

**Guidelines**  
**on**  
**Outdoor Activities**

Education Bureau  
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## Introduction

As a general reference for primary and secondary schools, the “Guidelines on Outdoor Activities” (the Guidelines) primarily set out the safety concerns that schools should address when organising outdoor activities. Outdoor activities, in this context, refer to open-air activities on land and water that are planned and organised by schools under the supervision of appointed teachers/instructors. These activities are usually conducted in a natural environment and are exploratory, challenging and physically demanding in nature. Relevant sections of the Guidelines may be applied to other sports activities that share a similar nature. For athletic meets or ball games, schools should refer to the relevant circulars and guidelines issued by the Education Bureau (EDB).

The safety of students should be the prime and foremost concern when organising outdoor activities. Therefore, clear and specific rules and regulations are laid down by bodies/associations that organise outdoor activities, for example, standards to be attained by participants in pre-activity tests, safety measures to be taken during activities, and contingency plans to be activated in case of changes in weather conditions. If schools are the activity organisers, they should follow the principles set out in the Guidelines and work out appropriate and comprehensive action plans having regard to the nature of the activities and the physical fitness and skill levels of students.

The Guidelines cover ten types of activities that are conducted in a natural environment; exploratory, challenging and physically demanding in nature; and arranged with the guidance and supervision of teachers/instructors. For ease of reference, a separate chapter is dedicated to each activity. As for other frequently held outdoor activities such as school picnics, teachers/instructors may make reference to the principles outlined in [Chapter Two](#) “*General Measures for Activities on Land*” as well as [Appendix IV](#) “*School Outings in Rural Areas: Procedures for Notifying the Police and Departments Concerned*”. In view of the popularity of study tours outside the territory, relevant guidelines are added as [Appendix XV](#) “*Study Tours Outside Hong Kong*” for cross reference.

Guidelines on organising outdoor activities and responsibilities of heads of schools and teachers/instructors are provided in [Chapter One](#) “*Notes for Heads of Schools and Teachers/Instructors*”. Principles on planning and organising activities on land and water, points to note, and general measures for emergencies are set out in [Chapter Two](#)

*“General Measures for Activities on Land”* and [Chapter Nine](#) *“General Measures for Activities on Water”*. The ten types of activities covered in the Guidelines are grouped under two main categories – land activity and water activity. Heads of schools and teachers/instructors should read these two chapters before going into the detailed arrangements and safety measures for individual types of activity.

Given the variety of outdoor activities, the Guidelines are by no means exhaustive. Should any problems arise, heads of schools and teachers/instructors are advised to make objective and reasonable judgment, and respond with appropriate measures according to the principles set out in the Guidelines, past experience in organising activities, circumstances on the spot and relevant professional knowledge. Schools should also approach relevant professional bodies for advice and, if necessary, assistance regarding the arrangements to be made for the conduct of individual activities (please refer to the list of relevant professional bodies at [Appendix I](#)).

To align with the latest development of outdoor activities, the Guidelines will be updated timely and accordingly.

Enquiries about the Guidelines may be directed to the Assistant Education Officer of the Student Special Support Section of EDB on 2892 6660.

## Chapter One

### Notes for Heads of Schools and Teachers/Instructors

#### Safety Code

To achieve the expected learning outcomes of outdoor activities, the full cooperation and mutual support of the entire school staff are required. While the safety requirements and precautions for different outdoor activities vary at the stage of planning and implementation, there are general guidelines that apply to all activities. The safety code to be observed by heads of schools and teachers/instructors when planning and implementing various kinds of outdoor activities is set out in this chapter below:

#### I. Notes for Heads of Schools

- 1) Schools should ensure that the teachers/instructors<sup>1</sup> responsible for planning and leading the activities possess the qualifications required for giving guidance to participants during the conduct of activities. Teachers/Instructors should be encouraged to receive first aid training and attend refresher training courses every three years so that there will be sufficient persons with first aid training to serve as leaders of outdoor activities.
- 2) To facilitate organisation and management, participants of an outdoor activity may be divided into groups. Teachers, senior form students or other adults with relevant experience and knowledge can be appointed as group leaders.
- 3) It is the responsibility of schools to ensure that participants are physically fit and equipped with the necessary skills to take part in the activities. Consent should be obtained from parents of the participants beforehand. Parents should assess the physical fitness of their children and consult doctors when necessary before the conduct of activities to ensure their children's suitability to participate.
- 4) Schools should make sure that all participants including

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

teachers/instructors/group leaders thoroughly understand their roles and responsibilities in the event of emergency.

- 5) During the conduct of outdoor activities, teachers/instructors should bring along a first aid kit (a list of suggested items at [Appendix II](#)) and personal communication devices (such as mobile phones) for treatment of injuries and external communication in the event of emergency.
- 6) When an accident occurs, schools should take immediate actions and notify the parents or family members of the injured student(s) as soon as possible. The accident should be reported to the police immediately if necessary. Details of the accident should also be recorded (please see sample at [Appendix VII](#)).
- 7) Before the conduct of outdoor activities, schools should follow the proper procedures and notify the police and relevant government departments (please see procedures at [Appendix IV](#)). Requirements stipulated in relevant circulars and guidelines issued by EDB should also be observed (please see [Appendix IX](#)).
- 8) Teachers/Instructors who do not physically participate in the activities should be designated to take charge of communication and supervision during the course of activities. They should:
  - a) maintain liaison and communication with parties related to the outdoor activities;
  - b) have good knowledge of the details and logistics of the outdoor activities organised by the school, such as the nature, time and location of activity, as well as contact numbers of the teachers/instructors leading the activity; and answer 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, collaborators or government departments in the event of emergency;
  - d) maintain vigilance during the course of activity by paying attention to news reports and changes in weather conditions, and monitor the progress of the activity, so that the school and the teachers/instructors leading the activity can be updated timely



and accordingly; and

- e) report to the police in case no notification about the completion of activity is received at the scheduled time from the teachers/instructors leading the activity.
- 9) Schools should make sure that all students, with or without disabilities, are given equal opportunities to participate in outdoor activities if circumstances permit. Moreover, schools should provide students with disabilities the assistance they need. For example, “identification and SOS cards” should be specially prepared for students with intellectual disability to carry along during outdoor activities (schools implementing integrated education may refer to the “Manning Ratio for Outdoor Activities Involving Students with Special Educational Needs” suggested at [Appendix X](#)).
- 10) Heads of schools should read carefully the EDB Circular on Block Insurance Policy to familiarise themselves with the clauses and coverage of any such policy and ensure the compliance with the guidelines and instructions therein. Moreover, schools should observe the following:
- a) All teachers/instructors or other accompanying persons designated for an activity should be appointed by the school. Such appointment, and the programme, location and schedule of the activity must be approved by the school and put on record.
  - b) Queries, if any, about the coverage of the Block Insurance Policy should be clarified with the insurance company and the insurance company should be contacted immediately after the occurrence of an accident.
- 11) For activities involving procurement of services, principals should carefully observe and follow the tendering and procurement procedures applicable to the category of their schools (please see reference materials at [Appendix IX](#)).

## **II. Notes for Teachers/Instructors**

- 1) For any exploratory, challenging and physically demanding activity conducted in a natural environment, the party should comprise at least one member who has received first aid training. Teachers/Instructors

are encouraged to receive first aid training arranged by the St. John Ambulance Association, the Hong Kong Red Cross Society or the Auxiliary Medical Service and attend a refresher training course every three years.

- 2) Teachers/Instructors should update themselves on the latest weather reports and forecasts.
- 3) Teachers/Instructors should take note of the Air Quality Health Index within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).
- 4) All outdoor activities should be cancelled if a tropical cyclone warning is issued. If signal no. 1 is issued during the conduct of activity, participants should take immediate shelter in the nearest safe place. As long as circumstances permit, teachers/instructors should make arrangements for participants to return home. When a higher signal is issued, participants should stay at the nearest shelter until safety is no longer threatened by the wind.
- 5) When a thunderstorm warning or a red/black rainstorm warning is issued, teachers/instructors should suspend all outdoor activities immediately and lead all participants to a safe place to take shelter until it is safe to return home. When a thunderstorm warning is issued before the conduct of activity, teachers/instructors should decide whether to postpone or cancel the activity, taking into consideration its nature, content and location.
- 6) When a 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. In cold weather, participants should be advised to put on warm clothing to prevent hypothermia. When the weather is hot or sunny, teachers/instructors should remind participants to take precautions against heatstroke and excessive exposure to UV radiation (please see *Appendices XIII and XIV*).

- 7) Schools should request parents to check the body temperature of their children on the day of activity and record such information in the form prepared by schools (please see sample at [Appendix XI](#)). Teachers/Instructors should then determine whether individual students are physically fit to participate in outdoor activities according to the information provided by parents. For camping or other outdoor activities that last several days, teachers/instructors should check students' body temperature before the programme begins each day.
- 8) Teachers/Instructors should observe the performance and behaviour of participants, and make sure that they do not engage in activities beyond their physical and mental capabilities. Participants should also be reminded to report any sickness immediately so that appropriate arrangements can be made.
- 9) A sense of responsibility should be developed among participants so that they understand their role in ensuring their own safety and the safety of teammates.
- 10) Smoking or tampering with matches, lighters or inflammable materials is strictly forbidden while participating in outdoor activities.
- 11) Teachers/Instructors should ensure that participants are properly dressed during outdoor activities (with suitable clothing and footwear). They should also have long hair tied back, fingernails properly trimmed and glasses secured.
- 12) Teachers/Instructors should remind all participants to bring along their identity document, which may include adult or juvenile identity cards (for those aged above 15 and below 18).
- 13) Teachers/Instructors should remind participants to take proper measures against mosquito or insect bites and hence prevent infectious diseases such as dengue fever. Participants are advised to:
  - a) wear light-coloured clothing with long sleeves and long legs;
  - b) apply insect repellent containing DEET on exposed parts of the body and clothing; and
  - c) avoid staying too long in shade under trees, bushes, hidden sites or unmanaged areas.

For more information on vector-borne diseases (e.g. dengue fever), please visit the designated webpage of the Centre for Health Protection: <https://www.chp.gov.hk/en/healthtopics/content/24/34622.html>

- 14) Teachers/Instructors should be aware of the potential hazards of the outdoor 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 irregular that they detect.
- 15) The following steps should be taken in case of accidents:
  - a) Perform first aid as and when necessary, and avoid acting hastily if there is any doubt;
  - b) Avoid moving the injured unless it is absolutely necessary. Send the injured to medical service immediately if circumstances permit, or have the help-seeker accompanied while awaiting rescue; and
  - c) Make an initial record by completing the “Proforma for Recording Emergency” (please see sample at [Appendix VI](#)) for the reference of outside rescuers:
    - i. location of the injured (name of place, grid reference or the number of the nearest distance posts erected by the Agriculture, Fisheries and Conservation Department every 500 m along hiking trails);
    - ii. time of the accident;
    - iii. condition of the injured;
    - iv. brief particulars of the injured;
    - v. brief particulars of the informant; and
    - vi. number and condition of persons in the same team.
- 16) Persons handling a bleeding wound should wear latex gloves to avoid direct contact with blood.

## Chapter Two

### General Measures for Activities on Land

The guidelines outlined in this chapter are the principles that schools should follow when planning and organising activities on land, which refer to exploratory, challenging and physically demanding activities conducted in a natural environment and supervised by appointed teachers/instructors.

For schools' frequent outings, teachers/instructors should refer to the guidelines set out in this chapter and the "School Outings in Rural Areas: Procedures for Notifying the Police and Departments Concerned" at [Appendix IV](#).

#### I. Planning and Preparation

Before organising **outdoor activities on land**, schools should have comprehensive and detailed planning, taking into account allocation of resources, budget, date and location of the activities, and safety measures, and make risk assessment (please see sample "Risk Assessment Form" at [Appendix XII](#)). The person(s) in charge of an activity should be able to anticipate any possible difficulties and work out solutions. Feasible contingency measures and an emergency contact list should be drawn up to address emergency situations. In addition to participants' enhanced crisis awareness, careful planning, meticulous preparation and thorough implementation of safety measures also help ensure the safe and smooth conduct of outdoor activities.

The following paragraphs remind teachers/instructors of matters requiring attention when making preparation for activities on land. Since activities vary in nature, content and requirements, teachers/instructors should make adjustment and selection on an individual basis.

- 1) Have a clear idea of the **qualifications required for a teacher/instructor in charge of the activity**, and make reference to the recommended **staff/student ratio** (please see [Appendices VIII and X](#)).
- 2) Select carefully the **location/destination of the activity** and take into account the physical strength and skill levels of the participants so as to ensure that the demands of the programme are within their capability. Places with poor accessibility, food, hygiene and accommodation should

not be chosen. Moreover, passing through dangerous areas such as quarries, firing ranges, military exercise areas and rugged cliffs or coasts should be avoided.

- 3) Be alert to any **changes in weather** within the area where the activity is held, particularly in seasons of unstable weather. Find shelter and refrain from pressing ahead with the journey when a thunderstorm or rainstorm warning is issued.
- 4) Draw up **contingency plans** (e.g. procedures to deal with delay or cancellation of an activity because of changes in weather conditions or transportation, participants who back out midway or accidents) beforehand, and inform all participants and their parents of such plans. Schools should also set up an emergency notification system with parents and collaborators so that different parties can be reached any time.
- 5) Collect **information about the entire route**. Such information includes addresses and telephone numbers of lodging places and rescue services, e.g. youth hostels, police stations, country park ranger stations, hospitals and first aid posts.
- 6) **Conduct a pre-activity site visit** as far as circumstances permit if there is doubt about the trip/location or if the surrounding environment is new to the teachers/instructors. This is to obtain accurate multi-aspect information and ensure that the outdoor activity can be carried out in a safe environment.
- 7) Teachers/Instructors should bring along with them essential **items for emergency use**, such as navigation device, mobile phone, first aid kit, emergency kit, dry snacks and emergency rations (please see the list of suggested items at [Appendix II](#)).
- 8) Organise a **briefing session** before the activity for all participants, teachers/instructors, representatives of collaborators and accompanying parties, so that they thoroughly understand their respective responsibility and the actions they need to take in the event of emergency.
- 9) Schools should obtain from parents of the participating students a **letter of prior consent** (please see sample at [Appendix III](#)) which includes

details about the programme of the activity or the arrangements of the trip. Schools should inform the parents as soon as possible of any subsequent changes to such programme or arrangements. If a participant feels unwell or shows symptoms of sickness before setting off, the school or teachers/instructors should advise the participant to seriously consider whether it is wise to insist on joining given his/her health condition and the safety of others.

- 10) Schools should **notify the police or relevant government departments** of the activity at least ten days in advance. The procedures listed in [Appendix IV](#) should be followed (please see sample form for notifying the police at [Appendix V](#)).

## II. Points to Note during Activities

- 1) Teachers/Instructors should **pay attention to weather forecasts** and news broadcasts. If there is going to be any change in weather or other conditions, the related contingency plan should be activated as soon as possible.
- 2) Teachers/Instructors should be **fully aware of the health condition of each participant** in order to determine whether any participant should be forbidden from joining the activity of the day. Timely and appropriate arrangements should be made on a case-by case basis.
- 3) For activities lasting more than one day, teachers/instructors should **brief participants on the programme or schedule** before commencement each day. Upon conclusion of activity that day, a debriefing session should be held to review participants' performance, programme arrangements and relevant safety measures, and preparations should be made for the activity of the following day.
- 4) No participant should **leave the party without the prior approval** of the teachers/instructors. The party should proceed at a speed that can be followed by slow members. There should be a "rearguard" to ensure that no one is left behind.
- 5) Teachers/Instructors are expected to do a **headcount** at regular intervals to ensure the presence of all members.

- 6) Participants should **pay attention to food hygiene** and avoid consuming uncooked food or unboiled water.
- 7) 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 themselves against heatstroke and excessive exposure to UV radiation in hot or sunny weather (please see *Appendices XIII and XIV*) and to keep their body warm in cold winter. They should also **bring along insect repellent and sunblock** to help prevent mosquito or insect bites and sunburn.

### III. Measures for Emergencies

In the event of emergency, the teacher/instructor or group leader should take charge. If the teacher/instructor in charge is injured, another teacher/instructor in the group should take over leadership. All participants should follow the instructions they receive in a bid to overcome difficulties with concerted efforts.

- 1) Going astray
  - a) Keep calm and stay together;
  - b) Conduct a headcount at regular intervals;
  - c) Tell rescuers the number of the nearest distance post or the grid reference of current location (distance posts with grid reference can be found every 500 metres along long-distance hiking trails, such as MacLehose Trail, Lantau Trail, Hong Kong Trail and Wilson Trail, and country trails in the country parks);
  - d) Confirm current location with a compass, map, GPS device or hiking mobile app;
  - e) Try to recall the routes taken and retrace those steps; or stay put and wait for rescue if this is not possible;
  - f) Do not proceed further as this drains energy and makes rescue more difficult;
  - g) Dial 999 or 112 (international emergency number) for help immediately; provide as much information about current location as possible, such as the number of the nearest distance post on a hiking trail, GPS location and major landmarks nearby;



- h) Send the International Mountain Distress Signals or the Morse Code Distress Signals using a whistle, a torch, lights, etc. (for the former, give a signal six times within a minute and then repeat in the same manner with a one-minute interval; for the latter, give three short signals, followed by three long and three short ones); and
- i) Seek assistance using a mobile phone or walkie-talkie.

2) Hill fire

Keep calm and do not run unless absolutely necessary as panicking drains energy and hampers good judgment. Try to escape by taking the following steps:

- a) Stay calm and get away from the fire scene immediately; dial 999 to report the fire;
- b) Escape along the existing path;
- c) Never go into thick bush or grass where fire spreads faster;
- d) Go to places with thinner vegetation;
- e) Leave in the direction opposite to the spread of fire, or escape from the side or rear of the fire;
- f) Avoid going up steep slopes and, if possible, choose a downhill path; and
- g) Beware of fallen power lines and burnt trees, and be alert to any change in wind directions.

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

- a) cover the body with thick clothes and head for places that have already been burnt to minimise the chance of being injured;
- 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 mouth and nose with a wet handkerchief or a piece of wet cloth;
- d) jump into a pool or river if possible (the potential risk of causing an accident should be assessed beforehand), and cover the face with a wet garment to keep out smoke and fumes;

- e) roll on the ground or use a garment (e.g. woollens) or blanket to smother any fire caught by the clothing being worn; and
- f) find a shielded but well-ventilated place for temporary shelter, such as drain, ditch and tunnel.

3) Heavy rain

Heavy rain usually causes flooding and a rapid rise in the water level of rivers. The resulting dangerous torrents may even wash away bridges and footpaths. When water level has risen to such an extent that a depth of more than six inches has reached and the flow is rapid, it becomes inadvisable to cross a river on foot. In this case, shelters on high ground should be sought as soon as possible. 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 use of a bridge should be the best option.

If it is unavoidable to cross a river on foot, the following rules should be strictly followed:

- a) The teacher/instructor in charge should check if each participant is ready. A rope system should be set up to facilitate crossing if circumstances permit and a point with slower flow and shallower depth should be selected. Use a trekking pole or branch to detect the water depth before crossing and grasp the rope firmly while making way. A 30-metre long climbing rope with a 9-mm diameter is recommended;
- b) Avoid jumping between boulders;
- c) Do not cross when the sound of rocks rolling under water can be heard or when water has become turbid suddenly;
- d) Check personal belongings before crossing to ensure that movement will not be hindered by excessive ropes, backpack straps or other items, and to avoid any entanglement;
- e) Ensure that shoelaces are tied properly before crossing;
- f) Loosen the backpack shoulder straps and unfasten the buckles of chest and waist band before crossing, so as to ensure that the backpack can be removed as soon as any danger arises;
- g) Take small steps to maintain a steady posture;

- h) Form a group of two or three for mutual support and better stability if water is swift;
  - i) Face upstream and watch out for any adverse situation while crossing; and
  - j) The safest crossing point is usually the section between two meanders (i.e. bends of a river) as the flow of water there is relatively stable. Avoid crossing at a meander as the current at the outside of a bend is stronger and the water there is deeper.
- 4) Heat cramp, heat exhaustion and heatstroke
- a) Be aware of any symptoms of unwellness. For instance, heartbeat rate indicates the level of strain caused to the body by exercising. Participants should be reminded to inform teachers/instructors once they begin to feel unwell;
  - b) Make the participant feeling unwell lie down at a shady spot with plenty of fresh air, and help him/her loosen any tight clothing;
  - c) If the patient is conscious, ask him/her to drink some water/electrolyte solution to make up for the loss;
  - d) Lower the body temperature of the patient using a wet towel or fan if necessary; and
  - e) Call for medical service as soon as possible if the condition is serious. For cases of unconsciousness, immediate despatch to hospital is required.
- 5) Hypothermia
- a) Be aware of any symptoms of unwellness, for instance, fatigue, exhaustion, cold clammy skin, stumbling, shivering, muscle spasm, stammering and hallucinating;
  - b) The patient should be moved indoors or to a shelter from rain and wind as soon as possible. Wet clothes should be removed and replaced by dry ones. Cover his/her body with clothing or blanket to keep warm;
  - c) If the patient is conscious, ask him/her to take high energy drinks or warm water to maintain body temperature; and
  - d) Evacuate along the contingency route if necessary. Any patient who is losing consciousness should be sent to hospital immediately.

## Chapter Three

### Excursion

*(Please go over Chapters [One](#) and [Two](#) before reading this chapter.)*

An excursion refers to a short journey taken by a group of people together for pleasure.

#### I. Planning and Preparation

- 1) An excursion should be under the supervision of at least two group leaders, of whom one should be a teacher/instructor. The number of participants in each excursion should not exceed thirty. Participants can be divided into groups and the size of each group should be determined by the route and the time required to finish the journey.
- 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 teacher/instructor designated to stand by in school for emergency liaison.
- 3) When planning the journey, care should be taken to ensure that there is sufficient time to finish the whole journey or a section of it before dark.
- 4) A training session should be held for participants at least one week before the excursion. The training should cover hiking knowledge and skills, environmental protection codes, emergency procedures, first aid basics, etc.
- 5) Each member should be reminded to bring along adequate food and water, a windbreaker, a cap, a raincoat and some warm clothing. They should also wear thick, comfortable socks and stout shoes with rugged rubber soles that give ankle protection and a good grip.
- 6) Each group should carry along a navigation device, mobile phones, a first aid kit, an emergency kit and emergency rations (please see the list of suggested items at [Appendix II](#)).

#### II. Points to Note during Excursion

- 1) Make sure that the outfit of each participant is suitable for the activity

and the weight of their backpack is acceptable (not exceeding one-quarter of the carrier's body weight). Participants who are inadequately equipped should not be allowed to join.

- 2) If there is a thunderstorm during the journey, keep away from ridges, summits and other high points, and avoid caves and cracks. Sit on insulating clothing if possible, and do not stay under trees or in small hollows. Keep a distance from walls and spires.
- 3) Look for firm footholds. Avoid loose rocks.
- 4) Halt to take a headcount after passing an obstacle or a track diversion to ensure the presence of all members.

### **III. Measures for Emergencies**

*(Please refer to [Chapter Two](#).)*

## Chapter Four

### Expedition

*(Please go over Chapters [One](#) and [Two](#) before reading this chapter.)*

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

#### I. Planning and Preparation

- 1) An expedition should be under the supervision of at least two trained group leaders, of whom one should be a teacher/instructor, and participants should have experience in similar activities or training in short excursions. The number of participants in each expedition should not exceed thirty. Participants can be divided into groups and the size of each group should be determined by the route and the time required to finish the journey.
- 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 teacher/instructor designated to stand by in school for emergency liaison.
- 3) When planning the journey, care should be taken to ensure that there is sufficient time to finish the whole journey or a section of it before dark.
- 4) A training session should be held for participants at least one week before the expedition. The training should cover mountaineering knowledge and skills, environmental protection codes, emergency procedures, first aid basics, etc. Teachers/instructors should stress at all times the importance of safety precautions, team spirit and discipline.
- 5) Each member should be reminded to bring along adequate food and water, a windbreaker, a cap, a raincoat and some warm clothing. They should also wear thick, comfortable socks and stout shoes with rugged rubber soles that give ankle protection and a good grip.
- 6) Each group should carry along a navigation device, mobile phones, a first aid kit, an emergency kit and emergency rations (please see the list of suggested items at [Appendix II](#)).

## **II. Points to Note during Expedition**

- 1) Make sure that the outfit of each participant is suitable for the activity, and the weight of their backpack is acceptable (not exceeding one-third of the carrier's body weight) and balanced on both sides. Participants who are inadequately equipped should not be allowed to join.
- 2) If there is a thunderstorm during the journey, keep away from ridges, summits and other high points, and avoid caves and cracks. Sit on insulating clothing if possible, and do not stay under trees or in small hollows. Keep a distance from walls and spires.
- 3) Look for firm footholds. Avoid loose rocks.
- 4) Halt to take a headcount after passing an obstacle or a track diversion to ensure the presence of all members.

## **III. Measures for Emergencies**

*(Please refer to [Chapter Two](#).)*

## Chapter Five

### Camping

*(Please go over Chapters [One](#) and [Two](#) before reading this chapter.)*

#### I. Planning and Preparation

- 1) A camping activity should 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 ten participants is recommended. This ratio is subject to adjustment, depending on the individual circumstances, age and ability of the participants. For residential camping, a ratio of one leader to thirty participants is recommended.
- 3) Leaders of both sexes should be assigned to go with the participants if the camping activity includes boys and girls.
- 4) When deciding 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) Before departure for wild camping, the teachers/instructors should arrange practices for participants to familiarise themselves with pitching and striking of tents and using of stoves. They should also test and check all equipment to ensure safe operation.
- 6) The leaders should ensure that the equipment and clothing that participants bring along are suitable for the camping activity.
- 7) Special attention should be paid to weather forecasts. There should be announcement to cancel the activity immediately if a thunderstorm warning, red/black rainstorm warning or tropical cyclone warning is issued on the day the activity is to be held.
- 8) Teachers/Instructors should take note of the Air Quality Health Index within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has



reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).

## **II. Wild Camping Site**

- 1) With the exception of designated campsites, camping in country parks and special areas is an offence and should not be considered. Moreover, prior permission should be obtained for setting up a tent on private land.
- 2) The campsite chosen should be sheltered from strong wind and rain. Campsites designated by the Agriculture, Fisheries and Conservation Department are preferred.
- 3) The campsite should be free from such hazards as flooding, dangerous slopes, rockfall and dead trees.
- 4) Tents should be sufficiently spaced apart to prevent rapid spread of fire on the campsite.
- 5) Conspicuous objects should be tied to guy ropes to alert passers-by to the danger of tripping over. Moreover, participants are not allowed to run or play ball games on the campsite.
- 6) All cooking must be done outside the tents. Likewise, gas cylinders and other fuel for cooking should be placed outside the tents with clear markings on the containers.
- 7) No naked flame should be used for lighting inside the tents.

## **III. Points to Note during Camping**

- 1) When tropical cyclone warning no. 1 or above is issued, participants should return home immediately or take temporary shelter nearby until it is safe to leave.
- 2) When there is a thunderstorm, the teachers/instructors should immediately lead all participants to a place away from ridges, summits and other high points, and caves and cracks should also be avoided. Sit

on insulating clothing if possible, and do not stay under trees or in small hollows. Keep a distance from walls and spires.

#### **IV. Measures for Emergencies**

*(Please refer to [Chapter Two](#).)*

## Chapter Six

### Orienteering

*(Please go over Chapters [One](#) and [Two](#) before reading this chapter.)*

Orienteering is similar to a cross-country race, except that it focuses on navigation through specified zones towards a designated control point with the use of maps and compasses. On the way to destination, participants are expected to take the best route by virtue of their own skills, fitness and judgment.

#### I. Planning and Preparation

- 1) Orienteering should be led by at least two experienced teachers/instructors. Each should take care of no more than eight participants, and one of them should:
  - a) have an orienteering instructor certificate issued by a recognised association; or
  - b) have sufficient personal practice in orienteering and experience in organising such activities, be confident about coping with situations that may arise in the course of orienteering, have received orienteering training in the location chosen for the activity, have knowledge about map reading and have received first aid training.
- 2) After initial planning, the teachers/instructors should reconnoitre the location of the activity and its surrounding areas. Spots with potential hazards should be marked on the map.
- 3) Spots with potential hazards should be avoided when planning the routes. Teachers/Instructors should stress at all times the importance of personal safety as well as the safety of others.
- 4) Special attention should be paid to weather forecasts. There should be announcement to cancel the activity immediately if a thunderstorm warning (except for activities planned in urban parks), amber/red/black rainstorm warning, or tropical cyclone warning is issued on the day the activity is to be held.
- 5) Teachers/Instructors should take note of the Air Quality Health Index

within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).

- 6) Participants should wear clothing with long sleeves and long legs to prevent mosquito or insect bites and reduce the risk of grazes and bruises. Stout boots with a good grip on sloping and slippery surfaces should be worn. Participants should bring along adequate clothing that gives protection against coldness, wind and rain.
- 7) Each participant should carry a whistle and a compass. They should know how to call for outside assistance in case they sustain injury or go astray. However, teachers/instructors must warn them against any playful use of whistles.
- 8) Each participant should wear a watch and be aware of the finishing time of the activity. They should also bring along sufficient food and water for restoration of energy.
- 9) Teachers/Instructors should bring along the essential equipment such as a first aid kit, communication devices, torches and mobile phones.
- 10) Given the nature of orienteering, teachers/instructors have to remotely supervise participants who are out of sight or beyond yelling distance. It is therefore necessary to have the activity confined to a certain area with clear boundaries. These boundaries, such as streams and roads, should be marked on the map and brought to the attention of all participants during briefings.
- 11) Prior to the activity, participants should be given clear instructions so that:
  - a) they are alert to any sudden change in weather conditions and will make a prompt decision in the middle of the activity to retreat to a safe place for shelter against severe weather, such as a thunderstorm and torrential rains;
  - b) they are aware of potential hazards, such as hill fire and landslide, during the activity, and will make a prompt decision

- in the middle of it to retreat to a safe place when necessary; and
- c) they will observe the established code for orienteering, and render assistance to those who are injured or in distress even if that would mean giving up the activity.
- 12) Prior permission from the Agriculture, Fisheries and Conservation Department and the Leisure and Cultural Services Department should be obtained for any orienteering activity to be held in a country park/urban park. For activities which cover private land, the necessary right to access should be obtained.

## **II. Points to Note during Orienteering**

- 1) Be alert to changes in weather conditions. If the weather becomes humid or extremely hot, the teachers/instructors should adjust the plan accordingly. Moreover, the teachers/instructors should ensure that the activity would be finished before dark.
- 2) The teachers/instructors should ensure that the participants are well equipped and physically fit to accomplish the task of the day. Beginners should go in pairs.
- 3) A simple signalling system should be adopted to ensure that all instructions and meanings are understood by the participants.
- 4) A sound and effective checking system should be in place so that the teachers/instructors can, at the first instance, track the current location of each participant and check whether any of them is behind schedule.
- 5) On completion, participants should report to the staff at the finishing point and hand in their control cards. This will enable the teachers/instructors to obtain the necessary information about the course taken by each participant. The teachers/instructors should notify participants in advance of the finishing time.
- 6) The teachers/instructors or the organiser should check the control cards returned at the finishing point against the stubs collected at the starting point to ensure that all participants have reached the destination within the given time.

- 7) Sufficient patrol staff should be deployed to monitor participants' progress within the activity area and prevent departure from specified routes. Patrol staff should carry along first aid kits and communication devices.
- 8) First aid stations should be set up at the starting and finishing points, as well as specific spots within the activity area.
- 9) Drink station(s) should be provided for long courses or on hot days.
- 10) The teachers/instructors should have good knowledge of the basic search procedures. They should know how to demarcate the search areas and judge when and how to call for assistance from the police or the Mountain Search and Rescue Company of Civil Aid Service.
- 11) Participants should be warned against disturbing or harming young plants and other vegetation in plantations.

### **III. Measures for Emergencies**

*(Please refer to [Chapter Two](#).)*

## Chapter Seven

### Cycling

*(Please go over Chapters [One](#) and [Two](#) before reading this chapter.)*

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

It is against the Laws 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 the road or the portion of the road has been set aside for bicycle use, with a traffic sign placed there to give such a permission.

#### I. Planning and Preparation

- 1) Cycling should be supervised by teachers/instructors with relevant experience. Participants are advised to receive proper training before the activity. Each cycling trip should be led by at least two teachers/instructors, and the ratio of teachers/instructors to participants should be one to five.
- 2) Teachers/Instructors who conduct a cycling activity (such as a cycling trip) should preferably have obtained a cycling proficiency coaching certificate from a recognised association.
- 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) pay attention to dangerous bends, slopes, bridges and cross-roads along the route;
  - e) work out the itinerary and route map beforehand, giving details of the journey (including the starting and finishing points and any related activities), and ensure that the participants are well informed. Such information should be given to a teacher/instructor designated to stand by in school for emergency

liaison;

- f) draw participants' attention to each meeting point along the route beforehand, even if the entire trip takes place on a cycling trail; and
  - g) check the tyres and brakes before setting off to ensure that all bicycles are 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 wear a safety helmet.
- 2) All participants should be reminded at all times of the need to comply with road safety regulations and take care of their own safety and the safety of passers-by.
- 3) Teachers/Instructors should carry along walkie-talkies or mobile phones for the purpose of communication.
- 4) Teachers/Instructors should bring along simple tools for emergency repair.

## **III. Measures for Emergencies**

*(Please refer to [Chapter Two](#).)*



## Chapter Eight

### Fieldwork

*(Please go over Chapters [One](#) and [Two](#) before reading this chapter.)*

#### I. Planning and Preparation

- 1) Fieldwork should be under the supervision of at least two school teachers/instructors. Under normal circumstances, a ratio of one teacher/instructor to eighteen participants is recommended.
- 2) Participants should be adequately trained before engaging in fieldwork. They should also be well prepared and properly equipped before the trip. The conduct of fieldwork should take into consideration the age, ability and experience of the participants, and the activity must be finished in good time before dark.
- 3) Teachers/Instructors should visit the field before taking any participants there for fieldwork. The potential hazards of the field should be recorded and brought to the attention of the participants timely for the sake of safety.
- 4) Teachers/Instructors should, basing on the speed of the slowest walker among all participants, estimate the time required for the trip, including the time for rest between stops. The walk should not be made too long. (Over very gentle terrain, an experienced adult walker can sustain a pace of about five kilometres per hour, while inexperienced and junior walkers can only keep a pace half as fast. If there are uphill sections, an extra hour will be needed for every 500 metres of uphill walking.)
- 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 if walking or fieldwork along the coast is necessary. Activities on exposed shores with strong waves should be avoided.
- 7) Avoid conducting fieldwork in gorges. If the route passes through a valley, make sure that no part is impassable.

- 8) All participants should be made aware of the potential hazards of the field 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, and take care of their own safety and the safety of others. The need for keeping calm in danger should be emphasised.
- 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 emergency.
- 10) Details of the field trip with a route map should be worked out beforehand. Such information should be given to a teacher/instructor designated to stand by in school for emergency liaison.
- 11) When carrying out fieldwork, participants may need to scatter over a vast area and this renders direct supervision by teachers/instructors impossible. Teachers/instructors should therefore divide participants into groups of three or more beforehand and assign a member as the group leader. No participant should be allowed to work alone. Every participant should be aware of the appropriate actions to take in case of emergency.
- 12) Teachers/Instructors should pay attention to weather forecasts/reports before and during the field trip and receive such information through television, radio, newspapers and over the telephone. For fieldwork conducted in groups, each group should carry along at least one mobile phone for accessing weather information on the Hong Kong Observatory website or receiving weather updates via existing mobile applications. A cautious approach should be taken in interpreting weather forecasts.
- 13) Fieldwork should be cancelled if:
  - a) a tropical cyclone warning no. 1 or above is issued;
  - b) a red or black rainstorm warning is issued; or
  - c) a thunderstorm forecast/warning is issued.
- 14) Teachers/Instructors should take note of the Air Quality Health Index within the activity area. For more information about the Index, please

visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).

- 15) Students who are not physically fit or who have been granted exemption from Physical Education lessons can be exempted from taking part in fieldwork.
- 16) The clothing and footwear of the participants should be appropriate to the fieldwork and the weather of the day. Participants should also carry along sunblock, insect repellent, windbreakers, raincoats and extra warm clothing.
- 17) Each group should carry along the most up-to-date map of a suitable scale. It should show clearly the area where the fieldwork is to be conducted and the route leading to the field. The group should also carry along a compass, whistle, torch, walkie-talkie, mobile phone, first aid kit, adequate food and water as well as emergency rations (please see the list of suggested items at [Appendix II](#)). Teachers/Instructors should check in advance whether the first aid kit contains all the essential items and make immediate replenishment if there is anything missing or insufficient. All group members and participants should be notified of the way to access the first aid kit during the trip.
- 18) Plasticware should be used as far as possible. If it is necessary to carry along glassware such as test tubes, beakers, bottles and petri dishes, care should be taken to prevent breaking and avoid causing potential hazard by leaving them on the ground.

## **II. Points to Note during Fieldwork**

- 1) Teachers/Instructors should study the “School Guidelines – for planning and implementing outdoor/ fieldwork activities at Country Parks” issued by the Agriculture, Fisheries and Conservation Department before conducting fieldwork in country parks or special areas. The School Guidelines, which provide detailed information on countryside code, mobile coverage, preparation, safety concerns and waste reduction, are

available on the webpage below:

[https://www.afcd.gov.hk/english/country/cou\\_vis/cou\\_vis\\_gac/cou\\_w\\_h\\_a\\_sch\\_sat.html](https://www.afcd.gov.hk/english/country/cou_vis/cou_vis_gac/cou_w_h_a_sch_sat.html)

- 2) Teachers/Instructors should exercise close supervision to ensure that participants act responsibly and behave properly.
- 3) On-site supervision of participants is required at all times. Headcounts should be done before and after the field trip, and when participants proceed from one site to another.
- 4) Participants should be told who keeps the first aid kit or where it is kept.
- 5) Before participants proceed to work in groups, teachers/instructors should remind them not to wander off or climb alone.
- 6) Flash floods may occur during and after heavy rains. Participants should leave the stream course as soon as the rain pours down, and avoid working in the stream after a heavy rain. A sudden rise of the water level or an increase in the turbulence and turbidity of the flow may be the sign of an approaching flood. When this happens, all participants should stay away from the stream course immediately.
- 7) If a storm is imminent, participants should take shelter quickly and wait till the situation improves.
- 8) If there is a thunderstorm during fieldwork, keep away from ridges, summits and other high points, and avoid caves and cracks. Sit on insulating clothing if possible, and do not stay under trees or in small hollows. Keep a distance from walls and spires.
- 9) Light a fire only at designated campsites or barbeque sites. Put out the fire completely before leaving so that the risk of a hill fire is unlikely.
- 10) For fieldwork to be conducted in a polluted area, the following effective precautions should be taken:
  - a) Food and drinks, if needed, should be consumed before fieldwork.
  - b) Participants with unhealed wounds should be assigned the duty of recording data.

- c) Latex gloves should be worn when collecting specimens or taking measurements.
  - d) Wellingtons should be worn for making way in polluted water.
  - e) Cuts and grazes should be covered with waterproof dressings or bandages.
  - f) Hands should be washed upon leaving the site.
- 11) Fieldwork groups should keep to the existing footpaths and avoid making new shortcuts, as snakes and venomous insects might be hiding in bushes and grasses. Moreover, new paths formed by treading is not safe because the soil may be loose.
- 12) Collection of animal and plant specimens should be avoided to reduce disturbance or harm to the wildlife and vegetation. Participants should be reminded that it is forbidden to collect specimens of protected or endangered species.
- 13) Safety precautions for fieldwork on biological study
- a) ***Terrestrial habitats***
    - i. Wear long-sleeved shirts and jeans or long pants to avoid the prick of thorny plants and the bite of mosquitos, ticks and mites that transmit infectious diseases.
    - ii. Keep to unobscured footpaths where possible.
    - iii. Study the surrounding area carefully before going into bushy areas to observe or collect specimens.
    - iv. 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 first. Do not reach into holes in rocks or trees with bare hands.
    - v. Quite a number of wild plants are poisonous. Teachers/Instructors should warn participants against tasting fruits, seeds or leaves of wild plants, or touching plants that may cause allergy or dermatitis. Examples are *Rhus chinensis* (sumac), *Rhus hypoleuca* (sumac), *Rhus succedanea* (wax tree) and *Euphorbia antiquorum* (fleshy spurge).

vi. When collecting specimens, take note of the following information and safety considerations:

- Advance applications should be made in writing to the Agriculture, Fisheries and Conservation Department for permission to collect animal and plant specimens, dig out soil from the ground/upset the terrain or catch wild animals with tools or containers in country parks and special areas. Only after a permit has been granted by the Department can the aforementioned fieldwork activities be conducted.
- Extreme care should be taken to prevent pricks when collecting specimens of spiky animals or thorny plants. Gloves should be worn during collection.
- Avoid collecting plants known to contain poisonous or irritating sap.
- Plants and seeds to be collected should be free from pests or diseases to minimise the chance of infecting other specimens.
- Participants should be warned against touching, feeding, disturbing or agitating wild animals since quite a number of them are venomous creatures or carriers of fatal diseases.
- Dead vertebrates can be a source of infectious disease and therefore should not be collected as specimens or closely examined.
- Extreme care should be taken to prevent bites from organisms hidden in the soil when doing soil experiments.

***b) Shore habitats***

- i. All participants should wear shoes or boots with rugged soles.
- ii. A throw line must be carried along at all times.
- iii. Teachers/Instructors should always bear in mind the time

of high and low tides, and make sure that all have returned to the land before high tide.

- iv. Avoid working on exposed shores with strong waves. Participants should be reminded not to attempt rock climbing, caving, swimming or diving.
- v. When carrying out fieldwork on rocky shores, participants should always watch out for angular or lichen-covered slippery rocks, and secure their footing before taking a new step. They should also be reminded of the danger of jumping between boulders.
- vi. When carrying out fieldwork among mangroves and on sandy shores, participants should test their footing in loose wet soil and ensure sufficient support before landing.

c) ***Freshwater habitats***

- i. All participants should wear shoes or boots with rugged soles.
- ii. A throw line must be carried along at all times.
- iii. Except for very shallow ponds and gullies, fieldwork in freshwater habitats involves risks because water currents, submerged objects and silts can be sources of hazards.
- iv. Participants should only work in streams with a solid bed and a depth below knee level.
- v. Be alert when stepping into streams. Always beware of potholes and underwater obstacles.

14) Safety precautions for fieldwork on geographical study

- a) Participants should wear long-sleeved shirts and jeans or long pants to avoid the prick of thorny plants.
- b) When working in shore areas, all participants should wear shoes or boots with rugged soles.
- c) A throw line must be carried along at all times when working in water.
- d) Keep to footpaths as far as possible. If it is necessary to cross

a river, use a bridge. Otherwise cross at a point where the river divides into tributaries or where water is slow and shallow

- e) Do not go into a river or lake unless the bottom 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 the flow may be the sign of an approaching flood. When this happens, all participants should stay away from the stream course immediately.
- h) When carrying out fieldwork on rocky shores, participants should always watch out for angular or lichen-covered slippery rocks, and secure their footing before taking a new step. They should also be reminded of the danger of jumping between boulders.
- i) Study the surrounding area carefully before going into bushy areas to observe or collect specimens.
- j) Quite a number of wild plants are poisonous. Teachers/Instructors should warn participants against tasting fruits, seeds or leaves of wild plants, or touching plants that may cause allergy or dermatitis. Examples are *Rhus chinensis* (sumac), *Rhus hypoleuca* (sumac), *Rhus succedanea* (wax tree) and *Euphorbia antiquorum* (fleshy spurge).
- k) Participants should be warned against touching, feeding, disturbing or agitating wild animals since quite a number of them are venomous creatures or carriers of fatal diseases.
- l) Extreme care should be taken to prevent bites from organisms hidden in the soil when doing soil experiments.

### **III. Measures for Emergencies**

(Please refer to [Chapter Two](#).)



## Chapter Nine

### General Measures for Activities on Water

The guidelines outlined in this chapter are the principles that schools should follow when planning and organising activities on water, which refer to exploratory, challenging and physically demanding activities conducted in a natural environment and supervised by appointed teachers/instructors.

#### I. Planning and Preparation

Before organising **activities on water**, schools should have comprehensive and detailed planning, taking into account allocation of resources, budget, date and location of the activities, and safety measures, and make risk assessment (please see sample “Risk Assessment Form” at [Appendix XII](#)). The person(s) in charge of an activity should be able to anticipate any possible difficulties and work out solutions. Feasible contingency measures and an emergency contact list should be drawn up for emergency situations. In addition to participants’ enhanced crisis awareness, careful planning, meticulous preparation and thorough implementation of safety measures also help ensure the safe and smooth conduct of outdoor activities.

Moreover, the teachers/instructors should be familiar with the environment of the water area where the activity is held, in particular, the currents, tides, wind directions and spots of potential hazards. They should watch out for any sudden change in weather conditions and make decisions accordingly to ensure that appropriate safety measures are 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 adjust the content or format of the training, or to postpone or cancel the activity.

The following paragraphs remind teachers/instructors of matters requiring attention when making preparation for activities on water. Since activities vary in nature, content and requirements, teachers/instructors should make adjustment and selection on an individual basis.

- 1) Have a clear idea of the **qualifications required for a teacher/instructor in charge of the activity**, and make reference to the

recommended **staff-to-student ratio** (please see *Appendices VIII* and *X*).

- 2) Select carefully the **location/destination of the activity** and take into account the physical strength and skill levels of the participants so as to ensure that all of them are adequately experienced and physically fit to cope with weather conditions and situations at sea. Moreover, dangerous waters or coasts should be avoided.
- 3) Be alert to any **changes in weather** within the area where the activity is held, particularly in seasons of unstable weather. All water activities must be suspended when a strong monsoon signal, thunderstorm or rainstorm warning, or tropical cyclone warning (no. 1 or above) has been issued by the Hong Kong Observatory. If an activity has started before the issue of any such warning, all participants should leave the area where the activity is held and return to the water activity base or get ashore at the nearest safety spot immediately.
- 4) Draw up **contingency plans** (e.g. procedures to deal with delay or cancellation of an activity because of changes in weather conditions or transportation, participants who back out midway or accidents) beforehand, and inform all participants and their parents of such plans. Schools should also set up an emergency notification system with parents and collaborators so that different parties can be reached any time.
- 5) Collect **information about the entire route**. For example, addresses and telephone numbers of lodging places and rescue services, including youth hostels, water sports centres, police stations, management centres of country and marine parks, hospitals and first aid posts.
- 6) Conduct a **pre-activity site visit** as far as circumstances permit to clear any doubt about the trip/location or grasp further information about the tides, currents and wind directions in the water area. This is to obtain accurate multi-aspect information and ensure that the water activity can be carried out in a safe environment.
- 7) Organise a **briefing session** before the activity for all participants, teachers/instructors, representatives of collaborators and accompanying

parties, so that they thoroughly understand their respective responsibility and the actions they need to take in the event of emergency.

- 8) Schools should obtain from parents of the participating students a **letter of prior consent** (please see sample at [Appendix III](#)) which includes details about the programme of the activity or the arrangements of the trip. Schools should inform the parents as soon as possible of any subsequent changes to such programme or arrangements. If a participant feels unwell or shows symptoms of sickness before setting off, the school or teachers/instructors should advise the participant to seriously consider whether it is wise to insist on joining given his/her health condition and the safety of others.
- 9) Teachers/instructors should **check all the equipment** including life jackets, canoes and paddles, rowing boats and oars, and surfing boards beforehand, so as to ensure that such equipment is up to the required safety standards and suitable for use.
- 10) Teachers/instructors should, having regard to the nature or location of individual water activity, take with them essential **items for emergency use**, such as first aid kit, repair kit, whistle, spare paddles, survival bag and towline.
- 11) Schools should **notify the Marine Police (contact point: Chief/ Senior Inspector, Operations Bureau, Marine Regional Headquarters) or relevant government departments** of the water activity at least ten days in advance. The procedures listed in [Appendix IV](#) should be followed (please see sample form for notifying the police at [Appendix V](#)).

## II. Points to Note during Activities

- 1) Teachers/Instructors should **pay attention to weather forecasts** and news broadcasts. If there is going to be any change in weather or other conditions, the related contingency plan should be activated as soon as possible.
- 2) Teachers/Instructors should be **fully aware of the health condition of each participant** in order to determine whether any participant should

be forbidden from joining the activity of the day. Timely and appropriate arrangements should be made on a case-by-case basis.

- 3) For activities lasting more than one day, teachers/instructors should brief participants on the **programme or schedule** before commencement each day. Upon conclusion of activity that day, a debriefing session should be held to review participants' performance, programme arrangements and relevant safety measures, and preparations should be made for the activity of the following day.
- 4) Teachers/Instructors are expected to do a **headcount** at regular intervals to ensure that all participants are within the water area where the activity is held.
- 5) Teachers/Instructors should adopt a **simple signalling system** and ensure that all participants understand how it works and what each signal means.
- 6) Water activities should not be conducted in waters of heavy traffic. **Regulations for preventing collisions between vehicles at sea should be strictly observed.**
- 7) No activities should be conducted at sea after dark, and water activities should be confined to the shore area when it is windy. Moreover, water activities should not be so physically demanding as to **tire out the participants.**
- 8) No participant should **leave the party without the prior approval** of the teachers/instructors.
- 9) Participants should bring along a **timer suitable for training/activities** and take note of the time of assembly and return.
- 10) For activities at sea, participants should wear well-fitted **reflective life jackets/buoyancy aid with a whistle attached** and ensure that all straps are fastened.
- 11) Participants should **bring along appropriate clothing** to protect themselves against heatstroke and excessive exposure to UV radiation in hot or sunny weather (please see *Appendices XIII* and *XIV*) and to keep their body warm in cold winter. If necessary, they should bring

along **insect repellent and sunblock** to help prevent mosquito or insect bites and sunburn.

- 12) Participants should **make sure that they have sufficient time for rest** and recovery, and stay well hydrated for the entire course of activities.

### **III. Measures for Emergencies**

In the event of emergency, the teacher/instructor or group leader should take charge. If the teacher/instructor in charge is injured, another teacher/instructor in the group should take over leadership. All participants should follow the instructions they receive in a bid to overcome difficulties with concerted efforts.

- 1) Capsize
  - a) Follow appropriate procedures for dealing with capsizing;
  - b) Stay in the boat unless a dangerous obstacle is approaching; and
  - c) Drift with the winds or currents until safe landing if they make it hard to manoeuvre the boat.
- 2) Accident
  - a) Call for help or do the best to offer assistance;
  - b) Throw a rope, lifebuoy or spare tyre to the person in danger to keep him/her afloat; or
  - c) Wade out and reach for the person in danger with a long pole; or
  - d) Reach for the person in danger using a safety boat: turn off the outboard engine before he/she comes within the reaching distance and pull him/her out of water from a safe position (care should be taken not to overturn the safety boat and the rescue operation should be carried out in a position away from the outboard engine); or
  - e) Let the person in danger hold on to the stern and tow him/her ashore.

## Chapter Ten

### Windsurfing

*(Please go over Chapters [One](#) and [Nine](#) before reading this chapter.)*

#### I. Planning and Preparation

- 1) Windsurfing activities should be carried out under the direct supervision of a person with a Bronze Medallion in life-saving and a valid windsurfing instructor certificate issued by a recognised association (please see [Appendix I](#)).
- 2) A teacher/instructor should supervise no more than five participants (supervision should be at the ratio of one teacher to four participants if participants are aged 12 or below).
- 3) Participants should have passed the following water test before taking part in windsurfing:  
  
Able to swim 50 metres with light clothing on.
- 4) The teacher/instructor should check that all windsurfing boards and other necessary equipment are up to the required safety standards before use.
- 5) Each windsurfing board should be inherently buoyant or separately equipped with a buoyancy device.
- 6) The teacher/instructor should make sure that all participants are invariably wearing approved life jackets/buoyancy aids during the windsurfing activities.
- 7) The teacher/instructor should teach and remind all participants to observe safety rules related to windsurfing and conduct rescue drills.
- 8) Participants should be reminded not to sail alone or overstate their windsurfing skills or experience.
- 9) Before windsurfing, the teacher/instructor should remind participants to wear long-sleeved clothes and heel-toe-covered rubber shoes. Warm clothing should be worn in winter and sun-proof clothing in summer.

- 10) The teacher/instructor should take note of the Air Quality Health Index within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).
- 11) Practices in the sea should be supported by an assistant capable of performing deep sea rescue.
- 12) The teacher/instructor should bring along a first aid kit, whistle, survival bag and towline when setting off. For offshore windsurfing, participants should be reminded to bring along effective communication devices.

## **II. Points to Note during Windsurfing**

- 1) In the sea, the slowest windsurfing board should be in the front while a responsible and experienced windsurfer should be at the rear. The teacher/instructor should decide where to position his/her board judging on the wind directions, currents and fleet arrangement. Participants should move ahead together according to a pre-determined fleet arrangement, with at least three boards in a group.
- 2) Participants should attach a safety leash to the rig and the board before setting off. They should inform their teacher/instructor and back out if they are not feeling well.
- 3) The teacher/instructor should forbid any participant from entering any restricted navigation area or getting near any motor boat. Participants should also be reminded to keep their boards away from swimmers and scuba divers.
- 4) Beginners should avoid sailing in offshore wind. Sailing should be kept to the shore area if it is too windy.
- 5) Overloading the windsurfing board should be avoided.
- 6) The activity should be cancelled immediately if a red flag or a shark warning flag is hoisted at any beach nearby.

### **III. Measures for Emergencies**

*(Please refer to [Chapter Nine.](#))*



## Chapter Eleven

### Canoeing

*(Please go over Chapters [One](#) and [Nine](#) before reading this chapter.)*

#### I. Planning and Preparation

- 1) Canoeing activities should be carried out under the direct supervision of a person who holds a valid canoeing instructor certificate issued by a recognised association (please see [Appendix I](#)).
- 2) A teacher/instructor should supervise no more than eight participants (or six if the participants are aged between 8 and 12).
- 3) Participants should have passed the following water tests before taking part in canoeing:
  - a) Able to swim 50 metres with light clothing on;
  - b) Able to tread water for one minute; and
  - c) Able to surface dive and swim underwater for a short distance.
- 4) The teacher/instructor should check that all canoes, life jackets, paddles and other necessary equipment are up to the required safety standards before use.
- 5) Each canoe should be inherently buoyant or separately equipped with a buoyancy device so that it can remain afloat and support the paddler(s) in the event of a capsize.
- 6) Participants should wear approved life jackets/buoyancy aids (i.e. those conforming to ISO12402-2 / ISO12402-3 / ISO12402-4 / ISO12402-5 or the safety standards prescribed by other countries) during canoeing.
- 7) Easily removable spray covers may be used for the cockpit if waves are likely to be encountered. However, this is not advisable for beginners.
- 8) The teacher/instructor should teach and remind all participants to observe safety rules related to canoeing and arrange righting practices for capsizing and other rescue drills.

- 9) Participants should be reminded not to canoe alone or overstate their canoeing skills or experience.
- 10) Participants should wear appropriate clothing and heel-toe-covered rubber shoes. Slippers or clumsy clothing and footwear are not recommended.
- 11) The teacher/instructor should take note of the Air Quality Health Index within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).
- 12) Canoeing in sea should be supported by an assistant capable of performing deep sea rescue.

## **II. Points to Note during Canoeing**

- 1) In the sea, the slowest canoe should be in the front while a responsible and experienced canoer should be at the rear. The teacher/instructor should decide where to position his/her canoe judging on the wind directions, currents and fleet arrangement. Participants should move ahead together according to the pre-determined fleet arrangement, with at least three canoes in a group.
- 2) The teacher/instructor should forbid any canoe from entering any restricted navigation area or getting near any motor boat. Participants should also be reminded to keep their canoes away from swimmers and scuba divers.
- 3) In hot seasons, the teacher/instructor should adopt appropriate measures to protect 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 arrangement for a safety boat to escort the fleet during canoeing.

### **III. Measures for Emergencies**

*(Please refer to [Chapter Nine.](#))*

## Chapter Twelve

### Rowing

*(Please go over Chapters [One](#) and [Nine](#) before reading this chapter.)*

#### I. Planning and Preparation

- 1) Rowing activities should be carried out under the direct supervision of a person who holds a valid rowing instructor certificate issued by a recognised association (please see [Appendix I](#)).
- 2) A teacher/instructor should supervise no more than eight rowers or four boats (supervision should be at the ratio of one teacher to six participants if participants are aged 12 or below).
- 3) Participants should have passed the following water test before taking part in rowing:  
Able to swim 50 metres with light clothing on.
- 4)
  - a) For rowing in flat water, the teacher/instructor should check that all boats, boat accessories such as oars and bow balls, and other necessary equipment are up to the required safety standards before use. The availability of a floating safety rope is also recommended.
  - b) For sea trip, the teacher/instructor should check that all boats, boat accessories such as oars and bow balls, and other necessary equipment are up to the required safety standards before use. Gears and first-aid kit (including life jackets, waterproof torch, map, manual pump, throw lines, GPS device or compass, and tool box) that are appropriate to sea trip should be made available and placed in waterproof bags to prevent them from getting wet.
- 5) The buoyancy of boats should meet the requirements laid down by the Fédération Internationale des Sociétés d’Aviron (FISA): a boat with the rower seated in every rowing position, when full of water, should float in such a way that the top of the seats is not more than five centimetres (two inches) below the static waterline. Older boats not meeting this requirement may be fitted with inflatable buoyancy bags, foam blocks

or other buoyant materials.

- 6) The teacher/instructor should bring along approved life jackets/buoyancy aids (i.e. those conforming to EN 393) for rowers in open sea or participants of sea trip.
- 7) The teacher/instructor should teach and remind all participants to observe safety rules related to rowing. With the provision of appropriate and adequate safety equipment, righting practices for capsizing and other rescue drills should be arranged.
- 8) Participants should be reminded not to row alone or overstate their rowing skills or experience.
- 9) Appropriate clothing and anti-slip shoes should be worn. Wearing of slippers or clumsy footwear should be avoided.
- 10) The teacher/instructor should take note of the Air Quality Health Index within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).
- 11) Rowing activities should be supported by an assistant capable of performing rescue.

## **II. Points to Note during Rowing**

- 1) In the sea, the slowest boat should be in the front while a responsible and experienced rower should be at the rear. The teacher/instructor should decide where to position his/her boat judging on the wind directions, currents and fleet arrangement. Participants should move ahead together according to the pre-determined fleet arrangement.
- 2) The teacher/instructor should forbid any boat from entering any restricted navigation area or getting near any motor boat. Participants should also be reminded to keep their boats away from swimmers and scuba divers.

- 3) In 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 the rowing centre or any beach nearby.
- 5) The teacher/instructor should make sure that arrangement has been made for a safety boat to escort the fleet during a sea trip.
- 6) For rowing in Shing Mun River, the teacher/instructor should ensure participants' compliance with the navigation safety guidelines issued by the association concerned.

### **III. Measures for Emergencies**

*(Please refer to [Chapter Nine](#).)*

## Chapter Thirteen

### Sailing

*(Please go over Chapters [One](#) and [Nine](#) before reading this chapter.)*

#### I. Planning and Preparation

- 1) Sailing activities should be carried out under the direct supervision of a person with a Bronze Medallion in life-saving and a valid sailing instructor certificate issued by a recognised association (please see [Appendix D](#)).
- 2) A teacher/instructor should supervise no more than six participants.
- 3) Participants should have passed the following water tests before taking part in sailing:
  - a) Able to swim 50 metres with light clothing on;
  - b) Able to tread water for one minute; and
  - c) Able to surface dive and swim underwater for a short distance.
- 4) The teacher/instructor should check that all sailing boats, life jackets and other necessary equipment are up to the required safety standards before use.
- 5) Each sailing boat should be inherently buoyant or separately equipped with a buoyancy device so that it can remain afloat and support the sailors in the event of a capsizing.
- 6) Participants should wear approved life jackets/buoyancy aids during the activity.
- 7) The teacher/instructor should teach and remind all participants to observe safety rules related to sailing and arrange righting practices for capsizing and other rescue drills.
- 8) The teacher/instructor should remind participants not to sail alone or overstate their sailing skills or experience.
- 9) Participants should wear appropriate clothing and heel-toe-covered

rubber shoes. Warm clothing is necessary to maintain body temperature in cold wind while waterproof jackets are useful in keeping the body dry.

- 10) The teacher/instructor should remind participants to bring along hand gloves so that their hands are better protected during rope pulling.
- 11) The teacher/instructor should take note of the Air Quality Health Index within the activity area. For more information about the Index, please visit the following webpage of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>. In case the Index has reached the “high”, “very high” or “serious” level of health risk, schools may also refer to the “Dos and Don’ts for Arranging Physical Activities” and the related “Frequently Asked Questions” at [Appendix XVI](#).
- 12) Sailing in the sea should be supported by an assistant capable of performing deep sea rescue.

## **II. Points to Note during Sailing**

- 1) In the sea, the slowest boat should be in the front while a responsible and experienced sailor should be at the rear. The teacher/instructor should decide where to position his/her boat judging on the wind directions, currents and fleet arrangement. Participants should move ahead together according to the pre-determined fleet arrangement, with at least three boats in a group.
- 2) The teacher/instructor should forbid any boat from entering any restricted navigation area or getting near any motor boat. Participants should also be reminded to keep their boats 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 sea, the teacher/instructor should take note of all possible changes in the condition of the weather, the sea, the participants, etc. If any of these conditions has become unfavourable to sailing, the teacher/instructor should order a return immediately.



- 5) Beginners should never sail in offshore wind.
- 6) A boat sailing in the sea may sway because of wind directions, currents or steering technique. Beginners should be reminded to stay alert and maintain their balance. Holding on to ropes or other fixtures within their reach may help them stand fast. When making their way on the deck, they should lean forward slightly as it is easier to maintain balance with a lower centre of gravity. Care should also be taken not to bump into the mast.
- 7) Overloading the sailing boat should be forbidden.
- 8) The teacher/instructor should make arrangement for a safety boat to escort the fleet during the activity.

### **III. Measures for Emergencies**

*(Please refer to [Chapter Nine](#).)*

**List of Related Professional Associations for Outdoor Activities**

<b>Professional Association</b>	<b>Telephone / Fax</b>	<b>Website</b>	<b>Address</b>
The Cycling Association of Hong Kong, China Limited	2504 8176 / 2834 3715	<a href="http://www.cycling.org.hk">http://www.cycling.org.hk</a>	Rm 1015, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Orienteering Association of Hong Kong	2504 8112 / 2577 5595	<a href="http://www.oahk.org.hk">http://www.oahk.org.hk</a>	Rm 1014, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
China Hong Kong Mountaineering and Climbing Union	2504 8124 / 2576 6532	<a href="http://www.hkmu.org.hk">http://www.hkmu.org.hk</a>	Rm 1013, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong Canoe Union	2504 8186 / 2838 9037	<a href="http://www.hkcucanoe.com.hk">http://www.hkcucanoe.com.hk</a>	Rm 2014, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong Sailing Federation	2504 8159 / 2504 0681	<a href="http://www.sailing.org.hk">http://www.sailing.org.hk</a>	Rm 1009, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
Hong Kong, China Rowing Association	2699 7271 / 2601 4477	<a href="http://www.rowing.org.hk">http://www.rowing.org.hk</a>	Sha Tin Rowing Centre, 27 Yuen Wo Road, Sha Tin, New Territories
Windsurfing Association of Hong Kong	2504 8255 / 2577 7529	<a href="http://www.windsurfing.org.hk">http://www.windsurfing.org.hk</a>	Rm 1001, Olympic House, 1 Stadium Path, So Kon Po, Causeway Bay, Hong Kong
The Hong Kong Award for Young People	2157 8600 / 2725 1577	<a href="http://www.ayp.org.hk">http://www.ayp.org.hk</a>	Nos. 301-309 Lai Kwai House, Lai Kok Estate, Cheung Sha Wan, Kowloon

<b>Professional Association</b>	<b>Telephone / Fax</b>	<b>Website</b>	<b>Address</b>
Civil Aid Service	2805 6020 / 2576 3021	<a href="http://www.cas.gov.hk">http://www.cas.gov.hk</a>	8 To Wah Road, Yau Ma Tei, Kowloon
Auxiliary Medical Service	2762 2033 / 2715 0245	<a href="http://www.ams.gov.hk">http://www.ams.gov.hk</a>	81 Princess Margaret Road, Homantin, Kowloon
Hong Kong St. John Ambulance	2530 8020 / 2976 0457	<a href="http://www.stjohn.org.hk">http://www.stjohn.org.hk</a>	St. John Tower, 2 Macdonnell Road, Hong Kong
Hong Kong Red Cross	2802 0021 / 2802 7359	<a href="http://www.redcross.org.hk">http://www.redcross.org.hk</a>	19 Hoi Ting Road, West Kowloon, Hong Kong
The Hong Kong Life Saving Society	2511 8363 / 2507 5239	<a href="http://www.hklss.org.hk">http://www.hklss.org.hk</a>	21/F, Caltex House, 258 Hennessy Road, Wanchai, Hong Kong
Scout Association of Hong Kong	2377 3300 / 2302 1001	<a href="http://www.scout.org.hk">http://www.scout.org.hk</a>	Rm 1012, 10/F, Hong Kong Scout Centre, Scout Path, Austin Road, Kowloon
The Hong Kong Girl Guides Association	2332 5523 / 2782 6466	<a href="http://www.hkgga.org.hk">http://www.hkgga.org.hk</a>	8 Gascoigne Road, Kowloon
Outward Bound Hong Kong	2792 4333 / 2792 9877	<a href="http://www.outwardbound.org.hk">http://www.outwardbound.org.hk</a>	210 Tai Mong Tsai Road, Sai Kung, New Territories
Hong Kong PHAB Association	2551 4161 / 2875 1401	<a href="http://www.hkphab.org.hk">http://www.hkphab.org.hk</a>	Room 1402, 21 Pak Fuk Road, North Point, Hong Kong

## List of Suggested Items for Emergency Use

### I. Navigation aids

Most updated map(s) sealed in clear plastic bags, compass, map marker pens (oil-based) and global positioning system device.

### II. First aid kit

First aid items	Auxiliary tools
1. Roller bandages of various widths and triangular bandages	1. Disposable plastic gloves
2. Elastic bandages	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	6. Handheld fan
7. Cold pack	
8. Cotton wool, cotton buds and towels	
9. Antiseptic solution	
10. Alcohol (70%)	

### III. Emergency kit

Torch, whistle, mirror, radio, mobile phone, pocket knife, survival bag, emergency blanket, emergency rations (unexpired), lighters or matches, spare shoe laces, pen and slips of paper for jotting down messages in the event of emergency (to be provided by school). For water activities: repair kit, spare paddles, towline, etc. should always be readily available.

### IV. Emergency rations

Chocolate, cereal bars, glucose candies and dried fruit.

### V. Food and water

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

(SAMPLE)

**Parental Consent for Participation in Outdoor Activities**  
**X X X Primary/Secondary School**

Date: \_\_\_\_\_

Dear Parent/Guardian,

\_\_\_\_\_  
(Name of Activity)

Our school is going to organise the above activity at \_\_\_\_\_  
(Location)

on \_\_\_\_\_ from \_\_\_\_\_ to \_\_\_\_\_ #.  
(Date) (Time)

Your child \_\_\_\_\_ has been selected to participate /  
has enrolled for the said activity.

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

Yours sincerely,

\_\_\_\_\_  
( Head of school )

# Note: The programme of the activity is attached for parent's perusal.

**Reply Slip**

Date: \_\_\_\_\_

Dear Head of School,

\_\_\_\_\_  
(Name of Activity)

I \*hereby give/do not give permission for my \*son / daughter / ward \_\_\_\_\_ of  
class \_\_\_\_\_ to take part in the school activity stated in your letter  
of \_\_\_\_\_.

\_\_\_\_\_  
(Signature of Parent/Guardian\*)

\_\_\_\_\_  
(Name of Parent/Guardian\*)

\_\_\_\_\_  
(Emergency Telephone Number)

\* Please delete as appropriate

**School Outings in Rural Areas:**  
**Procedures for Notifying the Police and Departments Concerned**

To facilitate police assistance in ensuring the safety of students engaged in outings in rural areas, including all country parks and outlying islands, heads of schools should observe the notification procedures set out below.

1. For each outing in the rural area, the school should:
  - (a) **send a fax to the Divisional Commander of the Police Division overseeing the location where 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](#) (*schools not sure of which Police Division the chosen location falls into may seek advice from the School Liaison Officer of the respective police district*);
  - (b) notify the respective Divisional Commander by fax should there be subsequent changes to the above details;
  - (c) **remind all participants to bring along their identity documents**. Participants over the age of 15 **must** bring along their proof of identity, including, inter alia, Identity Card or Junior Identity Card; and
  - (d) set up its own monitoring system, which should require a responsible person to report to the police in case no notification about the completion of activity is received at the scheduled time from the outing leader(s).
  
2. In the event of emergency which requires police assistance, fire service, ambulance service or other rescue services, the outing leader(s) or any participants should call **999** direct to file a report. The caller should remain calm at all times and have all details jotted down carefully. In addition to providing his/her **personal particulars and information of the organiser**, the caller should report the **nature of the emergency** (fall from height, heatstroke, etc.), describe the **condition of the victim(s)/injured** (bone fracture, loss of consciousness, etc.), give **brief particulars of the victim(s)/injured** (name, sex and age) and specify the **exact location of the victim(s)/injured**. The last item is of particular importance especially when the location of the victim(s)/injured is not accessible by road. In such a case, a six-digit grid reference or distance post number should be provided as far as possible, together with a description of the topography of the location of the victim(s)/injured (flat terrain, hillside, etc.). If a grid reference/distance post number cannot be provided to locate the victim(s)/injured, descriptions 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.
  
3. Please contact the respective Senior School Development Officers for general enquiries on notification procedures.

(SAMPLE 樣本)

**Notification of School Outing in Rural Area****在郊區舉行戶外活動通知書**

To 受文者	_____ (District Police Station 分區警署) (Attn.: Divisional Commander 經辦人：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如下：

Nature of outing 活動性質			
Date 日期			
Time 時間	<b>From</b> 由	<b>To</b> 至	(Scheduled time of return) 預計回程時間
Location 地點			
Route◆ 路線	<b>From</b> 由	<b>To</b> 至	
Total number of participants 參加者總數			
Age range of all participants 所有參加者的年齡範圍			
Name and mobile telephone number of the outing leader(s) 領隊姓名及流動電話號碼			
Name and telephone number of non-participating 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 : ◆ A map indicating the route with grid reference is attached.  
註： 隨附顯示地圖座標的詳細路線圖。

\* The responsible person should have ready access to contact details of next of kin of the participants, e.g. telephone number/address.  
負責人須掌握學生近親的聯絡資料，例如電話號碼／地址。

(SAMPLE 樣本)

**Proforma for Recording Emergency 緊急事件紀錄**

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)/the injured 受害者／傷者的情況	
5.	Brief particulars of victim(s)/the injured 受害者／傷者的簡單資料 (a) Name 姓名 (b) Sex 性別 (c) Age 年齡 (d) Telephone no. of next of kin 近親的聯絡電話	(a) (b) (c) (d)
6.	Location of victim(s)/the injured 受害者／傷者所在位置 e.g.如： Flat terrain 平地 Hillside 山坡 Grid reference 地圖座標 Road 道路 Landmark 地界標誌	
7.	Brief particulars of informant 報案者的簡單資料 (a) Name 姓名 (b) Sex 性別 (c) Telephone no. 聯絡電話	(a) (b) (c)
8.	Other particulars 其他資料	

Name of recorder

記錄者姓名

:

\_\_\_\_\_

Post in school

校內職位

:

\_\_\_\_\_

Signature

簽署

:

\_\_\_\_\_

Date

日期

:

\_\_\_\_\_



(SAMPLE)

**Outdoor Activities Accident Report Form**

1. Occurrence of the accident

Date \_\_\_\_\_ Time \_\_\_\_\_

Location \_\_\_\_\_ (name of place, grid reference or the number of the nearest distance posts erected by the Agriculture, Fisheries and Conservation Department every 500 m along hiking trails)

2. Particulars of the injured

(i) Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Class Level \_\_\_\_\_

(ii) Name \_\_\_\_\_ Sex \_\_\_\_\_ Age \_\_\_\_\_ Class Level \_\_\_\_\_

3. Activity being conducted at the time of the accident

\_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

5. Descriptions of the accident

\_\_\_\_\_

\_\_\_\_\_

6. Condition of the injured

\_\_\_\_\_

\_\_\_\_\_

7. Action taken (including first aid treatment given)

\_\_\_\_\_

\_\_\_\_\_

8. Agencies contacted for help/rescue (please put a “√” in the appropriate box)

		Calling time and name of caller	Arrival time
Ambulance	<input type="checkbox"/>	_____	_____
Police	<input type="checkbox"/>	_____	_____
Others (please specify)		_____	_____

Action taken by helpers/rescuers upon arrival

\_\_\_\_\_

\_\_\_\_\_

9. Have parent(s)/next of kin been notified? \* Yes  No   
(\* Please put a “√” in the appropriate box)

Notification time	Arrival time
_____	_____

Name	Relationship
_____	_____

Action taken by parent(s)/next of kin

\_\_\_\_\_

\_\_\_\_\_

10. Remarks \_\_\_\_\_

\_\_\_\_\_

11. Reporting person(s)

(i) _____	_____	_____
(Name in block letters)	(Post)	(Signature)

(ii) _____	_____	_____
(Name in block letters)	(Post)	(Signature)

Reporting date \_\_\_\_\_

### Staff/Student Ratio of Various Outdoor Activities

The table below sets out the proposed staff/student ratio of various outdoor activities. When organising activities, schools should ensure that there is sufficient manpower for supervision and management. They should work out appropriate manpower deployment that takes into consideration such factors as nature of the activity, area covered and the geographical environment, capability and age of the participants. For activities that are not mentioned in the Guidelines, schools are advised to refer to the staff/student ratio of activities that share a similar nature and make objective and reasonable judgment based on relevant past experience. In case of doubt, schools may approach professional bodies for advice and assistance.

Activity	Staff/Student Ratio	Remarks
1. Excursion	1:10	An excursion should be led by at least 2 group leaders, of whom 1 should be a teacher/instructor <sup>1</sup> .
2. Expedition	1:10	An expedition should be led by at least 2 trained group leaders, of whom 1 should be a teacher/instructor, and participants should have engaged in similar activities before or received training in short excursions.
3. Camping		
3.1 Wild camping	1:10	A wild camping activity should be led by at least 2 group leaders, of whom 1 should be a teacher/instructor.
3.2 Residential camping	1:30	A residential camping activity should be led by at least 2 group leaders, of whom 1 should be a teacher/instructor.
4. Orienteering	1:8	An orienteering activity should be led by at least 2 experienced teachers/instructors.
5. Cycling trip	1:5	A cycling trip should be led by at least 2 teachers/instructors.
6. Fieldwork	1:18	A fieldwork trip should be led by at least 2 teachers/instructors. If the activity needs to be conducted in groups, each group should have at least 3 students.

<sup>1</sup> Teachers should possess the qualifications required for giving guidance to participants during the conduct of activities. An instructor is a person who is qualified as a coach or trainer in a particular activity.

Activity	Staff/Student Ratio	Remarks
7. Windsurfing	1 qualified person: 5 participants (1:4 for participants aged 12 or below)	Students should have passed the following water test before taking part in windsurfing: Able to swim 50 metres with light clothing on.
8. Canoeing	1 qualified person: 8 participants (1:6 for participants aged between 8 and 12)	Students should have passed the following water tests before taking part in canoeing: a) Able to swim 50 metres with light clothing on; b) Able to tread water for 1 minute; and c) Able to surface dive and swim underwater for a short distance.
9. Rowing	1 qualified person: 8 rowers or 4 boats (for general rowing courses) (1:6 for participants aged 12 or below)	Students should have passed the following water test before taking part in rowing: Able to swim 50 metres with light clothing on.
10. Sailing	1 qualified person: 6 participants	Students should have passed the following water tests before taking part in sailing: a) Able to swim 50 metres with light clothing on; b) Able to tread water for 1 minute; and c) Able to surface dive and swim underwater for a short distance.

## **List of Useful Guidelines, Circulars and Information for Outdoor Activities**

### **I. Guidelines**

1. [Guidelines on Extra-curricular Activities in Schools](#)
2. [Guidelines on Study Tours Outside Hong Kong](#)
3. [Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools](#)
4. [Guidelines for Ensuring Safety of Pupils on School Transport Vehicles](#)
5. [School Guidelines - for planning and implementing outdoor/ fieldwork activities at Country Parks](#)

### **II. Circulars<sup>#</sup>**

1. [EDBCM156/2019 “Block Insurance Policy for Public Liability, Employees’ Compensation and Group Personal Accident”](#)
2. [EDBC016/2004 “Insurance in School” \(for schools under the Direct Subsidy Scheme and private schools\)](#)
3. [EDBC004/2016 “Tropical Cyclones and Heavy Persistent Rain Arrangements for Kindergartens and Day School”](#)
4. [EDBC002/2001C “Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong”](#)

### **III. Reference**

1. [Reference Materials on Trading Operations in Aided Schools](#) and [Reference Materials on Procurement Procedures in Aided Schools](#)
2. [Outdoor Education Camp Scheme](#)
3. [School Safety & Insurance](#)

### **IV. Other Useful Information**

1. Hong Kong Observatory - [Weather warning and forecast](#)
2. Agriculture, Fisheries, and Conservation Department - [Country Park Hiking Safety Guidelines](#)
3. Centre for Health Protection, Department of Health - [Information of communicable diseases](#)
4. Hong Kong Police Force - [Sexual Conviction Record Check](#)
5. Hong Kong Fire Services Department - [‘Safety Tips for Travellers’ Booklet](#)
6. Civil Aid Service - [Safe Mountaineering](#)
7. Security Bureau - [Outbound Travel Alert System](#)
8. Travel Industry Council of Hong Kong - [Advice for Travellers](#)
9. Environmental Protection Department - [Air Quality Health Index](#)

<sup>#</sup> The Education Bureau circulars/ circular memoranda can be searched and retrieved via the “Circular” section in “About EDB” at EDB homepage ([www.edb.gov.hk](http://www.edb.gov.hk)).

**Manning Ratio for Outdoor Activities Involving Students**  
**with Special Educational Needs**

有特殊教育需要學童參加戶外活動的教職員/照顧者與學生比例

<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+ID	視障兼智障		1:4
HI	聽障		1:8
SSD	群育學校		1:8
MiID	輕度智障		1:10
MoID	中度智障		1:5
SID	嚴重智障		1:2
PD 肢體傷殘	Students on manual wheelchair	坐手動輪椅學童	1:1
	Students on electric wheelchair	坐電動輪椅學童	1:2
	Students with walking aids	持輔助步行器學童	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> <i>多重殘疾 / 特殊教育需要學童</i>		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 + ID 視障兼智障	Low vision + intellectual disability 低視力 + 智障	✓		✓	1:2
	Total blindness + intellectual disability 完全失明 + 智障	✓	✓	✓	1:1
	Low vision + intellectual disability / PD 低視力 + 智障 / 肢體傷殘	✓	✓	✓	1:1
	Total blindness + intellectual disability / PD 完全失明 + 智障 / 肢體傷殘	✓	✓	✓	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
		Mobility / Orientation Support 行動 / 定向支援	Behavioural Management 行為處理	Personal Care 個人照顧	
School Category 學校類別	Combinations of disabilities / SEN 殘疾 / 特殊教育需要組合				
HI 聽障	Additional disability 額外殘疾	✓	✓	✓	1:4
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
MiID 輕度智障	Mild intellectual disability + autistic spectrum disorders (ASD) 輕度智障 + 自閉		✓		1:4
MoID 中度智障	Moderate intellectual disability + autistic spectrum disorders (ASD) 中度智障 + 自閉	✓			1:3
	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
SID 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 + behavioural problem / autistic spectrum disorders (ASD) 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
PD 肢體傷殘	Wheel-chair + intellectual disability / VI / HI 輪椅 + 智障 / 視障 / 聽障		✓	✓	1:1
	Independent on manual/electric wheelchair outdoors 能獨立使用手動/電動輪椅外出		✓	✓	1:3

<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
		Mobility / Orientation Support 行動 / 定向支援	Behavioural Management 行為處理	Personal Care 個人照顧	
School Category 學校類別	Combinations of disabilities / SEN 殘疾 / 特殊教育需要組合				
	With walking aids + intellectual disability / VI / HI 持輔助步行器 + 智障 / 視障 / 聽障		✓	✓	1:2
	With walking aids + psychosis / autistic spectrum disorders (ASD) / behavioural problem 持輔助步行器 + 器質性精神病 / 自閉 / 行為問題		✓	✓	1:2
	Free of aid + intellectual disability / VI / HI 不需輔助儀器協助 + 智障 / 視障 / 聽障		✓	✓	1:3
	Free of aid + psychosis / autistic spectrum disorders (ASD) / behavioural problem 不需輔助儀器協助的學童 + 器質性精神病 / 自閉 / 行為問題		✓	✓	1:2
Hospital School 醫院學校	Psychiatric: autistic spectrum disorders (ASD), psychosis 精神科：自閉，器質性精神病	✓	✓	✓	1:1
	Homebased teaching program 家居教學計劃	✓	✓	✓	1:1
	Non-psychiatric patient 非精神科病人	✓		✓	1:2



(SAMPLE)

**Body Temperature Record Sheet**< *School Name* >

1. Parents/Guardians should check the body temperature of their children on the day of outdoor activity. If a fever is detected, they should consult a doctor promptly, apply to the school for sick leave and let their children take rest at home.
2. For normal body temperature range, please refer to the “Reference Range for Temperature Screening” in the “Guidance Note on Monitoring of Body Temperature” by the Centre for Health Protection (CHP Website: [www.chp.gov.hk](http://www.chp.gov.hk) Home → Resources → Infection Control Corner → General Public → [Guidance Note on Monitoring of Body Temperature](#)).
3. Parents/Guardians should, upon taking their children’s temperature, sign on the record sheet and ask their children to bring it to their teacher for checking.

Name of student: \_\_\_\_\_ Class: \_\_\_\_\_ Class no.: \_\_\_\_\_

Date	Time for taking temperature	Temperature
	A.M. / P.M.	°F / °C

\_\_\_\_\_  
Signature of Parent/Guardian\_\_\_\_\_  
Name of Parent/Guardian\_\_\_\_\_  
Date

(SAMPLE)

**Outdoor Activities Risk Assessment Form**  
**XXX Primary / Secondary School**

<b>Name of Activity</b>	
<b>Date</b>	
<b>Time</b>	
<b>Location</b>	
<b>No. of Participants</b>	Teacher / Instructor: _____ Student: _____ Working staff: _____ Other: _____ (Please specify: _____ )

<b>Risk Analysis</b>				
<b>Risk Factors</b>		<b>Possible Hazards/ Risks</b>	<b>Hazards/ Risks Control Measures and Precautions</b>	
<b>People</b>	Instructor/ Teacher	Professional Knowledge/Experience		
		Safety Awareness		
		Professional Attitude		
		Professional Skills/Qualification		
		Fitness		
		Communication between Instructor/Teacher, Participant and Working Staff		
		Others		
	Participant	Past Knowledge and Experience		
		Safety Awareness		
		Attitude of Participation		
		Abilities to Cope		
		Fitness/Age		
		Others		
	Working Staff			
Third Person				

Risk Factors		Possible Hazards/ Risks	Hazards/ Risks Control Measures and Precautions
<b>Environment</b>	Location of Activity / Geographical Environment / Board & Lodging Conditions		
	Climate/Natural Disaster/ Risk or Threat to personal safety		
	Others		
<b>Equipment</b>	Quality		
	Quantity		
	Suitability		
	Degree of Difficulty/Challenge		
	Others		
<b>Guidelines</b> (relevant to activity conducted)	In line with Government Guidelines / Circular Memorandum (CM) Name of Guidelines/CM:		
	In line with Guidelines/Standard issued by Professional Organisation Name of Professional Organisation:		
<b>Pre-trip</b>	<input type="checkbox"/> Yes	Observation Results:	
	<input type="checkbox"/> No		
<b>Recommend to/Not to Organise the Activity</b>	Recommended <input type="checkbox"/>	Not Recommended <input type="checkbox"/>	
	Remarks:	Remarks:	
<b>Date of Assessment</b>		Prepared by:	

*This proforma is formulated by making reference to Dr. TSANG Wing-hong's presentation on "Risk Assessment and Management Plan for Activities" on the 24th Anniversary Conference of the Hong Kong Extra-curricular Activities Masters' Association dated 20 June 2007.*

### **Measures against Excessive Exposure to Ultraviolet Radiation**

To reduce the harm from ultraviolet (UV) radiation, minimising direct exposure of the skin and the eyes to sunlight is of foremost importance. On days when the UV Index is high (6 or above), participants should avoid staying outdoors for prolonged periods. If it is necessary to remain in the sun, they should take the following precautions:

- 1) Check the latest UV Index and its forecast;
- 2) Seek shade;
- 3) Use an umbrella. Wear long-sleeved and loose-fitting clothing. Wear a wide-brimmed hat. Wear UV blocking sunglasses; and
- 4) Use more broad-spectrum sunblock with a Sun Protection Factor of 15 or above. Help children with application and pay particular attention to exposed body parts (e.g. face, neck, shoulders, back, knees and tops of feet). Re-application is needed for staying in the sun for more than two hours, after swimming, sweating or wiping with towels.

For further information on UV radiation, please visit the webpage of the Department of Health: <https://www.chp.gov.hk/en/static/90063.html>

**Guidelines on Conducting Outdoor Activities  
in Hot, Humid or Cold Weather**

- 1) When planning outdoor activities, schools should first draw up a comprehensive and detailed plan, make risk assessment and formulate practicable contingency measures for unexpected situations (including changes in weather conditions).
- 2) To prevent heat exhaustion and heatstroke, teachers/instructors should be aware of the need to:
  - a) Wear light-coloured and loose-fitting clothing for reduced heat absorption and better sweat evaporation and heat dissipation;
  - b) Bring and drink an adequate amount of water to prevent dehydration;
  - c) Avoid consumption of caffeine (e.g. tea or coffee) or alcoholic drinks because they speed up water loss from the body through the urinary system;
  - d) Perform outdoor activities in the morning or late afternoon, as far as possible. Avoid vigorous exercise or long-distance hiking and trekking, especially under extremely hot weather, as high temperature, sweating and fatigue are causes of greater exhaustion. Rest at regular intervals in a cool area;
  - e) When the Very Hot Weather Warning is issued, especially under extremely hot weather, people who are more vulnerable to heat stroke should avoid outdoor activities as far as possible.
  - f) Stop immediately if someone feels unwell during the activity and seek medical advice as soon as possible. Be aware of any symptoms of unwellness. Participants should be reminded to inform teachers/instructors once they begin to feel unwell;
  - g) Make the patient lie flat in a shady spot with plenty of fresh air. Help him/her loosen any tight clothing;
  - h) If the patient is conscious, ask him/her to drink some water/electrolyte solution to make up for the loss; and
  - i) Lower the body temperature of the patient using a wet towel or fan if necessary.

For further information on the prevention of heatstroke, please visit the webpage of the Department of Health:

<https://www.chp.gov.hk/en/static/90064.html>

- 3) Every year Hong Kong experiences a cold season during which drastic changes in weather are possible. Under the influence of the winter monsoon, there may be an abrupt drop in air temperature along with rain. A Cold Weather Warning may be issued by the Hong Kong Observatory. When staying in the cold without enough clothing to keep themselves warm, participants of outdoor activities are prone to a drop in body temperature and may even suffer from hypothermia. As severe hypothermia can be fatal, teachers/instructors should take note of the following:
- a) When planning outdoor activities that will take place in winter, formulate contingency measures for cold weather (e.g. postponement or even cancellation may be considered) and stay alert to weather changes. If necessary, schools should, upon assessing the situation and students' health conditions, make corresponding arrangements in accordance with the established contingency measures to safeguard students' physical wellbeing;
  - b) If activities are to be conducted as planned, remind participants to put on sufficient warm clothes to keep themselves warm and bring along proper gear/equipment for coping with the cold weather, e.g. raincoats, waterproof jackets and quality sleeping bags;
  - c) Protect participants from prolonged exposure to wintry winds and allow rest at intervals to avoid overstraining and recover from energy loss;
  - d) Timely take high energy food and hot drinks to maintain body temperature; and
  - e) Observe during the activities whether any participant is showing symptoms of hypothermia, such as fatigue, exhaustion, cold clammy skin, stumbling, shivering, muscle spasm, stammering and hallucinating. A participant found to have the above symptoms should be covered with clothing, survival bag or sleeping bag for conserving body heat and be brought to a safe spot as soon as possible while awaiting rescue.

For further information on the Cold Weather Warning and the Very Hot Weather Warning, please visit the webpage of the Hong Kong Observatory:

<https://www.hko.gov.hk/en/wservice/warning/coldhot.htm>

For information on contingency measures for physical activities conducted in cold weather, please visit the webpage of the EDB's Physical Education Section:

<http://www.edb.gov.hk/en/curriculum-development/cla/pe/bulletin-board/index.html>

## **Study Tours outside Hong Kong**

Planned and organised by schools, study tours outside Hong Kong enable students to take part in visits, exchange programmes, studies or services in other places under the care of school-appointed escorts. The Guidelines below mainly seek to remind schools to ensure the safety of study tour participants. Schools should make reference to the curriculum guides on various Key Learning Areas and design suitable study tour programmes according to their school-based curriculum and the needs of their students, including programmes that help achieve learning objectives and corresponding activities.

### **I. Planning and Preparation**

- 1) Schools should make overall planning of study tours outside Hong Kong in light of their development priority and school-based circumstances, such as manpower arrangement, estimated expenditure, number of tours and schedule of other school activities.
- 2) All escorts in the study tour should have experience in leading students' outdoor activities or overseas visits, with at least one of them being a teacher of the school.
- 3) At least one of the escorts or participants should have received training in first aid.
- 4) Each study tour should be led by at least two escorts, with each escort<sup>1</sup> taking care of no more than 10 students<sup>2</sup>.
- 5) Schools should maintain proper communication with teachers in assigning suitable teachers to escort students in exchange programmes and make appropriate teacher deployment with respect to the objectives and arrangements of each activity. Considering the flight schedule of individual tours and teachers' work schedule for the day immediately

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<sup>1</sup> Apart from school teacher(s)/staff, escort(s) may also include adult(s) appointed by the school, such as parents and alumni. Escorts should understand thoroughly the nature of the activity and be aware of the problems that are likely to arise. They should also undertake to take care of and supervise the students during the conduct of activities and in daily living.

<sup>2</sup> For the manning ratio for special schools, please refer to [Appendix X](#) of the "Guidelines on Outdoor Activities": "Manning Ratio for Outdoor Activities Involving Students with Special Educational Needs" and make appropriate arrangements.



following their return to Hong Kong, schools should flexibly re-arrange the teaching schedules of the teachers concerned to allow enough rest before resumption of normal duties. Whenever necessary, schools may seek advice and instructions from their respective school management committees.

- 6) The capability of the participants<sup>3</sup> must be taken into consideration when deciding the destination, itinerary, duration of the tour, etc., and stakeholders and parents should be consulted on the details to ensure that the activity can be conducted effectively.
- 7) Factors including climate, accessibility, condition of hygiene, language, accommodation and food should be taken into account when selecting the destination of the tour.
- 8) Places with potential hazards, such as political unrest, poor public order, epidemic disease outbreaks, threats of earthquake or frequent occurrence of typhoons and flood, should be avoided.
- 9) Schools should draw up contingency plans (e.g. procedures to deal with delay or cancellation of the tour because of changes in weather conditions, Air Quality Index/air pollution level (as appropriate), political environment or transportation; participants who back out midway; or accidents) in advance, and inform all students and their parents of such plans. Schools should also set up an emergency notification system with parents and collaborators/host organisations so that different parties can be reached any time.
- 10) Itinerary-related information, such as the addresses and telephone numbers of the lodging places; location of local police stations, hospitals, clinics or first-aid units; and emergency numbers for rescue services in places covered by the itinerary, should be collected. Before the trip, such information may be given to parents and the responsible person staying in the school for emergency use.
- 11) Schools should organise a briefing session to inform students, parents and accompanying members of the details of the tour, responsibilities of each party and school rules that students and parents are expected to

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<sup>3</sup> Participants generally refer to all members of a study tour.

follow. Students should be reminded of the need to follow the escorts' instructions and observe all safety regulations throughout the trip.

- 12) Pre-tour training preferably covering the following areas should be provided as far as possible:
  - (a) orientation;
  - (b) team spirit;
  - (c) discipline;
  - (d) manners and behaviour;
  - (e) safety measures – protection against mosquito bites, fire precaution and escape, proper use of electrical appliances, food hygiene, road safety, protection of personal belongings, actions to be taken when going astray or getting injured, etc.;
  - (f) immigration (customs) procedures;
  - (g) luggage – clothing, medicine, cash, etc.;
  - (h) social customs and taboos of the place of visit;
  - (i) points to note for travelling abroad; and
  - (j) contingency plan.
- 13) Preferably two or more students should be assigned to the same room for better mutual care when allocating accommodation. Once the arrangement for accommodation is finalised, to avoid confusion, no student should be allowed to switch rooms without good justification.
- 14) Schools should study and follow, as appropriate, the travellers' health advice on health risks and vaccinations given in the relevant webpage of the Department of Health (<http://www.travelhealth.gov.hk/eindex.html>).
- 15) Schools should obtain from parents of each student a letter of prior consent and a health certificate and study the health condition of the students. If a participant feels unwell before setting off, the school or the escorts should advise the participant to seriously consider whether it is wise to insist on joining given his/her health condition and to consult a doctor. 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.

- 16) Schools should examine the validity of the travel documents held by participants at the earliest and, if necessary, check their certificates of immunisation. If their travel documents are not valid or the vaccination they have received does not satisfy the requirements laid down by the authorities of the place of visit, schools should remind the participants to take speedy actions accordingly.
- 17) Each participant of the study tour should have appropriately taken out travel and medical insurance. Schools should remind parents to make their own purchase (including medical insurance, personal accident insurance and insurance covering costs for emergency service) in light of individual needs for enhanced protection. Alternatively, schools may take out relevant insurance for students/teachers on behalf of parents/teachers upon obtaining their consent; however, parents/teachers should be given full discretion in accepting such an arrangement.

## **II. Points to Note during the Study Tour**

- 1) Escorts should pay attention to local weather forecasts and news broadcasts. If there is going to be any change in weather or other conditions, a contingency plan should be activated as soon as possible.
- 2) Escorts should be fully aware of the health condition of each participant in order to determine which participants are fit to take part in the activity of the day. Timely and appropriate arrangements should be made on a case-by-case basis. Escorts should also arrange for any sick member to see the doctor as soon as possible. On the advice of the doctor, effective health measures should be taken to enable the recovery of the patient and prevent the other tour members from getting sick. If necessary, escorts should inform the parents and the school of the students' health condition as soon as possible.
- 3) Escorts should bring along the necessary safety equipment for the tour, for example, a first aid kit, communication equipment (mobile phones) and torches.
- 4) Students may be divided into small teams, with each team supervised by an escort.

- 5) The safety of the participants is the prime concern of the tour. Activities should preferably be conducted in one large group or in small teams so that no student would be working alone. Escorts should advise students to have a copy of their travel documents with them for identification purpose where necessary. Moreover, if students detect anything suspicious/unusual, they should report it to their escorts as soon as possible.
- 6) Participants should be fully briefed on the programme or schedule before commencement each day. Upon conclusion of activity that day, a debriefing session should be held to review participants' performance, programme arrangements and relevant safety measures, and preparations should be made for the activity of the following day.
- 7) When travelling by any means of transport (including plane, vessel, train or motor vehicle), participants should stay alert, observe relevant safety regulations and look out for emergency escape routes or exits.
- 8) Escorts should be aware of the speed of the vehicle in which they are travelling to ensure that it is within safety limits. They should express to the driver or host personnel their safety concerns when necessary. Moreover, escorts should ensure 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 into a local hotel, students should immediately look out for the fire escape route. They should also acquaint themselves with the exit direction, escape route and assembly point in case of emergency.
- 10) Escorts should carry with them such information as the name list and hotel room numbers of their group members to facilitate assembly and a roll call. Participants should also be advised of the room numbers and telephone numbers of their escorts to facilitate communication.
- 11) Escorts should always remind participants to take proper care of their travel documents and personal belongings.
- 12) Participants should put the room key, a torch and any important articles in a handy place before going to bed, so that these can be snatched quickly even in the dark.

- 13) Participants should pay attention to food hygiene and avoid consuming uncooked food and unboiled water. They should also avoid patronising unhygienic stalls or restaurants.
- 14) Participants should wash their own clothing regularly and maintain good personal hygiene. They should avoid staying long in crowded or heavily polluted places. If necessary, they should wear a mask to reduce the risk of being infected by bacteria or viruses.
- 15) Each participant should wear a watch and take note of the time of assembly and return for all activities. They should arrive at the designated assembly point punctually as instructed.
- 16) Participants should bring along clothing with long sleeves and long legs, mosquito repellent oil/cream, sunblock, etc. to prevent mosquito or insect bites and sunburn.
- 17) If a student needs to leave the party temporarily, he/she should seek prior approval from the school through his/her parents. While away from the party, the student should be accompanied by a designated adult. The student should also inform the escorts and other members of the tour the place he/she is visiting, the expected time of return and the way of contact before return.
- 18) Participants should make sure that they have sufficient time for rest and recovery and they are fit enough for the entire journey.
- 19) Escorts should report regularly to the responsible person of the school staying in Hong Kong the condition of all tour members and the progress of the activities under the established reporting mechanism, so that the school is updated constantly and able to respond to parents' enquiries with the latest information.
- 20) Under all circumstances, participants' absolute safety should be accorded the highest priority and in no way should this be compromised. If there are extraordinary situations that warrant the involvement of local authorities such as the police, escorts should act accordingly without delay.
- 21) If assistance is needed during the tour, escorts should consider calling the 24-hour hotline (No.: +852 1868) operated by the Assistance to

Hong Kong Residents Unit of the Immigration Department (<http://www.gov.hk/en/residents/immigration/outsidehk/asssthk24.htm>).

- 22) In the event of accident (e.g. traffic accident or fire), other emergencies (e.g. robbery or assault), injury or loss of life in the Mainland, the incident should be reported to the local public security authorities for action: dial 110 for police assistance; dial 120<sup>4</sup> for ambulance service; dial 119 for fire service; and dial 122 for reporting a traffic accident.
- 23) Hong Kong residents in need of help when abroad may contact the local Chinese diplomatic and consular missions for assistance and services. Hence, escorts should keep at hand the information of relevant Chinese diplomatic and consular mission(s). ([https://www.immd.gov.hk/eng/services/Assistance\\_Outside\\_Hong\\_Kong.html#c](https://www.immd.gov.hk/eng/services/Assistance_Outside_Hong_Kong.html#c))

### **III. Overall Considerations**

- 1) When devising safety measures, schools should refer to the above information 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, so as to strike a balance between the objectives of the activity and the principle of safety.
- 2) The Security Bureau of the Hong Kong Special Administrative Region Government has set up an “Outbound Travel Alert” (OTA) system on its website to promote understanding of the threats to personal safety in travelling to destinations that are popular among Hong Kong residents. Schools should exercise prudence and observe the OTA issued by the Security Bureau when planning study tours. Details of the OTA system can be accessed by visiting the following webpage: <https://www.sb.gov.hk/eng/ota/index.html>.
- 3) The Immigration Department provides the “Registration of Outbound Travel Information” (ROTI) service on its website. Escorts (e.g. teacher leaders) may register their contact details and itinerary using this

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<sup>4</sup> Fees are generally charged for medical services. Users need to pay for ambulance service, emergency treatment, etc.

online service, which allows the Assistance to Hong Kong Residents Units of the Immigration Department to reach members of the study tours and offer practical assistance in the event of emergency outside Hong Kong. Details of the ROTI service can be accessed by visiting the following webpage:

<https://www.gov.hk/en/residents/immigration/outsidehk/roti.htm>.

- 4) Schools should make sure that all students, with or without disabilities, are given equal opportunities to participate in study tours if circumstances permit. Moreover, schools should provide students with disabilities with the assistance they need. For example, “identification and S.O.S. cards” should be specially prepared for students with intellectual disability to carry along, and their photographs and copies of their travel documents should be kept at hand by escorts for emergency use.
- 5) Schools should read carefully the EDB circular memorandum on Block Insurance Policy (BIP)<sup>5</sup> to familiarise themselves with the clauses and coverage of any such policy and ensure the compliance with the guidelines and instructions therein<sup>6</sup>. Generally speaking, the BIP does not provide comprehensive personal insurance coverage for students/teachers. If parents/teachers wish to have comprehensive personal insurance coverage, e.g. travel insurance, medical insurance, they may acquire it at their own cost as mentioned in Point 17 in Part I of the Guidelines or schools may do so on behalf of parents/teachers with their consent. Moreover, schools are required to observe the following:
  - a) All escorts should be appointed by the school. Such appointments, and the programme, place and schedule of the visit must be approved by the school and put on record.

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<sup>5</sup> The BIP does not provide comprehensive personal insurance coverage for students/teachers. If parents/teachers wish to have comprehensive personal insurance coverage for their children/themselves, e.g. travel insurance, life insurance, personal accident insurance, medical insurance or critical illness insurance, they may acquire it separately at their own cost from any insurance company. If it is considered necessary to take out additional group personal accident insurance for students/teachers participating in school activities, schools may do so on behalf of parents/teachers with their consent. However, parents/teachers should be given full discretion in accepting such an arrangement.

<sup>6</sup> If civil servants serving government schools are injured in accidents when participating in study tours outside Hong Kong, their schools should timely report and handle the cases according to the relevant Civil Service Regulations on duty-related injuries.

- b) Queries, if any, about the coverage of a policy should be clarified with the insurance company and the insurance company should be contacted immediately after the occurrence of an accident.
- 6) Schools organising a study tour on their own or in collaboration with agents or overseas education institutions should make reference to [Chapter One](#) “Notes for Heads of Schools and Teachers/Instructors” and [Chapter Two](#) “General Measures for Activities on Land” of the “Guidelines on Outdoor Activities” as well as the relevant circulars/letters issued by the EDB. Schools should also carefully observe and follow the tendering and procurement procedures applicable to the school category to which they belong.
- 7) Schools may draw on the human resources of organisations inside the school, such as Parent-Teacher Association and alumni association, to organise activities. However, the organising work of study tours should be led by schools to ensure that the activities align with their school-based curriculum and cater for the needs of their students. Besides, schools should make good use of the resources provided by the EDB, such as the additional administrative manpower/resources for all public sector schools and schools under the Direct Subsidy Scheme (DSS schools) starting from the 2019/20 school year (i.e. those provided under the “One Executive Officer for Each School” policy) to strengthen their financial management and administrative support.
- 8) If agents are commissioned to organise study tours outside Hong Kong according to applicable tendering and procurement procedures, the agents commissioned must be licensed travel agents, and the accompanying staff must be holders of a valid Tour Escort Pass issued by the Travel Industry Council of Hong Kong/Travel Industry Authority. In addition, to safeguard the interests of participants, schools may request the agent commissioned to produce a sexual conviction record of the accompanying staff, and provide such information as the age of the coaches allocated, the safety equipment on board and the drivers’ driving history.
- 9) For procurement of services from travel agents, schools should take into account the actual operations and possible incidents when drafting the contracts. Relevant provisions, such as specific requirements for itineraries and visits, mechanism for making changes to the itinerary,



instalment arrangement, liability clauses for force majeure and refund arrangement due to the cancellation or delay of study tours, should be included to better protect the school's interests. Each school should seek its own independent legal advice and, where necessary, the advice of other relevant professionals, on the terms and conditions to be adopted in the invitation letters and written quotation/tender document/contract for each invitation of written quotation/tender exercise/contract preparation.

- 10) The Travel Industry Council of Hong Kong has uploaded onto its website the “Code of Business Practice on Study Tours and Exchange Tours”, which comprises points to note for organising study tours. Schools are advised to make reference to the Code before planning their study tours. Moreover, the Council offers courses for tour escorts on a regular basis. Schools may consider making arrangements for their teachers to attend these courses in light of their needs. Relevant information can be accessed by visiting the following webpages:

- Code of Business Practice on Study Tours and Exchange Tours  
<https://www.tichk.org/en/codes/directives/outbound>
- Course details  
Travel Industry Council of Hong Kong Website:  
<https://www.tichk.org/en>, Home → Industry Training and Examinations)

#### **IV. References**

- Guidelines on Outdoor Activities  
(EDB Website: [www.edb.gov.hk](http://www.edb.gov.hk), Home → School Administration and Management → Administration → About Activities → School Activities Guidelines)
- Trading Operations and Procurement Procedures in Aided Schools  
(For procurement of services and trading operations for study tours, schools should comply with the relevant requirements:

EDB Website [www.edb.gov.hk](http://www.edb.gov.hk), Home → School Administration and Management → Financial Management → Notes to School Finance → Reference Materials on Trading Operations; and

EDB Website [www.edb.gov.hk](http://www.edb.gov.hk), Home → School Administration and

Management → Financial Management → About Financial Management  
→ Reference Materials on Procurement Procedures in Aided Schools)

- School Crisis Management  
(EDB Website [www.edb.gov.hk](http://www.edb.gov.hk), Home → Teachers Related → School Crisis Management)
- Passing on the Torch National Education Platform — Tips (on emergency and crisis management procedures during schools' mainland exchange programmes, and formulation of appropriate contingency plans)  
(<https://www.passontorch.org.hk/en/resources/main/7/264.html>)
- Travel Assistance  
(Immigration Department Website: <https://www.immd.gov.hk/eng/index.html>, Home → Our Services → Travel Assistance)
- Register of Travel Agent Licences  
(Travel Industry Authority Website: [www.tia.org.hk](http://www.tia.org.hk), Home → Licensing → Register → Register of Travel Agent Licences)
- Request for Urgent Assistance  
(Beijing Office Website: <https://www.bjo.gov.hk/en/index.html>, Home → Request for Urgent Assistance)
- Sexual Conviction Record Check  
(Hong Kong Police Force Website: [www.police.gov.hk](http://www.police.gov.hk), Home → e-Services → Sexual Conviction Record Check)
- Beijing Heavy Air Pollution Contingency Plan  
(The People's Government of Beijing Municipality webpage: [http://english.beijing.gov.cn/latest/lawsandpolicies/202007/t20200723\\_1957677.html](http://english.beijing.gov.cn/latest/lawsandpolicies/202007/t20200723_1957677.html))

**(I) Dos & Don'ts for Arranging Physical Activities  
During the Health Risk Category at High, Very High and Serious Levels**

**(Applicable to Primary and Secondary Schools)**

*The tolerability to different levels of intensity of physical/sports activity varies among people. In general, it depends on health condition, previous exercise experience and level of physical fitness of individuals. Teacher should pay special attention to school children with pre-existing heart, respiratory or chronic illnesses and follow the medical advice, if any, for activities arrangement. Teachers are advised to exercise their professional judgement for appropriate arrangement and adjustment where necessary. Please study this recommendation in conjunction with the "AQHI: Frequently Asked Questions" [http://www.edb.gov.hk/en/curriculum-development/kla/pe/references\\_resource/index.html](http://www.edb.gov.hk/en/curriculum-development/kla/pe/references_resource/index.html).*

<b>Health Risk</b>	<b>AQHI Band</b>	<b>Health Advice to School Children<sup>1,2</sup> in Primary and Secondary Schools</b>	<b>Recommendations to Schools</b>
<b>High</b>	<b>7</b>	School children are advised to <b>reduce</b> outdoor physical exertion, and to <b>reduce</b> the time of staying outdoors, especially in areas with heavy traffic.	Physical/Sports Activities: (The intensity and duration of the activities could be at moderate level.) <ul style="list-style-type: none"> <li>✓ PE lessons (Practical skills)</li> <li>✓ Games Days</li> <li>✓ Athletics Meets/ Swimming Galas</li> <li>✓ Ball Games Competitions</li> <li>✓ Outdoor Activities (including Outdoor Education Camps)<sup>3</sup></li> <li>✓ Cross-country</li> <li>✓ Road-running Race</li> </ul>
<b>Very High</b>	<b>8-10</b>	School children are advised to <b>reduce to the minimum</b> outdoor physical exertion, and to <b>reduce to the minimum</b> the time of staying outdoors, especially in areas with heavy traffic.	Physical/Sports Activities: (The intensity and duration of the activities should be at moderate-to-low level.) <ul style="list-style-type: none"> <li>✓ PE lessons (Practical skills)</li> <li>✓ Games Days</li> <li>✓ Athletics Meets/ Swimming Galas</li> <li>✓ Ball Games Competitions</li> <li>✓ Outdoor Activities (including Outdoor Education Camps)<sup>3</sup></li> <li>✗ Cross-country</li> <li>✗ Road-running Race</li> </ul>
<b>Serious</b>	<b>10+</b>	School children are advised to <b>avoid</b> outdoor <sup>4</sup> physical exertion, and to <b>avoid</b> staying outdoors, especially in areas with heavy traffic.	Physical/Sports Activities: <ul style="list-style-type: none"> <li>✓ Theoretical learning of PE</li> <li>✓ Visits (Indoor)</li> <li>✗ PE lessons (Practical skills)</li> <li>✗ Games Days</li> <li>✗ Athletics Meets/ Swimming Galas</li> <li>✗ Ball Games Competitions</li> <li>✗ Outdoor Activities (including Outdoor Education Camps)<sup>3</sup></li> <li>✗ Cross-country</li> <li>✗ Road-running Race</li> </ul>

Note <sup>1</sup> School children refer to students attending primary and secondary schools in general.

<sup>2</sup> School children with heart, respiratory or chronic illnesses are advised to **reduce to the minimum** outdoor physical exertion and the time of staying outdoors, especially in areas with heavy traffic, and take more breaks during physical activities when the health risk category reaches high level, i.e. AQHI band at 7; they should **avoid** physical exertion and staying outdoors, especially in areas with heavy traffic when the health risk category reaches very high level or above, i.e. AQHI band at 8 or above.

<sup>3</sup> The list of outdoor activities is available at the EDB's 'Guidelines on Outdoor Activities', <http://www.edb.gov.hk/en/sch-admin/admin/about-activities/sch-activities-guidelines/index.html>.

<sup>4</sup> Schools are advised to ensure their school children will also avoid indoor physical exertion when AQHI reaches 10+ with serious health risk.

Physical Education Section

Curriculum Development Institute, Education Bureau

December 2013

**Air Quality Health Index**  
**Dos & Don'ts for Arranging Physical Activities**  
**During the Health Risk Category at High, Very High and Serious Levels**

(Applicable to Primary and Secondary Schools)

**(II) Frequently Asked Questions (FAQs)**

**Launch of the Air Quality Health Index (AQHI)**

**Q1: How does the Education Bureau (EDB) inform schools of the launch of the AQHI?**

**A1:** The AQHI has been in force to replace the Air Pollution Index (API) since 30 December 2013. A letter was issued to schools on 18 December 2013 to inform them of the launch of the AQHI by the Environmental Protection Department (EPD), [http://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/letter\\_to\\_schs\\_20131218\\_eng.pdf](http://www.edb.gov.hk/attachment/en/sch-admin/admin/about-activities/sch-activities-guidelines/letter_to_schs_20131218_eng.pdf). The letter replaces the EDB Circular No. 9/2010 on the API.

**Q2: How should schools interpret the information of the AQHI?**

**A2:** The AQHI is a health risk-based air pollution index. To minimise the health risk of air pollution to school children at different developmental stages, a prudent manner in handling school children's health is adopted. The EDB will work with the EPD and other departments to review the health risk of air pollution to school children.

**Access to AQHI information**

**Q3: How can schools get access to the latest AQHI or its forecast?**

**A3:** The EPD calculates and releases the AQHIs every hour for General (Ambient) and Roadside Stations while the health risk forecast is normally updated twice a day at 10:30 a.m. and 4:30 p.m. for the next 24 hours. Each forecast is reported in two 12-hour time blocks corresponding to the morning and afternoon sessions through the mass media. There may be more frequent updates of the health risk forecast depending on the changes of air pollution situation.

Following the established practice, the EDB will send messages about the air pollution situation to schools through email when the AQHI reaches high, very high or serious level (band 7 or above). Schools can also obtain the latest information on the AQHI or its forecast by visiting the EPD's website: [www.aqhi.gov.hk](http://www.aqhi.gov.hk), making use of the AQHI mobile Apps ("HK AQHI") for smartphone/desktop computer programme or by dialling the EPD's "Interactive Voice Recording System" at 2827 8541.

## **General AQHI**

**Q4: Which General AQHI Station should schools refer to?**

A4: In general, schools may refer to the General AQHI station at the district where the activities are conducted. Schools can browse the EPD's website, [www.aqhi.gov.hk](http://www.aqhi.gov.hk), for the locations of air quality monitoring stations.

## **Roadside AQHI**

**Q5: Should schools refer to the Roadside AQHI?**

A5: In general, schools should avoid arranging school children to have physical activities at places close to busy roads (such as roads of dual traffic with two lanes or more on each side of the road). Under most circumstances, schools should refer to General AQHI unless the playground for physical activities is close to busy roads and is not shielded from direct impact of vehicle emissions by any forms of physical barriers. In general, schools do not need to refer to the Roadside AQHI if:

- i. the separation between the playground and the busy road is not less than 15m;
- ii. the playground and busy road is separated by buildings (such as the external walls of a school building); or
- iii. the playground and busy road is separated by physical barrier of not less than 2.5m in height (such as a fence) and the distance between the playground and the road is not less than 8m.

**Q6: For those schools that need to refer to the Roadside AQHI, which Roadside Station should they refer to?**

A6: The EPD has set up three Roadside Stations at Mong Kok, Central and Causeway Bay, which are all sited at roadside in built-up urban areas. The data collected from these stations are representative of the roadside air quality in areas with heavy traffic. Schools in urban areas may refer to the Roadside AQHI measured by a neighbouring station.

## **School children with heart, respiratory or chronic illnesses**

**Q7: Should school children with heart, respiratory or chronic illnesses engage in physical exertion or outdoor activities when the AQHI reaches "High" level (band 7)?**

A7: School children with heart, respiratory or chronic illnesses are advised to reduce to the minimum outdoor physical exertion and the time of staying outdoors, especially in areas with heavy traffic, and take more breaks during physical activities. If the signs and symptoms associated with air pollution are observed (e.g. eye irritation, coughing, chest tightness, etc.), school children should stop participating in physical activities and preferably stay indoors. Medical advice from registered doctors can be sought if necessary. Schools should maintain good communication with parents and keep them informed of the arrangement of physical activities when the health risk reaches different levels.

**Q8: Should school children with heart, respiratory or chronic illnesses engage in physical exertion or outdoor activities when the AQHI reaches “Very high” level or above (band 8 – 10 or above)?**

A8: No. School children with heart, respiratory or chronic illnesses should avoid physical exertion and staying outdoors, especially in areas with heavy traffic. Medical advice from registered doctors can be sought if necessary. Schools should maintain good communication with parents and keep them informed of the arrangement of physical activities when the health risk reaches different levels.

**Arrangements for Physical Activities when the AQHI reaches “High” or “Very high” level (band 7 or 8-10)**

**Q9: Should PE lessons (practical skills), games days, athletics meets/swimming galas, ball games competitions or outdoor education camps, etc. be arranged when the AQHI reaches “High” or “Very high” level (band 7 or 8-10)?**

A9: When the AQHI reaches “High” or “Very high” level (band 7 or 8-10), school children are advised to reduce or reduce to the minimum outdoor physical exertion, and the time of staying outdoors, especially in areas with heavy traffic. Schools may arrange PE lessons (practical skills), games days, athletics meets/swimming galas, ball games competitions or outdoor education camps, provided that the intensity and the duration are to be adjusted. For instance, schools may cancel long-distance events in athletics meets (1,500 m or above) or swimming galas (200 m or above). Schools may also reduce the number of heats leading to finals and take more rest breaks/time or shorten the duration of activities, etc.

School children are advised to adopt nasal breathing and to drink adequate water before, during and after exercise. When school children have symptoms associated with air pollution (e.g. eye irritation, coughing, chest tightness, etc.), they should stop participating in physical activities and preferably stay indoors. Medical advice from registered doctors can be sought if necessary.

**Q10: Should cross-country or road-running race, etc. be arranged when the AQHI reaches “High” or “Very high” level (band 7 or 8-10)?**

A10: When the AQHI reaches “High” level (band 7), schools may arrange cross-country or road-running race, etc., provided that the intensity and the duration are to be adjusted and the duration of activities is to be shortened. When the AQHI reaches “Very high” level (band 8-10), schools should suspend, cancel or postpone such activities.

When school children have symptoms associated with air pollution (e.g. eye irritation, coughing, chest tightness, etc.), they should stop participating in physical activities and preferably stay indoors. Medical advice from registered doctors can be sought if necessary.

### **Arrangements for Physical Activities when the AQHI reaches “Serious” level (band 10+)**

**Q11: Should PE lessons (Practical skills), games days, athletics meets/swimming galas, ball games competitions or outdoor education camps, etc. be arranged when the AQHI reaches “Serious” level (band 10+)?**

A11: No. School children are advised to avoid physical exertion and staying outdoors, especially in areas with heavy traffic. Schools are advised to suspend, cancel or postpone physical activities. Alternatively, schools may arrange learning and teaching activities of the strands other than motor skills, for instance, theoretical learning of PE. Please refer to the “Physical Education Key Learning Area: Learning Topics in the Six Strands” (2013) for details, [http://cd1.edb.hkedcity.net/cd/pe/tc/scope\\_of\\_learning/LT\\_SS%20eng.pdf](http://cd1.edb.hkedcity.net/cd/pe/tc/scope_of_learning/LT_SS%20eng.pdf)

### **Consideration of Arranging Physical Activities**

**Q12: What are the considerations of schools for arranging physical activities when the AQHI reaches “High” level or above (band 7 or above)?**

A12: Schools may refer to the latest AQHI at districts where physical activities are organised, and prepare for contingency arrangement in advance. Schools may also consider to:

- utilise the indoor sports facilities provided by the Leisure and Cultural Services Department (LCSD), Housing Department (HD) or Home Affairs Bureau Private Recreational Leases (PRL);
- plan/change the time of activities to the morning session as the air pollution levels are relatively lower;
- adjust the exercise intensity and duration;
- take more breaks/time, reduce the number of heats leading to finals; or
- suspend, cancel or postpone physical activities, etc.

### **Participating in Inter-school Sports Competitions/Public Examination (Practical Component)**

**Q13: How can schools obtain the information of arranging inter-school sports competitions/public examination (practical component) when the AQHI reaches different levels?**

A13: The information of the “Dos and Don’ts for Arranging Physical Activities” has been disseminated to organisations, including the Hong Kong Schools Sports Federation, the Hong Kong Schools Dance Association, and the Hong Kong Examinations and Assessment Authority. Schools may contact the respective organisations direct for latest arrangement.

**Use of Leisure and Cultural Services Department (LCSD) and Housing Department (HD) Sports Facilities**

**Q14: Under what weather conditions should schools suspend, cancel or postpone its activities held at the LCSD or the HD sports facilities?**

A14: Under the following circumstances, school should suspend, cancel or postpone their activities held at the LCSD or the HD sports venues –

- i. The EDB announces class suspension of school(s);
- ii. The Hong Kong Observatory issues Red or Black Rainstorm Warning Signal;
- iii. The Hong Kong Observatory issues Tropical Cyclone Warning Signal No. 3 or above;
- iv. AQHI reaches “Serious” level (band 10+);
- v. Serious flooding in the district where the school or the venue is located; or
- vi. The Hong Kong Observatory issues thunderstorm warning (for outdoor facilities).

Physical Education Section

Curriculum Development Institute, Education Bureau

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