

# POLICY ON OUTDOOR ACTIVITIES

Approved by the Board

25 APRIL 2013

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*Internal and external circulation*

## SECTION 1 – INTRODUCTION AND DEFINITIONS

- 1.1 This policy refers to activities designed and organized by the College in which students engage in outdoor pursuits in the following five areas:
- 1.1.2. Camping (Section 2, page 2)
  - 1.1.3 Coral Monitoring (Section 3, page 4)
  - 1.1.4 Hiking (Section 4, page 7)
  - 1.1.5 Kayaking (Section 5, page 9)
  - 1.1.6 Rock Climbing/rope work (Section 6, page 10)
  - 1. 1.7 Rowing (Section 7, page 14)
- 1.2 Responsible Adult Leader refers to College teachers/staff and adult persons appointed by the College, such as parents include alumni or professional specialist adult instructors (such as Outward Bound instructors). A Responsible Adult Leader should have a good knowledge of the nature of the activity and the problems likely to arise, and should undertake to take care of and manage the students in the course of the tour. Responsible Adult Leaders should have relevant specialist qualifications to conduct activities. They are encouraged to attend first aid training as offered by the College, St John’s Ambulance Association, the Hong Kong Red Cross Society or the Auxiliary Medical Service.
- 1.3 Assisting Student Leader refers to students of the College who possess appropriate skills relevant to the activity and who are capable of exercising authority over members of the group. Assisting Student Leaders must always ultimately be supervised by a Responsible Adult Leader as Assisting Student Leaders cannot act in loco parentis.
- 1.4 In this policy, the use of the word “must” indicates a mandatory requirement. The use of the word “should” indicates a strong recommendation on the part of the College. When a strong recommendation is not followed for reasons such as inappropriateness to the situation or specific conditions of the trip, it is the responsibility of the Responsible Adult Leaders to be able to explain or justify that decision as having been made for the welfare or the best interests of the participants.
- 1.5 Any student who violates the provisions of this Policy while on an outdoor activity, or who disobeys instructions from a teacher or other Responsible Adult Leader, or who breaks College Rules while on a trip will be subject to sanctions imposed by the Principal. The right to impose sanctions may be delegated by the Principal, and in extreme cases where safety is concerned, a student may be sent back to the College before the end of the activity or confined to certain areas.

## SECTION 2 – CAMPING

- 2.1 Camping trips are defined as overnight trips where the participants sleep outdoors, usually on a beach or in a Country Park. Usually, but not necessarily, the camping trip will include hiking in which case the hiking guidelines must also be followed.
- 2.2 Camping trips must have two leaders per expedition. If neither leader is a College teacher, both leaders must be fully qualified instructors from a recognised and authorised Hong Kong institution. In cases where one leader is a teacher, the second leader may be a suitably qualified Assisting Student Leader. If possible, a leader of each gender should be present. The Responsible Adult Leader:
- 2.2.1 Completes and signs the LPCUWC Expedition Form no later than 12.00 noon four working days prior to the camp – e.g. latest noon Tuesday for a Saturday night camp. The final name list of participants must be provided to EOTC Secretary in the Main Office no later than noon the nearest working day before the camp. In cases where the camping trip also involves hiking, only one Expedition Form need be completed.
  - 2.2.2 Checks the weather report from the HK Observatory web site no more than 24 hours prior to departure to ensure that the weather is suitable.
  - 2.2.3 Consults the handbooks and guidelines that are published by the Camping Association of Hong Kong (<http://www.camping.org.hk>) and/or contacts this or another relevant authority directly for advice on age-appropriate measures relating to camping, and complies with any guidelines or advice provided.
- 2.3 The camping group must comprise at least 2 persons, at least one of whom must have a current First Aid certificate if the camping leaders do not. For wild camping, a maximum ratio of one leader to 10 participants is permitted. For residential camping, a maximum ratio of one leader to 30 participants is permitted.
- 2.4 As preparation for the expedition, all members of the camping group must practice tent pitching and the use of stoves as appropriate prior to departure, and all members must be advised of the following guidelines:
- 2.4.1 The campsite chosen should be sheltered from strong wind and rain. It is advisable to select a campsite designated by the Agriculture, Fisheries and Conservation Department.
  - 2.4.2 The site should be free from hazards such as flooding, dangerous slopes, falling rocks and dead trees.
  - 2.4.3 Tents should be erected sufficiently apart to prevent rapid spread of fire in the campsite.
  - 2.4.4 There should be conspicuous objects tied around the guy ropes to alert passers-by to the danger of tripping over. Moreover, participants must not run or play ball games in the campsite.
  - 2.4.5 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.

- 2.4.6 No naked light should be used as lighting inside the tents.
  - 2.4.7 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.
  - 2.4.8 If there is a thunderstorm, the leaders should immediately direct all participants to stay away from ridges, summits and other high points. All members of the group should sit on insulating clothing if possible and avoid caves and dirt-filled crevices. All members should avoid sitting under trees or staying in small hollows, and should avoid areas near walls or spires.
- 2.5 One or both of the camping leaders must take the following items provided by the College:
- 2.5.1 compass
  - 2.5.2 first aid kit
  - 2.5.3 a contour map to cover the camping location from either the Countryside Series (1:25,000 scale) or the HM20C Series (1:20,000 scale)
- 2.6 The camping leaders must take the following items provided by the group:
- 2.6.1 two mobile phones, each of which connects to different networks, including GPS (may be provided by the College if necessary)
  - 2.6.2 sufficient money to cover public transport back to College
  - 2.6.3 torch
- 2.7 The camping leader must remind the participants to bring:
- 2.7.1 sufficient sun protection (eg hat, sunscreen)
  - 2.7.2 appropriate clothing (eg warm clothing such as sweater or windproof jacket in colder weather, raincoat)
  - 2.7.3 minimum one litre of water
- 2.8 All students who participate frequently in camping groups must be actively encouraged by the camping leader to obtain a current First Aid Certificate.
- 2.9 Camping trips must comply with the “General Guidelines for Activities on Land” in Appendix A, which contains general common sense principles for planning activities and drawing up contingency measures. On matters where this Policy is silent, the latest edition of the Education Bureau’s Guidelines on Outdoor Activities ([www.edb.gov.hk](http://www.edb.gov.hk)) should be followed.

## SECTION 3 – CORAL MONITORING

- 3.1 Coral monitoring leaders must be Responsible Adult Leaders, at least one of whom must be a teacher at the College.
- 3.2 The coral monitoring group must include at least one person who has a current First Aid certificate if the coral monitoring leader does not. During Open Water training the instructor/student ratio must not exceed 1:5. Once students are qualified Open Water divers, at least two adult leaders must accompany the students, one of whom must be a Divemaster (or higher qualified) and one of whom must be an LPC UWC staff member at a ratio of 1:8. All students participating in coral monitoring should be encouraged by the coral monitoring leaders to obtain a current First Aid Certificate.
- 3.3 The coral monitoring leader must take the following items provided by the College:
  - 3.3.1 A first aid kit
  - 3.3.2 Two mobile phones, each of which connects to different networks, including GPS
- 3.4 The coral monitoring leader must take the following items:
  - 3.4.1 Sufficient money to cover public transport back to College
- 3.5 The coral monitoring leader must remind the participants to bring:
  - 3.5.1 Sufficient sun protection (eg hat, sunscreen)
  - 3.5.2 Appropriate clothing
  - 3.5.3 Minimum one litre of water
- 3.6 Volunteers for coral monitoring will normally be selected through the following process:
  - 3.6.1 Written application
  - 3.6.2 Interview
  - 3.6.3 Swim test—at least 200m
  - 3.6.4 Float test—at least ten minutes
- 3.7 Once initially chosen, volunteers must provide the following before being officially accepted into the activity:
  - 3.7.1 Dive medical certificate of fitness
  - 3.7.2 PADI Liability Release and Assumption of Risk Agreement
  - 3.7.3 PADI Medical Statement

- 3.7.4 This is/should be covered in the general letter of waiver signed when students join the College.
- 3.8 Volunteers will be trained by certified dive instructor(s) towards qualifying for a PADI and/or NAUI Open Water Certificate.
- 3.9 PADI (Professional Association of Diving Instructors) is a US based but international company that has worked through both safety and litigation issues in detail. Once certified, volunteers may dive anywhere in the world in conditions for which they have been trained with another certified diver buddy.
- 3.10 Following receipt of a PADI and/or NAUI Open water Certificate for College activities, LPCUWC Coral Monitors will dive under the supervision of PADI qualified divemasters (or higher qualified) at a ratio of no more than 8:1? At least two adults will accompany Coral Monitors on College dive outings. One of these must be a divemaster (or better qualified) and one of whom must be a staff member.
- 3.11 The LPCUWC Coral Monitoring Team will use the following PADI documents as guidelines as relevant:
  - 3.11.1 PADI Rescue Diver's First Aid Kit
  - 3.11.2 PADI Diving Accident Management Flow Chart
  - 3.11.3 PADI Accident Management work slate
  - 3.11.4 Dive Safety Practices Summary
  - 3.11.5 Standard Safe Diving Practices
  - 3.11.6 Dive Planning Checklist
  - 3.11.7 Open Water Equipment checklist
  - 3.11.8 Boat Diving Information Sheet
- 3.12 Before diving, the College will obtain an anchor permit which names specific dates from the Agricultural and Fisheries Department (per term or per year).
- 3.13 The College will inform the marine police of the intended location of the dive.
- 3.14 An LPCUWC staff member and/or accompanying divemaster will ascertain whether weather and water conditions are suitable for diving.
- 3.15 Divers must perform gear/buddy checks prior to dives and inform the gear loan company of any maintenance requirements
- 3.16 Dive Briefings (summarized from pages 43-47 of the PADI Divemaster Manual) will normally include:

- 3.16.1 If students are new to the boat, boat-specific information (“Boat Diving Information Sheet”).
- 3.16.2 Dive Site Name
- 3.16.3 Site Description
- 3.16.4 Dive leader or master’s role
- 3.16.5 Entry and exit techniques reminders
- 3.16.6 Dive procedures
- 3.16.7 Emergency procedure
- 3.16.8 Signal Review
- 3.16.9 Roster/buddy check
- 3.16.10 Environmental interaction suggestions
- 3.16.11 Pre-dive safety check
- 3.17 In the event of an accident, an LPCUWC staff member and/or divemaster will:
  - 3.17.1 Assess the situation
  - 3.17.2 Act on the emergency plan
  - 3.17.3 Delegate tasks
  - 3.17.4 Provide basic life support and first aid as necessary for the patient
  - 3.17.5 Control the scene
  - 3.17.6 Arrange for the evacuation of the patient
  - 3.17.7 Provide emergency oxygen if required
- 3.18 In the event of an accident, if an LPCUWC staff member and/or divemaster is unable to manage the situation, a coral monitoring team member should dial 999. Those with First Aid qualifications (if any) should treat the patient according to their training until help arrives.
- 3.19 If a dive group has not returned by 18:30, and the guards have received no call from a member of the group, s/he should inform the marine police.
- 3.20 “Divemaster’s Role in Accident Management” (a summary of pages 53-55 in the PADI Divemaster Manual).
  - 3.20.1 Assess the situation

- 3.20.2 Act on the plan
  - 3.20.3 Delegate tasks
  - 3.20.4 Provide basic life support (BLS) and first aid as necessary for the patient
  - 3.20.5 Control the scene
  - 3.20.6 Evacuate the patient
  - 3.20.7 Emergency oxygen if required
- 3.21 Legal Risk Management
- 3.21.1 The coral monitoring leader must ensure that everyone in the group is especially aware of the dangers posed by speedboats.
  - 3.21.2 LPCUWC staff will act reasonably prudently under our duty of care to maintain safety, by following PADI standards and procedures.
  - 3.21.3 The College will provide professional liability insurance for LPCUWC Divemasters and other staff involved for professional liability in addition to institutional liability insurance.
  - 3.21.4 The dive company is responsible for providing equipment insurance, including for spare gear, tanks and for all safety aspects and liability insurance related to training and certification.
  - 3.21.5 In the event of an accident, the LPCUWC staff shall follow the PADI “Legal Risk Management Steps”.
  - 3.21.6 The boat operator is responsible for providing tanks which meet safety standards and maintenance requirements as well as boat transportation. Boat liability is the responsibility of the boat owner.

## **SECTION 4 – HIKING**

- 4.1 Hiking trips are defined as outdoor walking trips, primarily following but not restricted to Country Park trails. The hiking trips should be planned to start and finish within daylight hours on the same day – i.e. these guidelines do not cover overnight camping.
- 4.2 Hiking trips must have two leaders per expedition, at least one of whom must be a teacher or professional qualified instructor (e.g. Outward Bound). The second leader may be a suitably qualified Assisting Student Leader. The Responsible Adult Leader:
  - 4.2.1 Gets the LPCUWC Expedition Form completed and signed no later than 12.00 noon four working days prior to the hike – eg latest noon Tuesday for a Saturday hike. The final name list of participants must be provided to The EOTC Secretary in the Main Office no later than noon the day before the hike.

- 4.2.2 Checks the weather report from the HK Observatory web site no more than 24 hours prior departure to ensure that the weather is suitable.
- 4.2.3 Consults the relevant handbooks and guidelines that are published by the Orienteering Association of Hong Kong (<http://www.oahk.org.hk>) and/or contacts this or another relevant authority directly for advice on age-appropriate measures relating to hiking, and complies with any guidelines or advice provided.
- 4.3 The hiking group must comprise at least 4 persons, at least one of whom must have a current First Aid certificate if the hiking leader does not. The maximum number of participants (excluding the leaders) is 10.
- 4.4 As preparation for the expedition, all members of the hiking group should undertake a training session prior to departure which includes knowledge and techniques of hiking, codes on environmental protection, emergency procedures and first aid. Furthermore, as part of the training or briefing before embarkation, all members must be informed of the following guidelines:
  - 4.4.1 Each participant must be dressed appropriately for the hike, and if carrying a knapsack, it should be of an optimal weight and be balanced on both sides. No student may carry a load exceeding one-quarter of his/her body weight. Participants who are inadequately equipped must not be allowed to go.
  - 4.4.2 If there is a thunderstorm, the leaders should immediately direct all participants to stay away from ridges, summits and other high points. All members of the group should sit on insulating clothing if possible and avoid caves and dirt-filled crevices. All members should avoid sitting under trees or staying in small hollows, and should avoid areas near walls or spires.
  - 4.4.3 When hiking, all participants should look for firm footholds and avoid loose stones..
  - 4.4.4 The group should halt to take head counts.
- 4.5 The hiking leader must take the following items provided by the College:
  - 4.5.1 Compass
  - 4.5.2 Emergency whistle
  - 4.5.3 First aid kit
  - 4.5.4 Two walkie talkie phones
  - 4.5.5 One or more contour maps to cover the full planned hike from either the Countryside Series (1:25,000 scale) or the HM20C Series (1:20,000 scale)
- 4.6 The hiking leader must take the following items provided by the group:
  - 4.6.1 Two mobile phones, each of which connects to different networks, including GPS (may be provided by the College if necessary)

- 4.6.2 Emergency snacks
- 4.6.3 Sufficient money to cover public transport back to College
- 4.6.4 Torch
- 4.7 The hiking leader must remind the participants to bring:
  - 4.7.1 Sufficient sun protection (e.g. hat, sunscreen)
  - 4.7.2 Appropriate clothing (e.g. warm clothing such as sweater or windproof jacket in colder weather, raincoat)
  - 4.7.3 Minimum one litre of water
- 4.8 Each participant must take at least one litre drinking water; more for long hikes or in hot weather.
- 4.9 All students who participate frequently in hiking groups must be actively encouraged by the hiking leader to obtain a current First Aid Certificate.
- 4.10 Hiking trips must comply with the “General Guidelines for Activities on Land” in Appendix A, which contains general common sense principles for planning activities and drawing up contingency measures.

## **SECTION 5 – KAYAKING**

- 5.1 Kayaking expeditions are defined as kayaking trips on the sea. They may include overnight camping on a beach in which case the camping guidelines must also be followed.
- 5.2 The kayaking leader must be a Responsible Adult Leader who has a Bronze Medallion Award in Life Saving (in accordance with EDB guidelines for ‘canoeing’) who:
  - 5.2.1 Gets the LPCUWC Expedition Form completed and signed no later than 12.00 noon four working days prior to the kayaking expedition – eg latest noon Tuesday for a Saturday night expedition. The final name list of participants must be provided to The EOTC Secretary in the Main Office no later than noon the nearest working day before the expedition. In cases where the expedition also involves camping, only one Expedition Form need be completed.
  - 5.2.2 Checks the weather report and tides from the HK Observatory web site no more than 24 hours prior to departure to ensure that the weather and tides are suitable.
  - 5.2.3 Consults the handbooks and guidelines that are published by the Hong Kong Canoe Union (<http://www.hkcucanoe.com.hk>) and/or contacts this or another relevant authority directly for advice on age-appropriate measures relating to kayaking, and complies with any guidelines or advice provided.
  - 5.2.4 Regularly checks the safety standards of all equipment used.

- 5.3 The kayaking group must:
  - 5.3.1 comprise at least 4 persons including the leader, at least one of whom must have a current First Aid certificate if the kayaking leader does not; and
  - 5.3.2 contain no more than 8 students per leader.
- 5.4 All participants must complete the following without a buoyancy vest before the expedition:
  - 5.4.1 swim with canvas shoes and light clothing for 50 metres (2 lengths of pool)
  - 5.4.2 tread water for one minute (deep end of pool)
  - 5.4.5 surface dive and swim underwater for a distance of 5 metres
- 5.5 The kayaking leader must take the following items provided by the College:
  - 5.5.1 compass
  - 5.5.2 first aid kit
  - 5.5.3 spare paddle
  - 5.5.4 tow rope
  - 5.5.5 two walkie-talkie phones
  - 5.5.6 two mobile phones, each of which connects to different networks, including GPS
  - 5.5.7 one laminated route map for each leader.
  - 5.5.8 one emergency whistle for each participant
  - 5.5.9 torch
- 5.6 The kayaking leader must remind the participants to bring:
  - 5.6.1 sufficient sun protection (e.g. hat, sunscreen)
  - 5.6.2 protective footwear
  - 5.6.3 appropriate clothing (e.g. warm clothing such as sweater or windproof jacket in colder weather, raincoat)
  - 5.6.4 minimum 1 litre drinking water
- 5.7 The kayaking leader must ensure that everyone in the group is especially aware of the dangers posed by speedboats.
- 5.8 Each participant must wear a buoyancy vest at all times while on the water.

- 5.9 All students who participate frequently in kayaking groups must be actively encouraged by the kayaking leader to obtain a current First Aid Certificate.
- 5.10 Kayaking trips must comply with the “General Guidelines for Activities on Water” in Appendix B, which contains general common sense principles for planning activities and drawing up contingency measures. Students must be given a copy of Appendix B, together with any additional safety information such as the “Safety Guidelines” and “Safety Rules” for water sports published by the Leisure and Cultural Services Department, as part of their training or briefing before they embark on the activity, together with any necessary explanation.

## **SECTION 6 – ROCK CLIMBING/ROPE WORK**

- 6.1 Climbing expeditions are defined as climbing Include abseiling (or as it is collectively referred to – ‘rope work’) on natural rocks outdoors. However, guidelines below are applicable to use of the LPC climbing wall as appropriate and where noted.
- 6.2 The climbing leader must be a Responsible Adult Leader experienced in rock climbing (and or rope work as appropriate) and who has a coaching qualification either from the HKMU (Hong Kong Mountaineering Union) or another similar association.
- 6.3 The climbing leader must:
  - 6.3.1 get the LPCUWC Expedition Form completed and signed no later than 12.00 noon four working days prior to the climbing expedition – e.g. latest noon Tuesday for a Saturday night expedition. The final name list of participants must be provided to The EOTC Secretary in the Main Office no later than noon the nearest working day before the expedition.
  - 6.3.2 check the weather report from the HK Observatory web site no more than 24 hours prior to departure to ensure that the weather and tides are suitable
  - 6.3.3 check ropes and gear before usage for damage (this also applies to use of the LPC climbing wall).
  - 6.3.4 consult the handbooks and guidelines that are published by the Hong Kong Mountaineering Union (<http://www.hkmu.org.hk>) and/or contacts this or another relevant authority directly for advice on age-appropriate measures relating to rock climbing, and complies with any guidelines or advice provided.
  - 6.3.5 use the HKMU manual’s provisions on training as a basis to provide appropriate training for participants prior to embarking on a rock climbing activity.
  - 6.3.6 brief participants as part of their training or before embarking on their activity using a copy of this policy.
- 6.4 The climbing leader must take the following items provided by the College:
  - 6.4.1 First aid kit

- 6.4.2 Two mobile phones, each of which connects to different networks, including GPS (may be provided by the College if necessary)
- 6.5 The climbing leader must remind the participants to bring:
  - 6.5.1 sufficient sun protection (eg hat, sunscreen)
  - 6.5.2 footwear with sufficient grip (this applies to the LPC climbing wall)
  - 6.5.3 minimum 1 litre drinking water
- 6.6 The climbing group must:
  - 6.6.1 comprise at least 4 persons including the climbing leader, at least one of whom must have a current First Aid certificate
  - 6.6.2 contain no more than 10 students (no more than 2 climbers on the LPC climbing wall at one time).
  - 6.6.3 if there are more than 4 students there must be at least one other experienced climber to assist the leader
  - 6.6.4 the assistant leader may be another experienced student who has been on the expedition at least once before
- 6.7 All participants must complete the following competency test before the expedition (these can be taught at the LPC climbing wall before usage):
  - 6.7.1 put on a harness and attach the rope correctly
  - 6.7.2 be able to climb the LPC climbing wall
  - 6.7.3 be able to belay safely and follow the recognized rules of communication
  - 6.7.4 practice falling
  - 6.7.5 all climbers must wear climbing shoes and suitable clothing
- 6.8 To ensure safety students need to be given the following instructions:
  - 6.8.1 check each others harnesses before commencing each climb
  - 6.8.2 climb as vertically as possible and avoid climbing more than approximately 1 meter either side of the anchor
  - 6.8.3 on the call “rocks falling” then the climber and belayer must try to protect their head from falling rock
  - 6.8.4 belayers must always be observant and take in any excess rope
  - 6.8.5 students must wear a helmet (applies to LPC climbing wall).

- 6.9 All students who participate frequently in rock climbing/rope work groups must be actively encouraged by the rock climbing leader to obtain a current First Aid Certificate.
- 6.10 Rock Climbing/rope work trips must comply with the “General Guidelines for Activities on Land” in Appendix A, which contains general common sense principles for planning activities and drawing up contingency measures.

## **SECTION 7 – ROWING (including Dragon Boat) NEWLY ADDED SECTION**

- 7.1 Rowing expeditions are defined as rowing trips on the sea.
- 7.2 The rowing leader must be a Responsible Adult Leader who has a Bronze Medallion Award in Life Saving who:
  - 7.2.1 Gets the LPCUWC Expedition Form completed and signed no later than 12.00 noon four working days prior to the rowing expedition – eg latest noon Tuesday for a Saturday expedition. The final name list of participants must be provided to The EOTC Secretary in the Main Office no later than noon the nearest working day before the expedition.
  - 7.2.2 Checks the weather report and tides from the HK Observatory web site no more than 24 hours prior to departure to ensure that the weather and tides are suitable.
  - 7.2.3 Consults the handbooks and guidelines that are published by the Hong Kong China Rowing Association ([www.rowing.org.hk](http://www.rowing.org.hk)) and/or contacts this or another relevant authority directly ([www.idbf.org](http://www.idbf.org) or [www.hkdba.com](http://www.hkdba.com) for Dragon Boating) for advice on age-appropriate measures relating to rowing, and complies with any guidelines or advice provided.
  - 7.2.4 Regularly checks the safety standards of all equipment used.
- 7.3 The rowing group must:
  - 7.3.1 Comprise at least 4 persons including the leader (not necessarily in the same boat), at least one of whom must have a current First Aid certificate if the rowing leader does not; and
  - 7.3.2 Contain no more than 8 students per leader.
- 7.4 All participants must complete the following without a buoyancy vest before the expedition:
  - 7.4.1 Swim with canvas shoes and light clothing for 50 metres (2 lengths of pool)
  - 7.4.2 Tread water for one minute (deep end of pool)
  - 7.4.3 Surface dive and swim underwater for a distance of 5 metres

- 7.5 The rowing leader must take the following items provided by the College or professional qualified external instructors:
  - 7.5.1 Compass
  - 7.5.2 First aid kit
  - 7.5.3 Spare paddle
  - 7.5.4 Tow rope
  - 7.5.5 Two walkie-talkie phones
  - 7.5.6 Two mobile phones, each of which connects to different networks, including GPS
  - 7.5.7 One emergency whistle for each participant
- 7.6 The rowing leader must remind the participants to bring:
  - 7.6.1 Sufficient sun protection (e.g. hat, sunscreen)
  - 7.6.2 Protective footwear
  - 7.6.3 Appropriate clothing
  - 7.6.4 Minimum 1 litre drinking water
- 7.7 The rowing leader must ensure that everyone in the group is especially aware of the dangers posed by speedboats.
- 7.8 Each participant must wear a buoyancy vest at all times while on the water. [Dragon Boat members are exempt from this clause due to the nature and customs of the sport and because participating students undergo the more stringent swim tests (following Coral Monitoring/PADI protocols) and above EDB guidelines]
- 7.9 All students who participate frequently in rowing groups must be actively encouraged by the rowing leader to obtain a current First Aid Certificate.
- 7.10 Rowing trips must comply with the “General Guidelines for Activities on Water” in Appendix B, which contains general common sense principles for planning activities and drawing up contingency measures. Students must be given a copy of Appendix B, together with any additional safety information such as the “Safety Guidelines” and “Safety Rules” for water sports published by the Leisure and Cultural Services Department, as part of their training or briefing before they embark on the activity, together with any necessary explanation.

## **SECTION 8 – EFFECTIVE DATE**

- 8.1 This policy will be posted in a public place, such as on the College’s website.
- 8.2 Copies of this policy will be sent to the Education Bureau (EDB) and the College’s insurance company.
- 8.3 This policy was reviewed in March 2013 and the revision was approved by the Board on 25 April 2013, replacing the previous policy dated 27 August 2009.
- 8.3 This policy will be reviewed by the end of April 2019 or beforehand if necessary.

# Appendix A

## GENERAL GUIDELINES FOR ACTIVITIES ON LAND

### A1. Introduction

- A1.1 The guidelines outlined in this appendix provide the College 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 Responsible Adult Leaders.
- A1.2 For outing activities frequently held by the College, Responsible Adult Leaders must refer to the guidelines set out in this appendix and take note of the “Reporting Procedures to Notify the Police and Relevant Authorities Regarding College Outings in Rural Areas” in Appendix C.

### A2. Planning and Preparation

- A2.1 Prior to organizing outdoor activities on land, the Responsible Adult Leaders must submit an Expedition Form (including a Risk Assessment) to the Director of EOTC. This enables the leader to 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.
- A2.2 The following paragraphs aim to remind Responsible Adult Leaders of matters requiring attention when making preparation for the activities. Owing to the difference in nature, types and requirements for each activity, Responsible Adult Leaders should make necessary adjustment and selection according to the specific nature of each of the activity.
  - A2.2.1 Have a clear idea of the qualifications required of a Responsible Adult Leaders in charge of the activity, and make reference to the recommended staff/student ratio.
  - A2.2.2 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 program 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.
  - A2.2.3 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.

- A2.2.4 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 Responsible Adult Leaders should also set up an emergency contact system with the parents and the co-organizers to facilitate communication with different parties.
- A2.2.5 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.
- A2.2.6 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 Responsible Adult Leaders. Collect the necessary information for the activity so as to ensure that the outdoor activity can be carried out in a safe environment.
- A2.2.7 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.
- A2.2.8 Organize a briefing session before the trip for all the participants, Responsible Adult Leaders 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 program, information and contact telephone numbers of emergency services and measures to take when there is an emergency.
- A2.2.9 When the participant is not feeling well or shows symptoms of having contracted an infectious disease before the activity, the College or Responsible Adult Leaders 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.
- A2.2.10 If the activity is held in Hong Kong, the Responsible Adult Leaders should notify the Police or relevant government departments of the activity at least ten days before the event.

### **A3. Points to Note during Activities**

- A3.1 The Responsible Adult Leaders 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.

- A3.2 The Responsible Adult Leaders 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.
- A3.3 The participants should be briefed on the program 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.
- A3.4 When travelling by any means of transport including aircraft, boat, 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).
- A3.5 The Responsible Adult Leaders 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.
- A3.6 No participant should leave the group without the prior approval of the Responsible Adult Leaders.

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.

- A3.7 It is advisable to do a head count at a regular interval to ensure that all members are present.
- A3.8 The participants should pay attention to food hygiene and should not eat any uncooked food or drink untreated water.
- A3.9 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.
- A3.10 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.
- A3.11 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.

#### **A4. Measures to Deal with Emergencies**

A4.1 Another teacher/instructor or the Assisting Student Leader should take up the role of a Responsible Adult Leader if necessary in an emergency, such as if the Responsible Adult Leader is injured. All the participants should follow the instructions of the leader and the whole team should work together to overcome the difficulty.

A4.2 In the case of getting lost

A4.2.1 Keep calm and stay together;

A4.2.2 Locate the present position based on knowledge of the last known position;

A4.2.3 Decide whether to go back, to go to an open space, or to stay where you are;

A4.2.4 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.)

A4.3 In the case of a hill fire

A4.3.1 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:

A4.3.1.1 Abandon highly inflammable articles and non-essential equipment;

A4.3.1.2 Drink plenty of water and saturate your handkerchiefs and clothing;

A4.3.1.3 Keep away from dense vegetation or undergrowth;

A4.3.1.4 Head towards the opposite direction, or to the side, or rear of a fire;

A4.3.1.5 Avoid moving uphill where there are steep slopes, and move downhill as far as possible;

A4.3.1.6 Beware of fallen power lines and burnt trees, and be alert to any change in wind directions.

A4.3.2 If the flames have cut off the escape route, participants should:

A4.3.2.1 cover the body with adequate clothing (NOT synthetic);

A4.3.2.2 hold the breath as far as possible in dense smoke, and keep low as the air closest to the ground is cooler and fresher;

- A4.3.2.3 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;
- A4.3.2.4 jump into a reservoir or river if possible, and cover the face with a wet garment to keep out smoke and fumes;
- A4.3.2.5 roll on the ground or use other clothes (e.g. woollens) or blankets to smother it if the clothes catch fire;
- A4.3.2.6 find shelter in a drain, ditch, tunnel etc, and abandon all the inflammable items.

#### A4.4 In the case of heavy rain

- A4.4.1 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.

- A4.4.2 If it is unavoidable to cross a river on foot, the following rules should strictly be followed:
  - A4.4.2.1 The Responsible Adult Leaders 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;
  - A4.4.2.2 Avoid jumping from boulder to boulder;
  - A4.4.2.3 Take small steps to maintain a steady posture;
  - A4.4.2.4 Each participant should face upstream while crossing the river and should be tied to a rope fastened to the bank to ensure safety;
  - A4.4.2.5 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.

#### A4.5 In the event of heat cramp, heat exhaustion and heatstroke.

- A4.5.1 If a person engages in a strenuous outdoor activity in hot and humid weather for an extended period of time, he/she 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 Responsible Adult Leaders should note the following points:

- A4.5.1.1 Arrange the activity in a progressive way to enable the participants to get accustomed to the hot and humid weather gradually;
- A4.5.1.2 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;
- A4.5.1.3 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;
- A4.5.1.4 If the patient is conscious, ask him/her to drink some water to make up for the loss in water;
- A4.5.1.5 Lower the body temperature of the patient by putting a wet towel or fanning over him/her where necessary;
- A4.5.1.6 Call for medical service as soon as possible if the condition is serious.

## Appendix B

### GENERAL GUIDELINES FOR ACTIVITIES ON WATER

#### B1. Introduction

- B1.1 The guidelines outlined in this appendix provide the College 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 Responsible Adult Leaders.

#### B2. Planning and Preparation

- B2.1 Prior to organizing water activities, the Responsible Adult Leaders must submit an Expedition Form (including a Risk Assessment) to the Director of EOTC. This enables the leader to make a comprehensive plan taking into account factors like staffing, resources, budget, dates of event and relevant safety measures. The Responsible Adult Leaders 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.
- B2.2 Moreover, the teachers/instructors should be familiar with the environment of the swimming pool/beach/ocean 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 Responsible Adult Leaders should give full attention to the safety of participants and make a prompt decision as to whether it is necessary to change the program 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.
- B2.3 The following paragraphs aim to remind Responsible Adult Leaders of matters requiring attention when making preparation for water activities. Owing to the difference in nature, types and requirements for each activity, Responsible Adult Leaders should make adjustment and selection according to the specific nature of each of the activity.
- B2.3.1 Have a clear idea of the qualifications required of a Responsible Adult Leader in charge of the activity, and make reference to the recommended staff/student ratio.
- B2.3.2 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.
- B2.3.3 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.

- B2.3.4 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 Responsible Adult Leaders should also set up an emergency contact system with the parents and the co-organizers to facilitate communication with different parties.
- B2.3.5 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.
- B2.3.6 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.
- B2.3.7 Organize a briefing session before the trip for all the participants, Responsible Adult Leaders 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, duties of every party, the activity program, and measures to take when there is an emergency.
- B2.3.8 If the participant is not feeling well or shows symptoms of having contracted an infectious disease before setting off, the Principal or Responsible Adult Leaders 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.
- B2.3.9 The teachers/instructors should check all the equipment including life jackets, canoes, paddles, surfing board, diving equipment, etc. before the activity, and to make sure they are up to safety standards and suitable for use.
- B2.3.10 The Responsible Adult Leaders 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.
- B2.3.11 The Responsible Adult Leaders should inform the Marine Police of the water activity at least ten days before the event. The Responsible Adult Leaders 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 Responsible Adult Leaders should also notify the Police of the completion of the activity.

### **B3. Points to Note during Activities**

- B3.1 The Responsible Adult Leaders 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.
- B3.2 The Responsible Adult Leaders 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.
- B3.3 If the water activities last for more than one day, the Responsible Adult Leaders should brief the participants of the program 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.
- B3.4 It is advisable to do a head count at regular intervals to ensure that all participants are present.
- B3.5 A simple signaling system should be adopted to ensure that all participants understand and know how to send signals.
- B3.6 Water activities should not be conducted in waters of heavy traffic. Regulations for the prevention of collisions at sea should be strictly observed.
- B3.7 Do not stay out on the water 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.
- B3.8 No participant should leave the group without the prior approval of the Responsible Adult Leaders.
- B3.9 The participants should bring along a suitable timer for training/activities and take note of the time of assembly and return for all activities.
- B3.10 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.
- B3.11 The participants should make sure they have sufficient rest so as to maintain physical fitness to engage in all the activities.

#### **B4. Measures to Deal with Emergencies**

- B4.1 Another teacher/instructor or the Assisting Student Leader should take up the role of a Responsible Adult Leader if necessary in an emergency, such as if the Responsible Adult Leader is injured. All the participants should follow the instructions of the leader and the whole team should work together to overcome the difficulty.
  
- B4.2 Leg cramp
  - B4.2.1 Keep calm, do not panic;
  - B4.2.2 Keep your body afloat with your arms; or
  - B4.2.3 Grab hold of any floating object and stay afloat; or
  - B4.2.4 Turn onto your back, and float back to shallow waters with the help of your arms or the other leg;
  - B4.2.5 Do not attempt to swim (crawl or breast stroke) as this may bring on a second cramp.
  
- B4.3 Dizziness (lack of oxygen supply to the brain)
  - B4.3.1 Keep calm;
  - B4.3.2 Stay afloat and take deep breaths until the dizziness eases off;
  - B4.3.3 Float slowly back to shallow waters;
  - B4.3.4 On reaching land, lie down immediately, keep warm and rest.
  
- B4.4 Encountering other accidents in water
  - B4.4.1 Keep calm, conserve energy and breathe normally;
  - B4.4.2 Try to tread water or float on your back;
  - B4.4.3 Raise one hand; and
  - B4.4.4 Shout for help.
  
- B4.5 Encountering currents at sea
  - B4.5.1 Keep calm, conserve energy and breathe normally;
  - B4.5.2 Do not try to swim against the current, or you will exhaust yourself;
  - B4.5.3 Try to swim across the current or into calmer waters;
  - B4.5.4 Raise one hand and shout for help when necessary.

- B4.6 Capsizing (canoeing/sailing/windsurfing)
  - B4.6.1 Follow appropriate procedures in dealing with capsizing;
  - B4.6.2 Do not abandon the boat unless it is drifting towards a dangerous obstacle;
  - B4.6.3 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.
  
- B4.7 In the case of an accident
  - B4.7.1 Call for help or offer assistance if you can;
  - B4.7.2 Throw a rope, a buoy, or a spare tyre to keep the drowning person afloat; or
  - B4.7.3 Wade out and reach for him/her with a long stick; or
  - B4.7.4 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
  - B4.7.5 Let the drowning person hold on to the stern while you tow him/her ashore.

## Appendix C

### REPORTING PROCEDURES TO NOTIFY THE POLICE AND RELEVANT AUTHORITIES REGARDING COLLEGE OUTINGS IN RURAL AREAS

- C1.1 To help the Police to assist College authorities to ensure safety of their students in outing places in rural areas, including all Country Parks and Outlying Islands, the Responsible Adult Leaders should observe the reporting procedures set out below.
- C1.2 For each outing in the rural area, the Responsible Adult Leader should:
- C1.2.1 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 College's proforma. (For enquiries on the contact point of the appropriate police division, the Responsible Adult Leader may seek advice from the School Liaison Officer of the local police district.);
  - C1.2.2 notify the respective Divisional Commander by fax should any changes to the above details be made at a later date;
  - C1.2.3 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
  - C1.2.4 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 College within the scheduled time.
- C1.3 In case of a mass outing, e.g. a picnic to a country park involving 100 students or more, the Responsible Adult Leader 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. Responsible Adult Leaders 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.
- C1.4 In the event of any emergency which requires police, fire, ambulance or other rescue services, the Responsible Adult Leader or any participant should call 999 direct to report the emergency. This person should keep himself calm at all times. He/she 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.