants should bring along with them long-sleeved shirts and long trousers, mosquito repellent and sun block, etc. to help prevent mosquito or insect bite and sunburn.
- 17) If a student needs to leave the tour temporarily, he/she must seek prior approval from the school through his/her parents. While he/she is away from the tour, the student must be accompanied by an appointed adult. The student must also inform the escort and other members of the tour where he/she wants to go, when he/she will return and how to contact him/her.
- 18) The participants must make sure they have sufficient rest so as to maintain physical fitness to engage in all the activities throughout the journey.
- 19) The escort must report regularly to the responsible person of the school in Hong Kong regarding the well being of the tour members and the progress of the activities in accordance with the agreed reporting mechanism. This is to keep the school informed of the latest movement of the tour, which will facilitate handling of inquiries from the parents.
- 20) Participants' absolute safety should be accorded the highest priority and in no way be compromised. If there are happenings of certain incidents that warrant the involvement of local official authorities such as police, the escorts should act accordingly without any delay.

III. Overall Considerations

- 1) In devising safety measures, the school should refer to the above guidelines and make necessary adjustments, having regard to the nature of the tour, the ability/condition of the participants and the environment of the place of visit. This is to strike a balance between the objectives of the activity and the principle of safety.
- 2) The school should make sure that all students, with or without disabilities, are given the same chance to participate in these study tours if the

circumstances warrant. Moreover, the school should give those students with disabilities the assistance they required, for example, to prepare for them special “identification and S.O.S. cards” and to arrange the escort to keep their photographs and copies of their travel documents just in case they are needed.

- 3) The school should read carefully the EMB circular memorandum on the details and policy specifications of the Block Insurance Policy and follow the relevant guidelines and instructions strictly. Moreover, the school is requested to observe the following:
 - i) All escorts are to be appointed by the school. The person appointed, as well as the programme, place and schedule of the visit must be approved by the school and recorded accordingly.
 - ii) If there is any query concerning the coverage of the Policy or if an accident occurs, the school should contact the insurance company at once.

Chapter Ten

General Measures for Activities on Water

The guidelines outlined in this chapter provide schools with the principles of organizing and planning activities on water. These activities are mostly exploratory, challenging and physically demanding in nature and have to be supervised by appointed teachers/instructors.

I. Planning and Preparation

Prior to organizing **water activities**, the school should first make a comprehensive plan taking into account factors like manpower, resources, budget, dates of event and relevant safety measures. The person(s) in charge of the activity should envisage the possible difficulties encountered and devise solutions to the problems. They should also draw up feasible contingency measures and an emergency contact list to handle unexpected changes.

Moreover, the teachers/instructors should be familiar with the environment of the swimming pool/beach where the activity is held. They should take note of the currents, tides, wind directions and any of potential hazards in the water areas. They should also pay attention to the weather conditions so as to decide what safety measures are to be adopted during the activity.

Should there be a change in the weather conditions or physical environment, the teachers/instructors should give full attention to the safety of participants and make a prompt decision as to whether it is necessary to change the programme or format of the training, or to postpone or cancel the activity. Careful planning, meticulous preparation and compliance to safety measures are the key to success in organizing any types of water activities.

The following paragraphs aim to remind teachers/instructors of matters requiring attention when making preparation for water activities. Owing to the difference in nature, types and requirements for each activity, teachers/instructors should make adjustment and selection according to the specific nature of each of the activity.

- 1) Have a clear idea of the **qualifications required of a teacher/instructor in charge of the activity**, and make reference to the recommended **staff/student ratio**. (See *Appendix VIII* and *Appendix X*.)

- 2) Select carefully **the venue of the activity** and take into account the ability, physical strength and skills of the participants so as to ensure that all of them are well experienced and physically fit to cope with the weather and water conditions at sea. Moreover, dangerous waters or coasts should be avoided.
- 3) Be alert to any **changes in weather** of the place where the activity is held, particularly in seasons of unstable weather. All water activities must be stopped when a strong monsoon signal (Black Ball), thunderstorm or rainstorm warning, or tropical cyclone warning signal no.1 or a higher signal is issued. If the activity has started before these signals are issued, all participants should leave the area where the activity is held or return to the respective base, or immediately head for the nearest place of safety.
- 4) Draw up **contingency plans** (e.g. procedures to deal with delay or cancellation of the activity in response to changes in weather conditions or transportation, and to handle withdrawals of teammates or accidents) before the activity begins, and inform the participants and their parents of the plans. The school should also set up an emergency contact system with the parents and the co-organizers to facilitate communication with different parties.
- 6) Collect **information relevant to the route of the journey**. Such information includes addresses and telephone numbers of the hostels and emergency services, e.g. youth hostels, water sports centres, police stations, Country and Marine Parks Authority, hospitals and first aid posts, etc.
- 6) **Carry out a pre-trip site visit** as far as circumstances allow in case there is doubt on the journey/venue or when there is a need to grasp further information about the conditions of tides, currents and wind directions in the water areas. This is to obtain accurate information on various aspects of the activity so as to ensure that the water activity can be carried out in a safe environment.
- 7) Organize **a briefing session** before the trip for all the participants, teachers/instructors and representatives of co-organizers or accompanying members. The briefing session should provide details of the rules and regulations to be followed and observed by the participants and parents, duties of every party, the activity programme, and measures to take when

there is an emergency.

- 8) The school must obtain **a letter of consent** (see sample in *Appendix III*) from the parents of the participants, with details of the activity programme provided prior to the commencement of the activity. The school should also inform the parents as far as possible of any substantial changes in the programme or arrangement of the activity. If the participant is not feeling well or shows symptoms of having contracted an infectious disease before setting off, the school or teachers/instructors should advise the participant to seriously consider his/her health condition and the safety of other group members, and persuade him/her not to insist on joining the activity.
- 9) The teachers/instructors should **check all the equipment** including life jackets, canoes, paddles, surfing board, etc. before the activity, and to make sure they are up to safety standards and suitable for use.
- 10) The teachers/instructors should carry along **emergency equipment** for water activities such as a first aid kit, a repair kit, a whistle, spare paddles, an exposure bag and a towline.
- 11) The school should inform the Marine Police of the water activity at least ten days before the event. (See the procedure in *Appendix IV*.) The school should contact the Police again by phone or by fax on the day of the activity to confirm the route and the number of participants. The school should also **notify the Police** of the completion of the activity.

II. Points to Note during Activities

- 1) The teacher/instructor should **pay attention to the weather forecasts** and news broadcasts. If there is any change in weather or other conditions, a contingency plan should be worked out as soon as possible.
- 2) The teacher/instructor should have **full knowledge of the health condition of each participant** in order to determine whether specific participant(s) should not be allowed to take part in the activities of the day. Timely and appropriate action should be taken having regard to the situation of individual cases.
- 3) If the water activities last for more than one day, the teacher/instructor

should brief the participants of **the programme or details of the activities** before the activities begin each day. After a day's activities, a meeting or a sharing session should be held to discuss and review the performance of the participants, the arrangement and relevant safety measures, and to make preparations for the activities of the following day.

- 4) It is advisable to do a **head count** at a regular interval to ensure that all participants are present.
- 5) A **simple signaling system** should be adopted to ensure that all participants understand and know how to send signals.
- 6) Water activities should not be conducted in waters of heavy traffic. **Regulations for the prevention of collisions at sea should be strictly observed.**
- 7) Do not stay out after dark, and avoid being too far away from the shore when it is windy. Moreover, the water activity should not be so physically demanding as **to tire out the participants.**
- 8) No participant should **leave the group without the prior approval** of the teachers/instructors.
- 9) The participants should bring along **a suitable timer for training/activities** and take note of the time of assembly and return for all activities.
- 10) The participants should also **bring along appropriate clothing** to protect them against direct exposure to sunlight in summer and to keep their body warm in winter. They should bring along **mosquito repellent and sun block** to help prevent mosquito or insect bites and sunburn when necessary.
- 11) The participants **should make sure they have sufficient rest** so as to maintain physical fitness to engage in all the activities.

II. Measures to Deal with Emergencies

The teacher/instructor or group leader should take the role of a leader in an emergency. If the teacher/instructor in charge is injured, another teacher/instructor in the group should take up this role. All the participants should follow the

instructions of the leader and the whole team should work together to overcome the difficulty.

- 1) Leg cramp
 - a) Keep calm, do not panic;
 - b) Keep your body afloat with your arms; or
 - c) Grab hold of any floating object and stay afloat; or
 - d) Turn onto your back, and float back to shallow waters with the help of your arms or the other leg;
 - e) Do not attempt to swim (crawl or breast stroke) as this may bring on a second cramp.
- 2) Dizziness (lack of oxygen supply to the brain)
 - a) Keep calm;
 - b) Stay afloat and take deep breaths until the dizziness eases off;
 - c) Float slowly back to shallow waters;
 - d) On reaching land, lie down immediately, keep warm and rest.
- 3) Encountering other accidents in water
 - a) Keep calm, conserve energy and breathe normally;
 - b) Try to tread water or float on your back;
 - c) Raise one hand; and
 - d) Shout for help.
- 4) Encountering currents at sea
 - a) Keep calm, conserve energy and breathe normally;
 - b) Do not try to swim against the current, or you will exhaust yourself;
 - c) Try to swim across the current or into calmer waters;
 - d) Raise one hand and shout for help when necessary.
- 5) Capsizing (canoeing/sailing/windsurfing)
 - a) Follow appropriate procedures in dealing with capsizing;
 - b) Do not abandon the boat unless it is drifting towards a dangerous obstacle;
 - c) Drift along with the direction of the winds or water currents if the wind and tides are too strong and severe until you reach land safely.
- 6) In the case of an accident
 - a) Call for help or offer assistance if you can;

- b) Throw a rope, a buoy, or a spare tyre to keep the drowning person afloat; or
- c) Wade out and reach for him/her with a long stick; or
- d) Go out in a boat and pull the drowning person in over the stern (don't pull him/her at the side, as this may overturn the boat); or
- e) Let the drowning person hold on to the stern while you tow him/her ashore.

Chapter Eleven

WINDSURFING

*(Please read **Chapter One and Ten** to have an understanding of the principles, points to note and general measures for activities on water before reading this chapter.)*

I. Planning and Preparation

- 1) Windsurfing should be carried out under the direct supervision of:
 - a) a qualified teacher who has obtained a Bronze Medallion Award in Life Saving and has passed a proficiency test conducted by the Education and Manpower Bureau (EMB) or related association(s) recognized by the EMB; or
 - b) a person who has obtained a Bronze Medallion Award in Life Saving and an instructor certificate issued by related association(s) recognized by the EMB.
- 2) A teacher/instructor should supervise no more than 5 windsurfing boards. (If participants are students of primary schools, the ratio of teachers/instructors to windsurfing boards should be 1 to 4.)
- 3) A participant should pass the following water tests before taking part in windsurfing:
 - a) Swim with canvas shoes and light clothing on for a distance of 50 metres;
 - b) Tread water for one minute;
 - c) Remove all clothing (excluding swim wear) in deep water;
 - d) Swim 100 metres with any stroke; and
 - e) Surface dive and swim underwater for a distance of five metres.
- 4) The teacher/instructor should check that all windsurfing boards, floating

aids and other necessary equipment are up to safety standard before use.

- 5) Each windsurfing board should be inherently buoyant or equipped with separate buoyancy capable of supporting the participants and the craft on water in the event of capsizing.
- 6) The teacher/instructor should make sure that all participants have worn the approved floating aids at all times during windsurfing.
- 7) The teacher/instructor should teach and remind all participants to comply with relevant safety rules in windsurfing and conduct drills related to capsizing and rescue procedures.
- 8) The participants should be reminded of not sailing alone and overstating their windsurfing skill or experience.
- 9) Before windsurfing, the teachers/instructors should remind the participants to wear long-sleeved clothes and plastic shoes that wrapped up toes and heels. They should also wear thick clothing in winter and sun-proof clothing in summer.
- 10) The teacher/instructor should take note of the Air Pollution Index of the activity area. If it reaches the range of 201 to 500, the teacher/instructor judging on prevailing conditions should decide whether to suspend, cancel or delay the activity.
- 11) It is advisable to have an assistant capable of performing rescue at deep sea during windsurfing.
- 12) A first aid kit, a repair kit, a whistle, spare paddles, an exposure bag and a towline should be carried during expedition. For expeditions of offshore windsurfing, participants should be reminded to bring along smoke signal devices.

II. Points to Note during Windsurfing

- 1) On an expedition, the slowest windsurfing board should go first while the last should be steered by a responsible and experienced windsurfer. The teacher/instructor should decide where to position his/her board judging on

the wind directions, currents and fleet arrangement. The team should always keep together in a pre-determined fleet arrangement, and there should at least be three boards in a team.

- 2) The participants should fit a safety leash between the rig and the board before setting out. They should inform their teacher/instructor and stop the expedition immediately if they are not feeling well.
- 3) The teacher/instructor should ensure the team does not enter any firing range and also keep away from fishing boat or diving boat flying code flag 'A'. The participants should be reminded to steer away from swimmers and scuba divers.
- 4) Beginners should never sail in an offshore wind. It is advisable to sail close to shore if the wind is too strong.
- 5) Do not overload the windsurfing board.
- 6) The activity should be cancelled immediately if a red flag or a shark warning flag is hoisted at any beach nearby.

III. Measures to Deal with Emergencies

(Please refer to Chapter Ten.)

Chapter Twelve

CANOEING

*(Please read **Chapter One and Ten** to have an understanding of the principles, points to note and general measures for activities on water before reading this chapter.)*

I. Planning and Preparation

- 1) Canoeing should be carried out under the direct supervision of:
 - a) a qualified teacher who has obtained a Bronze Medallion Award in Life Saving and has passed a proficiency test in canoeing conducted by the Education and Manpower Bureau (EMB) or related association(s) recognized by the EMB; or
 - b) a person who has obtained a Bronze Medallion Award in Life Saving and holds a canoeing instructor certificate issued by related association(s) recognized by the EMB.
- 2) A teacher/instructor should supervise no more than 8 participants.
- 3) A participant should pass the following water tests before taking part in canoeing:
 - a) Swim with canvas shoes and light clothing on for a distance of 50 metres;
 - b) Tread water for one minute;
 - c) Remove all clothing (excluding swim wear) in deep water;
 - d) Swim 100 metres with any stroke; and
 - e) Surface dive and swim underwater for a distance of five metres.
- 4) The teacher/instructor should check that all canoes, life jackets, paddles and other necessary equipment are up to safety standard before use.

- 5) Each canoe should be inherently buoyant or equipped with separate buoyancy capable of supporting the participants and the craft on water in the event of capsizing.
- 6) The teacher/instructor should make sure that the approved life jackets (i.e. those conforming to British Standard 3595) are worn at all times during canoeing.
- 7) Easily removable spray covers may be used for the cockpit if waves are likely to be encountered. However, they may not be appropriate for the beginners.
- 8) The teacher/instructor should teach and remind all participants to comply with relevant safety rules in canoeing and conduct drills related to capsizing and rescue procedures.
- 9) The participants should be reminded of not sailing alone and overstating their canoeing skill or experience.
- 10) Appropriate clothing and canvas shoes should be worn. Slippers or heavy clothing and shoes are not recommended.
- 11) The teacher/instructor should take note of the Air Pollution Index of the activity area. If it reaches the range of 201 to 500, the teacher/instructor judging on prevailing conditions should decide whether to suspend, cancel or delay the activity.
- 12) It is advisable to have an assistant capable of performing rescue at deep sea during canoeing.

II. Points to Note during Canoeing

- 1) On an expedition, the slowest canoe should go first while the last should be steered by a responsible and experienced person. The teacher/instructor should decide where to position his/her canoe judging on the wind directions, currents and fleet arrangement. The team should always keep together in a pre-determined fleet arrangement, and there should at least be three canoes in a team.

- 2) The teacher/instructor should ensure the canoes do not enter any firing range and also keep away from fishing boat or diving boat flying code flag 'A'. The participants should also be reminded to steer away from swimmers and scuba divers.
- 3) During hot seasons, the teacher/instructor should adopt appropriate measures to protect the participants against heatstroke.
- 4) The activity should be cancelled immediately if a red flag or a shark warning flag is hoisted at any beach nearby.
- 5) The teacher/instructor should arrange safety vessels to escort the team during canoeing.

III. Measures to Deal with Emergencies

(Please refer to Chapter Ten.)

Chapter Thirteen

ROWING

*(Please read **Chapter One and Ten** to have an understanding of the principles, points to note and general measures for activities on water before reading this chapter.)*

I. Planning and Preparation

- 1) Rowing should be carried out under the direct supervision of:
 - a) a qualified teacher who has obtained a Bronze Medallion Award in Life Saving and has passed a proficiency test in rowing conducted by the Education and Manpower Bureau (EMB) or related association(s) recognized by the EMB; or
 - b) a person who has obtained a Bronze Medallion Award in Life Saving and holds a rowing coach/instructor certificate issued by related association(s) recognized by the EMB.
- 2) A teacher/instructor should supervise no more than 8 boats.
- 3) A participants should pass the following water tests before taking part in rowing:
 - a) Swim with canvas shoes and light clothing on for a distance of 50 metres;
 - b) Tread water for one minute;
 - c) Remove all clothing (excluding swim wear) in deep water;
 - d) Swim 100 metres with any stroke; and
 - e) Surface dive and swim underwater for a distance of five metres.
- 4) The teacher/instructor should check that all boats, life jackets, paddles and other necessary equipment are up to safety standard before use.

- 5) Each boat should be inherently buoyant or equipped with separate buoyancy capable of supporting the participants and the boat on water in the event of capsizing.
- 6) The teacher/instructor should make sure that the approved life jackets (i.e. those conforming to British Standard 3595) are worn at all times during rowing.
- 7) The teacher/instructor should teach and remind all participants to comply with relevant safety rules in rowing and conduct drills related to capsizing and rescue procedures.
- 8) The participants should be reminded of not rowing alone and overstating their rowing skill or experience.
- 9) Appropriate clothing and canvas shoes should be worn. Slippers or heavy footwear are not recommended.
- 10) The teacher/instructor should take note of the Air Pollution Index of the activity area. If it reaches the range of 201 to 500, the teacher/instructor judging on prevailing conditions should decide whether to suspend, cancel or delay the activity.
- 11) It is advisable to have an assistant capable of performing rescue at deep sea when rowing in an open sea.

II. Points to Note during Rowing

- 1) On an expedition, the slowest boat should go first while the last should be steered by a responsible and experienced person. The teacher/instructor should decide where to position his/her boat judging on the wind directions, currents and fleet arrangement. The team should always keep together in a pre-determined fleet arrangement, and there should at least be three boats in a team.
- 2) The teacher/instructor should ensure the boats do not enter any firing range and also keep away from fishing boat or diving boat flying code flag 'A'. The participants should also be reminded to steer away from swimmers and scuba divers.

- 3) During hot seasons, the teacher/instructor should adopt appropriate measures to protect the participants against heatstroke.
- 4) The activity should be cancelled immediately if a red flag or a shark warning flag is hoisted at any beach nearby.
- 5) The teacher/instructor should make sure that arrangement has been made for safety vessels to escort the team during rowing. Spare paddles should be carried too.

III. Measures to Deal with Emergencies

(Please refer to Chapter Ten.)

Chapter Fourteen

SAILING

*(Please read **Chapter One and Ten** to have an understanding of the principles, points to note and general measures for activities on water before reading this chapter.)*

I. Planning and Preparation

- 1) Sailing should be carried out under the direct supervision of:
 - a) a qualified teacher who has obtained a Bronze Medallion Award in Life Saving and has passed a proficiency test as helmsman conducted by the Education and Manpower Bureau (EMB) or related association(s) recognized by the EMB; or
 - b) a person who has obtained a Bronze Medallion Award in Life Saving and an instructor certificate issued by related association(s) recognized by the EMB.
- 2) A teacher/instructor should supervise no more than 6 sailing boats.
- 3) A participant should pass the following water tests before taking part in sailing:
 - a) Swim with canvas shoes and light clothing on for a distance of 50 metres;
 - b) Tread water for one minute;
 - c) Remove all clothing (excluding swim wear) in deep water;
 - d) Swim 100 metres with any stroke; and
 - e) Surface dive and swim underwater for a distance of five metres.
- 4) The teacher/instructor should check that all sailing boats, life jackets and other necessary equipment are up to safety standard before use.

- 5) Each sailing boat should be inherently buoyant or equipped with separate buoyancy capable of supporting the crew and the boat on water in the event of capsizing.
- 6) The teacher/instructor should make sure that the approved life jackets (i.e. those conforming to British Standard 3595) are worn at all times during the journey.
- 7) The teacher/instructor should teach and remind all participants to comply with relevant safety rules in sailing and conduct drills related to capsizing and rescue procedures.
- 8) The teacher/instructor should remind the participants of not sailing alone and overstating their sailing skill or experience.
- 9) The participants should wear appropriate clothing and canvas shoes. Warm clothing is necessary to keep out the frigid wind while waterproof jackets are useful in keeping the body dry.
- 10) The teacher/instructor should remind the participants to bring hand gloves with them to protect their hands when pulling the ropes.
- 11) The teacher/instructor should take note of the Air Pollution Index of the activity area. If it reaches the range of 201 to 500, the teacher/instructor judging on prevailing conditions should decide whether to suspend, cancel or delay the activity.
- 12) It is advisable to have an assistant capable of performing rescue at deep sea when sailing in an open sea.

II. Points to Note during Sailing

- 1) On an expedition, the slowest boat should go first while the last should be steered by a responsible and experienced person. The teacher/instructor should decide where to position his/her boat judging on the wind directions, currents and fleet arrangement. The team should always keep together in a pre-determined fleet arrangement, and there should at least be three boats in a team.

- 2) The teacher/instructor should ensure the boats do not enter any firing range and also keep away from fishing boat or diving boat flying code flag 'A'. The participants should also be reminded to steer away from swimmers and scuba divers.
- 3) The activity should be cancelled immediately if a red flag or a shark warning flag is hoisted at any beach nearby.
- 4) When sailing in the open sea, the teacher/instructor should take note of all the changes that may occur including the weather and sea conditions and the physical condition of the participants. If the conditions are unfavourable to sailing, the teacher/instructor should arrange to return immediately.
- 5) Beginners should never sail in an offshore wind.
- 6) At sea, the sailing boat may sway as a result of the wind directions, current flow or matter of steering technique. Beginners should be reminded to stay alert and maintain balance in boats as far as possible. They should, for example, hold onto the ropes or other fixtures on boats and walk carefully on the deck with their bodies leaning slightly forward to lower their center of gravity so as to maintain balance. Participants should also take care not to bump into the mast.
- 7) Do not overload the sailing boat..
- 8) The teacher/instructor should arrange safety vessels to escort the team during the journey.

III. Measures to Deal with Emergencies

(Please refer to Chapter Ten.)

List of Related Professional Associations for Outdoor Activities

Professional Associations	Telephone/ Fax	Website	Address
Hong Kong Cycling Association	2504 8176/ 2834 3715	http://www.cycling.org.hk/	Room 1015, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Orienteering Association of Hong Kong	2504 8111/ 2577 5595	http://www.oahk.org.hk/	Room 1014, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong Mountaineering Union	2504 8124/ 2576 6532	http://www.hkmu.org.hk/	Room 1013, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong Canoe Union	2504 8186/ 2838 9037	http://www.hkcucanoe.com.hk/	Room 2014, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong Yachting Association	2504 8159/ 2504 0681	http://www.sailing.org.hk/	Room 1009, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong China Rowing Association	2699 7271/ 2601 4477	http://www.rowing.org.hk/	Sha Tin Rowing Centre, 27 Yuen Wo Road, Shatin, N. T.
Windsurfing Association of Hong Kong	2504 8255/ 2577 7529	http://www.windsurfing.org.hk/	Room 1001, Sports House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
The Hong Kong Award for Young People	2728 3243/ 2725 1577	http://www.ayp.org.hk/	301-307, Lai Kwai House., Lai Kok Estate, Cheung Sha Wan, Kowloon
Civil Aid Service	2805 6038/ 2805 6069	http://www.cas.gov.hk/	100 Caroline Hill Road, Causeway Bay, Hong Kong
Auxiliary Medical Service	2762 2033/ 2715 0245	http://www.info.gov.hk/ams	81, Princess Margaret Road, Homantin, Kowloon
Hong Kong St. John Ambulance	2530 8020/ 2976 0457	http://www.stjohn.org.hk/	St. John Tower, 2 Macdonnell Road, Hong Kong

Professional Associations	Telephone/ Fax	Website	Address
Hong Kong Red Cross	2802 0021/ 2135 5155	http://www.redcross.org.hk/	Hong Hong Red Cross Headquarters, G06, 33 Harcourt Road, Wanchai, Hong Kong
Hong Kong Life Saving Society	2511 8363/ 2507 5239	http://www.hklss.org.hk/	21/F, Texaco Building, 258 Hennessy Road, Wanchai, Hong Kong
Scout Association of Hong Kong	2957 6371 2302 1406	http://www.scout.org.hk/	Room 1012, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon
The Hong Kong Girl Guides Association	2332 5523/ 2782 6466	http://www.hkgga.org.hk/	8 Gascoigne Road, Kowloon
Outward Bound Hong Kong	2792 4333/ 2792 9877	http://www.outwardboundhk.org/	Tai Mong Tsai Sai Kung, N.T.
Camping Association of Hong Kong, China, Ltd.	/	http://www.camping.org.hk/	/
Hong Kong Phab Association	2551 4161/ 2875 1401	http://www.hkphab.org.hk/	75 Pokfulam Reservoir Road, Hong Kong

List of Suggested Items for Emergency Equipment

I. Navigational aids

Updated map(s) in plastic bags, compass, map markers (oil-based).

II. First aid kit

First aid items	Auxiliary tools
1. Bandages of various sizes, triangular bandages	1. Disposable plastic gloves
2. Elastic tensor bandage	2. Forceps
3. Sterile gauze	3. Scissors
4. Adhesive dressings of various sizes	4. Safety pins
5. Sterile eye pads	5. Thermometer
6. Adhesive tapes	
7. Cold pack	
8. Cotton wool, cotton sticks	
9. Antiseptics, liniment turpentine	
10. Alcohol	

III. Emergency kit

Torch, whistle, mirror, radio, mobile phone, pocket knife, exposure bag, emergency blanket, emergency rations (valid), lighter or matches, spare shoe laces, pen, form for recording message in event of an emergency (to be provided by school). For activities on water, a repair kit, spare paddles and a towline, etc. should always readily be available.

IV. Emergency rations

Chocolate, cereal bars, glucose candies, dried fruit.

V. Food and water

Drinking water per person: one litre in winter and two litres in summer.

Parental Consent for Outdoor Activities (Sample)

X X X Primary /Secondary School

Date: _____

Dear Parent/Guardian,

(Name of Activity)

Our school is going to organize the above activity at _____
(Location)

on _____ from _____ to _____ .
(Date) (Time)

Your child _____ has been selected to participate/ applied for participation in the said activity.

Please return the following reply slip before _____ for our record and action.

Yours sincerely,

()
Principal/Headmaster/Headmistress

Note: The programme of the activity is attached for information.

Reply Slip

Date: _____

Dear Principal/Headmaster/Headmistress,

(Name of Activity)

I *give/do not give permission for my child _____ of
class _____ to take part in the school activity as stipulated in your
letter dated _____.

(Signature of Parent/Guardian*)

(Name of Parent/Guardian*)

(Contact Telephone Number)

* Delete where appropriate

School Outings in Rural Areas:
Reporting Procedures to Police and Departments Concerned

To facilitate the Police to assist school authorities to ensure safety of their students in outing places in rural areas, including all Country Parks and Outlying Islands, Heads of schools should observe the reporting procedures set out below.

- 1 For each outing in the rural area, school authorities should:
 - (a) **send a fax to the Divisional Commander of the Police Division in which the outing will take place**, with details of the outing at least 10 days in advance using the proforma at *Appendix V* of the Guidelines (*For enquiries on the contact point of the appropriate police division, schools may seek advice from the School Liaison Officer of the local police district.*);
 - (b) notify the respective Divisional Commander by fax should any changes to the above details be made at a later date;
 - (c) **advise all participants to carry some forms of identity documents.** Participants over the age of 15 **must** carry their proof of identity including, inter-alia, Hong Kong Identity Card or Junior Identity Card; and
 - (d) set up a monitoring system of their own, demanding a responsible person to report to the police when the outing leader has not been able to report completion of the outing to the school within the scheduled time.
2. In case of a mass outing, e.g. a school picnic to a country park involving 500 students or more, school authorities should also inform the Agriculture, Fisheries and Conservation Department of the destination so that advice could be given as to whether the venue is suitable for mass gathering on that particular day. Schools may inform the Agriculture, Fisheries and Conservation Department *by letter* at 5/F, Cheung Sha Wan Government Offices, 303 Cheung Sha Wan Road, Kowloon, or *by fax* at 2317 0482.
3. In the event of any emergency which requires police, fire, ambulance or other rescue services, the outing leader(s) or any participant should call 999 direct to report the emergency. This person should keep himself calm at all times. He should carefully note down all relevant particulars pertaining to the emergency. This person, in addition to providing personal details of self and organization, should be able to describe the nature of the emergency (e.g. fallen down and injured, suffering from heat stroke), the condition of the victim(s)/injured (e.g. broken bones, unconscious), the brief particulars of the victim(s)/injured (name, sex, age) and the exact location of the victim(s)/injured. This latter detail is particularly important if the location of victim(s)/injured is not accessible by road, in which case a grid reference (six figure KV reference) should be provided, if possible, together with a description of where the victim(s)/injured is/are located, e.g. on flat ground, on a hill slope. If a grid reference cannot be provided, details of the nearest road, town, village and landmark should be given. A sample proforma for recording particulars of an emergency event is given at *Appendix VI* of the Guidelines for reference.
4. Please contact the respective Senior School Development Officers for general enquiries on the procedures.

Notification Form for School Outing in Rural Area**在郊區舉行的戶外活動通知書**

To : 受文者：	_____ (District)(區域) (Police Station Divisional Commander) (警署分區指揮官)
From : 發文者：	_____ (School Name) (學校名稱)

Details of school outing are as follows :

本校舉行戶外活動的詳情，細列如下：

Nature of outing 活動性質			
Date 日期			
Time 時間	From 由	To 至	(Scheduled time of return) (預計回程時間)
Locality 地點			
Route ♦ 路線	From 由	To 至	
Number of participants 參加人數			
Age range of participants 參加者的年齡範圍			
Name and mobile telephone number (if any) of the leader(s) of the outing 領隊姓名及流動電話號碼(如有)			
Name and telephone number of the responsible person * 並非參與活動的負責人*姓名及電話號碼：			

(_____)
Head of School 校長

- Note :
註：
- ♦ A map detailing the route and suitable grid reference is attached.
隨本通知書夾附有關上述活動的詳細路線圖（設有地圖座標）一份。
 - * A responsible person should have ready access to details of next of kin of the participants, e.g. telephone number/address.
負責人須備存學生近親的資料，例如電話號碼 / 地址。

Sample Proforma for Recording Emergency 緊急事件紀錄樣本

Name of School: _____ 學校名稱: _____

1.	Date 日期	
2.	Time 時間	
3.	Nature of Emergency 緊急事件的性質	
4.	Condition of victim(s)/Injured (if any) 受害者/傷者(如有)的情況	
5.	Brief Particulars of victim(s)/Injured 受害者/傷者的簡單資料 (a) Name(s) 姓名 (b) Sex 性別 (c) Age 年齡 (d) Next-of-kin Phone No.: 近親的聯絡電話	(a) (b) (c) (d)
6.	Location of victim(s)/Injured 受害者/傷者所在位置 e.g.如: Flat Ground 平地 Hill Slope 山坡 Grid Reference 地圖座標 Road 道路 Landmark 地界標誌	
7.	Other Particulars 其他資料	

Name of Recorder

記錄者姓名 : _____

Post in School : _____

職位 : _____

Signature : _____

簽署 : _____

Date : _____

日期 : _____

Sample Report Form on Accident During Outdoor Activities

1. Occurrence of accident

Date _____ Time _____

Place _____ (record the name of the place, the map grid or distance marker(s) set up by the Agriculture, Fisheries and Conservation Department at every 500 metres distance along the hiking trails.)

2. Particulars of injured student(s)

(i) Name _____ Sex _____ Age _____ Class _____

(ii) Name _____ Sex _____ Age _____ Class _____

3. Activity engaged in at the time of the accident

4. Location and engagement of the teacher(s)/instructor(s) at the time of the accident

5. Description of the accident

6. Description of injuries

7. Action taken (including application of first aid)

8. Agencies contacted for help/rescue (Please tick in the appropriate box)

		Notification time and informant	Arrival time
Ambulance	<input type="checkbox"/>	_____	_____
Police	<input type="checkbox"/>	_____	_____
Other (please specify)		_____	_____

Action taken by the above party after arrival

9. Parent(s)/Guardian(s) notified * Yes ☐ No ☐

(* Please tick in the appropriate box)

Notification time	Arrival time
_____	_____

Name _____ Relationship _____

Action taken by parent(s)/guardian(s)

10. Remarks _____

11. Reporting person(s)

(i) _____
(Name in Block Letters) (Post) (Signature)

(ii) _____
(Name in Block Letters) (Post) (Signature)

Date _____

Staff/Student Ratio for Various Outdoor Activities

The table below gives the proposed staff/student ratios of various outdoor activities. In organizing these activities, schools should ensure sufficient manpower is available to take up the supervision and management duties. Schools should also take into consideration of other factors such as the nature of the activity, the area and the geographical environment, the capability and age of the participants, etc. and make appropriate arrangement for the manpower involved. For those activities not mentioned in the Guidelines, schools may refer to the staff/student ratios of similar activities and make objective and reasonable judgment based on past experience in organizing such activities. In case of queries, schools may seek advice and assistance from the relevant professional organizations.

Activity	Staff/Student Ratio	Remarks
1. Excursion	No more than 30 participants per group	Excursions must be under the supervision of at least 2 group leaders, of whom one should be a teacher / instructor.
2. Expedition	No more than 10 participants per group	Expeditions must be under the supervision of at least 2 trained group leaders, of whom one should be a teacher/instructor, while participants must have experience in similar activities or training in short excursions.
3. Camping		
3.1 Wild camping	1:10	Wild camping must be under the supervision of at least 2 group leaders, of whom one should be a teacher/instructor.
3.2 Residential camping	1:30	Residential camping must be under the supervision of at least 2 group leaders, of whom one should be a teacher/instructor.
4. Orienteering	1:8	All orienteering activities must be under the supervision of at least 2 experienced teachers/instructors.
5. Cycling	1:5	Cycling must be under the supervision of at least 2 teachers/instructors.
6. Fieldwork	1:30	Fieldwork must be under the supervision of teachers/ instructors. If the activity needs to be conducted in groups, each group should have at least 3 students.
7. Study tours outside the HKSAR	1:10	Each tour should be led by at least 2 escorts, of whom one should be a teacher of the school.

Activity	Staff/Student Ratio	Remarks
8. Windsurfing	1 teacher/instructor: 5 windsurfing boards (1:4 for primary students)	<p>Before taking part in windsurfing, a student should pass the following water tests:</p> <ul style="list-style-type: none"> a) Swim 50 metres with canvas shoes and light clothing on; b) Tread water for 1 minute; c) Remove all clothing (except swim-wear) in deep water; d) Swim 100 metres with any stroke; and e) Surface dive and swim underwater for 5 metres.
9. Canoeing	1 teacher/instructor: 8 participants	<p>Before taking part in canoeing, participant should pass the following water tests:</p> <ul style="list-style-type: none"> a) Swim 50 metres with canvas shoes and light clothing on; b) Tread water for 1 minute; c) Remove all clothing (except swim-wear) in deep water; d) Swim 100 metres with any stroke; and e) Surface dive and swim underwater for 5 metres.
10. Rowing	1 teacher/instructor: 8 boats	<p>Before taking part in rowing, participant should pass the following water tests:</p> <ul style="list-style-type: none"> a) Swim 50 metres with canvas shoes and light clothing on; b) Tread water for 1 minute; c) Remove all clothing (except swim-wear) in deep water; d) Swim 100 metres with any stroke; and e) Surface dive and swim underwater for 5 metres.
11. Sailing	1 teacher/instructor: 6 sailing boats	<p>Before taking part in sailing, participant should pass the following water tests:</p> <ul style="list-style-type: none"> a) Swim 50 metres with canvas shoes and light clothing on; b) Tread water for 1 minute; c) Remove all clothing (except swim-wear) in deep water; d) Swim 100 metres with any stroke; and e) Surface dive and swim underwater for 5 metres.

**List of Common and Useful Guidelines, Circulars and Websites
for Outdoor Activities**

I Guidelines *

- 1 Guidelines on Outdoor Activities
- 2 Guidelines on Study Tours outside the HKSAR

II Circulars #

- 1 Block Insurance Policy for Public Liability, Employees' Compensation and Group Personal Accident
- 2 Insurance in Schools (for schools under the Direct Subsidy Scheme and private schools)
- 3 Tropical Cyclones and Heavy Persistent Rain - Arrangements for Kindergartens and Day Schools
- 4 Air Pollution Index
- 5 Protecting Hong Kong Countryside from Fire and Litter Damages
- 6 Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong
- 7 Primary School Outdoor Learning Activities - Guided Visits to Leisure and Cultural Services Department's Facilities
- 8 Guidelines for Ensuring Safety of Pupils on School Transport Vehicles
- 9 Outdoor Education Camp

III Websites

- 1 Hong Kong Observatory <http://www.hko.gov.hk/>
- 2 Agriculture, Fisheries and Conservation Department
<http://www.afcd.gov.hk/>
- 3 Department of Health <http://www.info.gov.hk/dh/>
- 4 Hong Kong Sports Development Board (to be reorganised)
<http://www.hksdb.org.hk/hksdb/>
- 5 Hong Kong Police Force
<http://www.info.gov.hk/police/hkp-home/chinese/index.htm>

* The two sets of guidelines can be downloaded from this website:
<http://www.emb.org.hk/schact/>

The circulars are available at the EMB website (<http://www.emb.gov.hk/>). To read a circular, click "Circulars" at the main menu on the left of the Homepage and input keywords to search the circular.

Manning Ratio for Outdoor Education Camp of Students of SEN

有特殊教育需要學童參加戶外教育營的師生比例

<i>Students with single disability / SEN 單一殘疾/特殊教育需要學童</i> (by School Category) (以學校類別劃分)		Manning Ratio 人手比例
VI	視障	1:4
VI+MH	視障兼智障	1:4
HI	聽障	1:8
SSD	群育學校	1:8
MiMH	輕度智障	1:10
MoMH	中度智障	1:5
SMH	嚴重智障	1:2
PD 肢體傷殘	Students on wheelchair 坐輪椅學童	1:1
	Students on calipers/crutches 持腳托/拐杖學童	1:3
	Students who are free of aids 不需輔助儀器協助的學童	1:5
Hospital School 醫院學校	Students of psychiatric unit 精神科病房學童	1:1
	Students of non-psychiatric unit 非精神科病房學童	1:2

<i>Students with multiple disabilities / SEN</i> 多重殘疾/特殊教育需要學童		Needs of Students 學童需要			Manning Ratio 人手比例
School Category 學校類別	Combinations of disabilities /SEN 殘疾/特殊教育需要組合	Mobility / Orientation Support 行動/定向 支援	Behavioural Management 行為處理	Personal Care 個人照顧	
VI 視障	Low vision 低視力	✓		✓	1:4
	Total blindness 完全失明	✓	✓	✓	1:2
VI+MH 視障兼智障	Low vision + intellectual disability 低視力+智障	✓		✓	1:4
	Total blindness + intellectual disability 完全失明+智障	✓	✓	✓	1:2
HI 聽障	Additional disability 額外殘疾	✓	✓	✓	1:4

Students with multiple disabilities / SEN 多重殘疾 / 特殊教育需要學童		Needs of Students 學童需要			Manning Ratio 人手比例
School Category 學校類別	Combinations of disabilities /SEN 殘疾 / 特殊教育需要組合	Mobility / Orientation Support 行動 / 定向 支援	Behavioural Management 行為處理	Personal Care 個人照顧	
SSD 群育學校	Severe problem: out patient of psychiatric problem 嚴重問題:精神科門診病人		✓		1:8
	Moderate but frequent 情況中度但問題頻密		✓		1:8
MiMH 輕度智障	Mild intellectual disability + autism 輕度智障 + 自閉		✓		1:3
MoMH 中度智障	Moderate intellectual disability + autism 中度智障 + 自閉	✓			1:2
	Moderate intellectual disability + VI/behavioural problem 中度智障 + 視障 / 行為問題		✓		1:3
	Moderate intellectual disability + PD 中度智障 + 肢體傷殘			✓	1:3
SMH 嚴重智障	Severe intellectual disability + wheelchair/VI/PD 嚴重智障 + 輪椅 / 視障 / 肢體 傷殘	✓			1:1
	Severe intellectual disability + behaviour problem/autism 嚴重智障 + 行為問題 / 自閉		✓		1:1
	Severe intellectual disability + PD/VI 嚴重智障 + 肢體傷殘 / 視障			✓	1:1

<i>Students with multiple disabilities / SEN</i> 多重殘疾 / 特殊教育需要學童		Needs of Students 學童需要			Manning Ratio 人手比例
School Category 學校類別	Combinations of disabilities /SEN 殘疾 / 特殊教育需要組合	Mobility / Orientation Support 行動 / 定向 支援	Behavioural Management 行為處理	Personal Care 個人照顧	
PD 肢體傷殘	Wheel-chair + intellectual disability /VI/HI 輪椅 + 智障 / 視障 / 聽障		✓	✓	1:1
	Caliper/crutch + intellectual disability /VI/HI 腳托 / 拐杖 + 智障 / 視障 / 聽障		✓	✓	1:1
	Free of aid + intellectual disability /VI/HI 不需輔助儀器協助 + 智障 / 視障 / 聽障		✓	✓	1:1
Hospital School 醫院學校	Psychiatric : autism, psychosis 精神科: 自閉, 器質性精神病	✓	✓	✓	1:1
	Home based teaching program : 家居教學計劃:	✓	✓	✓	1:1
	Non-psychiatric patient 非精神科病人	✓		✓	1:2