

**S A F E T Y   G U I D E L I N E S**  
**O N**  
**P H Y S I C A L   E D U C A T I O N**  
**K E Y   L E A R N I N G   A R E A**  
**F O R**  
**H O N G   K O N G   S C H O O L S**

**PREPARED BY**  
**THE PHYSICAL EDUCATION SECTION**  
**EDUCATION BUREAU**  
**THE GOVERNMENT OF THE HONG KONG SPECIAL**  
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(June and December 2018, July 2016 and December 2013)

## Safety Guidelines On Physical Education Key Learning Area For Hong Kong Schools

- Updated the relevant information of extreme hot weather (30 May 2023)
  - the part of Environment and Facilities in “Chapter 1 Basic Measures”;
  - the part of General Measures in “Chapter 4 Cross Country and Road Race”;
  - Appendix II: Measures to Prevent Excessive Sun Exposure; and
  - Appendix III: Points to Notes for Physical Activities in Hot and Humid Weather.
  
- Updated the relevant information on the use of Automated External Defibrillator (AED) (18 December 2018)
- Updated “Introduction” information (15 June 2018)
- Updated the relevant information of “Reminder for Physical Education Lessons and Related Physical Activities Under the Influence of Cold Weather/Intense Cold Surge” and “Thunderstorm Warning”, and the part of Environment and Facilities in “Chapter 11 Swimming: Lessons and Training” (8 July 2016)
- Updated the relevant information of “Air Quality Health Index” (Updated on 30 December 2013)

## INTRODUCTION

This booklet aims to give safety guidelines to help schools prevent accidents when they conduct PE lessons and related activities.

Generally speaking, safety can be enhanced by means of careful and thoughtful planning and preparation. Good observation and conscientious teaching attitude can also minimise risks.

The guidelines in this booklet should be sensibly adopted and not to be regarded as exhaustive for all types of physical activities. Teachers should exercise their professional knowledge; refer to the guiding principles and safety guidelines in making sensible judgment as well as taking appropriate measures. For international schools in Hong Kong or schools offering non-local curriculum, it is advised to observe the guidelines whichever applicable to ensure safety.

For enquiries regarding the content of this booklet, please contact the Physical Education Section of the Education Bureau; for enquiries about individual sports, please contact the respective sport governing body direct for professional advice; for safety measures on outdoor activities, such as cycling, windsurfing, canoeing, rowing, sailing, etc, please refer to “Guidelines on Outdoor Activities” (Website: <http://www.edb.gov.hk/en/sch-admin/admin/about-activities/sch-activities-guidelines/> ) or contact the Student Special Support Section of the Education Bureau.

We welcome comments and suggestions on this booklet. You may send them to:

Chief Curriculum Development Officer (Physical Education)  
Curriculum Development Institute  
Education Bureau  
3/F., 323 Java Road, North Point  
Hong Kong  
E-mail: [pe@edb.gov.hk](mailto:pe@edb.gov.hk)

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# Chapter ONE

## BASIC MEASURES

Different physical activities have different safety requirements, but they share many common requisites. It is advisable for schools to have thorough and comprehensive considerations, taking into account of students' ability, nature of the activity, environmental factors, etc in the planning stage as measures of risk management. At the same time, it is necessary to forecast the potential difficulties, develop possible solutions, and prepare a contingency plan to enhance participants' safety awareness. Schools should note the following:

### I. Professional Qualifications

1. Physical Education (PE) teacher: Schools should only appoint teachers who have completed subject-training in PE <sup>Note 1</sup> to teach PE.
2. PE teachers must possess relevant qualifications when teaching activities of relatively high risks such as swimming, trampolining, sport climbing, etc. If in doubt, schools may consult the PE Section of the Education Bureau.
3. If the coaches/instructors who give sports training instruction in co-curricular activities are not PE teachers, they must

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Note <sup>1</sup> Subject-training in PE - Generally speaking, subject-training in PE refers to the following course contents at tertiary level:

A. Education theory

B. PE

(1) Theory

(2) Practical

i. At least 160 contact hours in skill proficiency and teaching method of at least 8 physical activities selected from 4 different areas recommended by the Curriculum Development Council; and

ii. Those who wish to teach PE in primary schools should also take "Fundamental Movement" related module(s).

(3) Supervised teaching practice in PE

Schools may refer to the following EDB website for more details:

[http://cd1.edb.hkedcity.net/cd/pe/en/bb/PE\\_Teacher\\_Qualification\\_E.htm](http://cd1.edb.hkedcity.net/cd/pe/en/bb/PE_Teacher_Qualification_E.htm)

possess “Level One Coach” certificate issued by the Hong Kong Coaching Committee (HKCC)<sup>Note 2</sup>, in conjunction with the relevant sports governing bodies, or equivalent qualifications. If in doubt, schools can consult the respective sports governing bodies or the HKCC direct for information.

4. Persons who are responsible for planning or conducting physical activities should possess sufficient knowledge in safety precaution.

## II. Administrative Considerations

### Roof Playground

1. Schools should refer to Education Regulations Chapter 279A<sup>Note 3</sup> when organising student activities on roof or balcony in the school.

1.1 According to Regulation 16, **Approval for roof playgrounds**: No roof or balcony shall be used for PE or recreational purposes without the written approval of the Permanent Secretary for Education;

1.2 According to Regulation 17, **Structural requirements**:

- (a) Roof playgrounds shall satisfy the following structural requirements - the roof shall be situated on premises constructed of reinforced cement concrete; there shall be a minimum of 2 suitable staircases, leading from the roof to a satisfactory open air exit at ground level, each staircase being of a minimum width of 1.05m and being fitted with continuous handrails on both sides; at the head of each staircase there shall be landings leading to the roof, each landing being of width equal to the width of the staircase and of a minimum depth of 1.5m; the external walls surrounding the playground shall be continued upwards so as to form a continuous parapet wall around the playground of a height of not less than 1.1m. Above such parapet wall there shall

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Note <sup>2</sup> The Hong Kong Coaching Committee Website:  
<https://www.hkcoaching.com/en/home/index.html>

Note <sup>3</sup> Education Regulations Chapter 279A (online version):  
<https://www.elegislation.gov.hk/hk/cap279A>

be a continuous chain link or similar metal fence fixed to the inner vertical side, or to the innermost edge of the upper surface of the parapet wall. The total height of the parapet wall and the metal fence shall be not less than 2.5m and the metal fence shall be so installed as to provide ready access to the playground by the Fire Services in emergency; and

- (b) No roof or balcony shall be deemed to be suitable for use as a playground unless a certificate of stability shall have been given by an authorised person that the roof is suitable for such use. Such certificate shall specify the maximum number of pupils who may be allowed to use the playground at any one time.

1.3. According to Regulation 18, **Pupils using roof playgrounds to be under supervision:** No pupil shall be allowed on any roof playground or balcony unless under the direct supervision of a teacher.

1.4 According to Regulation 19, **Numbers of pupils allowed on a roof playground or balcony:** There shall not be more than 60 pupils upon any roof playground under the charge of one teacher at any one time. A certificate by an inspector of schools that he has examined the authorised person's certificate stating the maximum number of pupils allowed upon any approved roof playground or balcony shall be exhibited in a conspicuous place on the school premises.

- 2. If the roof is used to conduct PE lessons or co-curricular physical activities, it is recommended to have the total height of the parapet wall and the metal fence at a minimum of 6.0m continuous all the way round.
- 3. According to Education Regulations Chapter 279A, Regulation 55, **First Aid:** At least 2 teachers in every school shall be trained in administering first aid. First aid boxes shall be maintained fully equipped at all times. There shall be provided in the premises of every school at least one first aid box.

4. Schools should make known to all staff of the following:
  - 4.1 The name list of teachers that are trained in administering first aid and are assigned to handle accidents;
  - 4.2 The telephone number of the nearest ambulance station; and
  - 4.3 The procedures in handling accidents.
5. PE teachers and persons in charge of physical activities should take first aid certificate courses organised by the Hong Kong St. John Ambulance, Hong Kong Auxiliary Medical Services, the Hong Kong Red Cross Society, etc. They should also get familiar with the school's procedures for handling accidents.
6. First aid items should be within easy access and must be regularly checked that they are readily available. Schools should make known to all staff and students the locations of the first aid kits. For first aid items, please refer to List of First Aid Items Recommended for Schools (**Appendix I**).
7. Schools should handle accidents immediately and notify the parents of the injured student as soon as possible. After handling the accident, details should be recorded and filed (**Appendix VI**).
8. Disposable plastic gloves should be readily available for use when handling wounds in order to avoid direct contact with blood. For safety precaution measures for handling bleeding wounds, schools may refer to the "Guidelines on the Prevention of Blood-Borne Diseases in Schools"<sup>Note 4</sup>.
9. At the beginning of an academic year, schools should issue a letter to parents (**Appendix VII**) to emphasise that PE is an essential part of the school curriculum. Parents who want to request for exemption of their children from PE lessons on medical grounds must produce a medical certificate issued by a registered doctor indicating the period for which exemption is required. Schools should keep a record of such information

Parental  
Consent  
Form

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Note <sup>4</sup> "Guidelines on the prevention of Blood-Borne Diseases in School" (Online version) [www.info.gov.hk/aids/pdf/g103.pdf](http://www.info.gov.hk/aids/pdf/g103.pdf)

and the students having been granted exemption from attending PE lessons should not be allowed to participate in any physical activities until the exemption period is over.

10. Before organising co-curricular physical activities, schools should inform parents and obtain their written consent to their children's participating in the activities (**Appendix VIII**).

**Students'  
Medical  
History**

11. At the beginning of each academic year, schools should encourage parents to report to the school about the medical history of their child (**Appendix IX**), especially when such history might affect their participation in PE lessons or other physical activities. Schools must emphasise that student's medical history should be reported entirely on a voluntary basis. Schools must also ensure that such information should be kept for school use only and not be disclosed to any other parties without prior consent of the parents concerned.

12. PE teachers and persons in charge of physical activities should refer to the information of students with health problems submitted by parents with recommendations by family doctors, pediatricians or cardiologists submitted by parents/guardians concerned (**Appendix X**).

**Contingency  
Plan**

13. When there are PE lessons or co-curricular physical activities to be conducted on venues outside school, the school should draw up contingency measures for adverse weather conditions and inform the persons and students concerned of the arrangements.

14. When the Hong Kong Observatory issues the Red or Black Rainstorm Warning Signal during a PE lesson or a co-curricular physical activity held at venues outside school, the teacher or person in charge of the activity should bring the students to take shelter in a safe place until it is safe for them to go home.

15. To ensure the safety of students in activities taking place in rural areas (including all country parks and outlying islands), schools must observe the reporting procedures set out in the "Guidelines on Outdoor Activities" (**Appendix XI**) about

“School Outings in Rural Areas: Reporting Procedures to Police and Departments Concerned” issued by the Education Bureau for information <sup>Note 5</sup>.

**Precaution  
for the  
Spread of  
Diseases**

16. Schools should adopt effective measures to remove stagnant water in schools in order to prevent the breeding of mosquitoes and insects and stop the spread of diseases by mosquitoes.
17. Schools should pay attention to the vicinity of venues where PE lessons or co-curricular physical activities are held. If environmental or hygiene problems are identified, schools should report to the relevant party immediately.
18. Schools should antisepticise the sports equipment, venues and changing rooms at regular intervals.
19. Indoor venues for PE lessons or co-curricular physical activities must be constantly kept clean and well ventilated.
20. Students should be reminded to bring their own drinking fluid or use their own containers to collect water from the water dispenser. They should neither share water containers with others nor drink from a water dispenser direct.
21. Students should be reminded to pay attention to personal hygiene and should not share personal hygiene items such as towels, etc with others. After having physical activities, they must clean their contaminated skin thoroughly including washing their hands properly.
22. Schools should remind the persons in charge of physical activities to adopt the measures listed in **Appendix V** of this booklet to prevent the spread of influenza or communicable diseases in schools.

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Note <sup>5</sup> “Guidelines on Outdoor Activities” Appendix IV, “School Outings in Rural Areas: Reporting Procedures to Police and Departments Concerned” (Online version):  
<https://www.edb.gov.hk/en/sch-admin/admin/about-activities/sch-activities-guidelines/>

### III. Management Considerations

**Points to Note for Students**

1. Students are advised to wear suitable clothing and shoes, tie up long hair and trim fingernails when they participate in physical activities.
2. Students who have to wear glasses in physical activities should wear those made of non-breakable material and have them well secured.
3. Students should not wear ornaments (including watches) when taking part in physical activities.
4. Students should pay attention to their own health conditions. They should not attend PE lessons or co-curricular physical activities when they feel sick or unwell but seek immediate medical advice instead.
5. Before engaging in physical activities, students should thoroughly warm up themselves. However, some potentially dangerous movements such as vigorous neck circulation movements, back-arches, deep knee-bends, sit-ups with straight legs, double leg lifts, etc, should be avoided.

**Points to Note for Teachers and Persons in Charge of Physical Activities**

6. Fighting skills should not be taught during PE lessons.
7. More attention should be paid to students who are comparatively weak and those with special needs. Adaptation should be made whenever necessary according to their learning needs.
8. Students should be prevented from participating in activities that are beyond their physical and mental capabilities.
9. Attention should be paid to the health conditions of students, especially those with cardiovascular or respiratory problems. Students should be reminded to report without delay if they feel unwell.
10. Students should be inculcated a sense of responsibility and guided to understand their role to play during physical activities in ensuring the safety of themselves, their classmates and other people.
11. Good discipline should be maintained in PE lessons, co-curricular physical activities and sports competitions.
12. Students should be taught the proper ways to move and use sports equipment.

#### IV. Environment and Facilities

1. Before lessons and activities, teachers should pay attention to weather and environmental conditions to decide whether the activities should be held as scheduled or not.
2. Teachers should arrange a safe and adequately spaced venue for students to participate in physical activities.
3. Protective devices must be installed over glass windows and doors, lights, pillars, fans and sharp edges, etc which are in close vicinity to the activity area.
4. Teachers should have a good knowledge of the teaching content and be aware of the potential hazard of the activities and the teaching environment. They should be particularly careful when non-standard facility or equipment is used.
5. Teachers must inspect the teaching environment and check the equipment carefully to ensure that they are safe for use. Teachers should also encourage students to report any defects they discover in the first instance.
6. When the Air Quality Health Index (AQHI) or its forecast reaches the following bands, especially in areas with heavy traffic, attention should be paid to students in outdoor physical exertion and the time staying outdoors in the affected zone:

**Weather  
Condition**

<u>Health Risk</u>	<u>Band</u>	<u>Health advice provided by the Environmental Protection Department</u>	<u>Recommendations to schools by the Education Bureau</u>
High	7	To <b>reduce</b> outdoor physical exertion, and to <b>reduce</b> the time of staying outdoors	The intensity and duration of the activities could be at moderate level
Very High	8-10	To <b>reduce to the minimum</b> outdoor physical exertion, and to <b>reduce to the minimum</b> the time of staying outdoors	The intensity and duration of the activities should be at moderate-to-low level

Serious 10+

**To avoid** outdoor physical exertion, and to **avoid** staying outdoors

Avoid physical exertion and staying outdoors

For details, please refer to the EDB website: [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) or the AQHI's website of the Environmental Protection Department: <http://www.aqhi.gov.hk/en.html>.

7. On the days of relatively high UV Index and students have to stay outdoors for a long time, they may apply sunscreen lotion of Sun Protection Factor (SPF) 15 or above for a broad-spectrum protection from UVA and UVB. They should also apply it after sweating or swimming. Students may wear a wide-brimmed hat, sunglasses with UV protection and wear long-sleeved loose clothing.
8. When the ultra-violet (UV) Index <sup>Note 6</sup> is extreme (11 or above), students should avoid prolonged stay in outdoors (**Appendix II**).
9. To ensure students safety, schools should take note of relevant guidelines and develop appropriate contingency measures for different weather conditions. Under special weather conditions, schools should inquire the relevant organisers for the latest information and duly inform the relevant parties (e.g. parents and students) for the arrangement.
10. School should pay attention to the information/warnings issued by the Hong Kong Observatory and Environmental Protection Department, including the AQHI, Hot Weather, Very Hot Weather, Prolonged Hot Weather, Extreme Hot Weather, Cold Weather and Intense Cold Surge, etc. and decide whether the scheduled activities/competitions should be adjusted, postponed or cancelled according to the on-site weather and environment.

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Note <sup>6</sup> Website of UV Index, Hong Kong Observatory: <https://www.hko.gov.hk/en/wxinfo/uvinfo/uvinfo.html>. For UV related information and health knowledge, please visit the website of the Department of Health, <https://www.chp.gov.hk/en/static/90063.html>

**Cancel or Postpone**

11. In the event of hot, humid, cold/intense cold surge weather, special precautions with appropriate arrangements should be made for vigorous or prolonged physical activities **(Appendix III) and (Appendix IV)**.
12. Under the following circumstance, schools should suspend, cancel or postpone physical activities conducted outside school premise:
  - 12.1 The Education Bureau announces suspension of classes;
  - 12.2 The Hong Kong Observatory issues the Red or Black Rainstorm Warning Signal;
  - 12.3 The Hong Kong Observatory issues Tropical Cyclone Warning Signal No. 3 or above;
  - 12.4 The AQHI or its forecast reaches 10+ <sup>Note 7</sup> at the activity zone;
  - 12.5 Serious flooding in the district at which the school or the activity venue is located; and
  - 12.6 The Hong Kong Observatory issues the Thunder Warning Signal <sup>Note 8</sup> (not applicable to indoor activities).

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Note <sup>7</sup> Please refer to item 6, Part IV of this Chapter on AQHI related information.

Note <sup>8</sup> If the isolated thunderstorm warning is issued prior to the activities in outdoor area, schools should contact the venue office, in accordance with the latest information of the Hong Kong Observatory, to consider whether the activity should be cancelled or postponed. For activities conducted in venue under the purview of the Leisure and Cultural Services Department, schools may arrange with the venue office for a re-schedule (if venue is available) or refund if the activity is cancelled. The Hong Kong Observatory releases thunderstorm warning on its website: [www.weather.gov.hk/contente.htm](http://www.weather.gov.hk/contente.htm)

## Chapter TWO

### ATHLETICS: LESSONS AND TRAINING

(You are advised to study Chapter One thoroughly before reading this chapter)

#### I. Teaching Considerations

- Running Events**
1. Spikes should only be worn on proper training grounds.
  2. During long distance runs, teachers should always pay attention to the health conditions of students. The course should be planned to avoid dangerous points, such as roads, cycleways, streams, muddy and slippery loose surfaces, deep ditches, barbed wire, railings, etc.
  3. Bulky equipment and chairs should not be used as hurdles.
  4. Hurdles should be free from sharp or broken edges. Their legs must be set at right angles to the top bar and the counterweight should be adjusted according to the height of hurdles.
- Jumping Events**
5. “Fosbury Flop” should not be taught in primary Physical Education (PE) lessons.
  6. “Fosbury Flop” must be taught by personnel with professional knowledge in the skill and the activity should be held on venues with proper landing facilities.
  7. In teaching High Jump, the height of the cross bar should be adjusted according to the abilities of learners progressively.
  8. When jumping is in progress, students responsible for resetting the cross-bar should stand well away from the bar. When “flexi-bar” or High Jump cords are used, the supporting stands must be secured so as not to collapse onto the jumper to cause accident.
  9. In teaching High Jump, students should be taught how to work out an appropriate take-off point so that they can land safely within the landing area.
  10. In teaching Long Jump or Triple Jump, the take-off boards/lines should be set according to the abilities of students. Students should be taught how to work out an appropriate take-off point so that they can land safely within

**Throwing  
Events**

- the landing area. Students should be instructed not to run when leaving the landing area.
11. Students should not cross the landing area.
  12. Only one throwing event should be taught at a time.
  13. When practising throwing events, students should be well spaced out and all throws should be made as follows:
    - 13.1 All throws should be made on a given signal from a commander (making sure that there is no one in the landing area before giving such a signal);
    - 13.2 All throws should be made in one designated direction only; and
    - 13.3 All throws should be made from behind a designated line (until the signal was given by the commander, helpers must NOT enter the landing area to pick up the implement).
  14. Students waiting for their throws should stay in a safety area which is far away from the thrower. They should watch the thrower who is in action and make proper response. The safety area should be appropriately re-adjusted during practice of left-handed classmates.
  15. Implements must only be retrieved on a given signal from a commander. They must be carried back in a correct way. Students should not run with an implement.
  16. Never stop an implement when it is still in action.
  17. When a throwing implement is wet, it should be dried before being used again.
  18. A javelin should be carried vertically with its point as near to the ground as possible.
  19. No one is permitted to run with a javelin unless he/she is making a proper throw.
  20. Javelins should be placed flat on the ground or vertically in storage racks.
  21. Rotation method of Shot Put should not be taught in PE lessons.

## II. Environment and Facilities

- |                        |   |
|------------------------|---|
| <b>Running Events</b>  | <ol style="list-style-type: none"><li>1. Adequate space should be allocated as a buffer area for deceleration at training grounds.</li><li>2. Long distance runs are not suitable to be held in hot and humid weather.</li></ol>  |
| <b>Jumping Events</b>  | <ol style="list-style-type: none"><li>3. No jump should be made before the landing area is cleared.</li><li>4. Polypads used in landing area must be soft with suitable thickness. They must be closely linked giving an even cushioning effect over the area as a whole to enable safe landing.</li><li>5. The landing area for High Jump should be at least 4.8m x 3m with the thickness not less than 0.6m (about 12 polypads) and 0.4m (about 8 polypads) for secondary and primary schools respectively. Teachers may exercise their professional judgment in adjusting the size of the landing area with reference to the teaching progress.</li><li>6. The sand in the sand pit should be free from unnecessary objects and debris and it should be leveled from time to time with a spade or a rake. Tools should never be left in the pit or lying near the pit with the teeth pointing downwards.</li></ol> |
| <b>Throwing Events</b> | <ol style="list-style-type: none"><li>7. Adequate space should be reserved as a restricted area for the landing of implements</li><li>8. Discus Throw must be conducted in a throwing cage with netting of at least 4m in height. When modified implements (such as quoits) are used in the teaching of Discus Throw, teachers should exercise their professional judgment in making appropriate arrangements with regard to throwing area, landing sector, safety area and practice procedures.</li></ol>  |

## Chapter THREE

### ATHLETICS MEET

(You are advised to study Chapter One thoroughly before reading this chapter)

#### I. Teacher Qualifications

The person in charge of or assisting in the organisation of athletics meet must have received the necessary training and possess relevant experience and knowledge.

#### II. General Measures

- Administrative Procedure**
1. In organising an Athletics Meet, schools should make proper arrangements of the following:
    - 1.1 Helpers must be briefed on the rules, potential risks, safety precautions, the coordination between judges and helpers, discipline and control of the students, etc;
    - 1.2 Competitors (including students, parents or guardians, staff, alumni, etc) must be reminded that they should have undergone proper training or practice before competitions; and
    - 1.3 Contingency measures for adverse weather conditions should be drawn up and made known to all relevant parties concerned.
  2. The written consent of the parents of participating students must be obtained before the day of the Athletics Meet.
  3. Before enrolment, students must be advised to pay attention to their own health conditions and not to be engaged in activities that are beyond their abilities. They should wear proper clothing for the events.
  4. Schools should invite qualified first aid teams (such as the Hong Kong St. John Ambulance, the Hong Kong Auxiliary Medical Services, etc) to provide first aid services as far as possible. If this cannot be arranged, the school should appoint a person possessing a valid first aid certificate to perform such duties.

5. The route of entering and leaving the venue and the procedures and routes of evacuation in an emergency must be planned in advance and made known to all relevant parties concerned.
6. The school should liaise with the officer-in-charge of the sports ground or stadium concerned and the duty-officer on the competition days at least three working days prior to the Athletics Meet to ensure that there will be proper and adequate provision of equipment and facilities for all events. The school must note the following:
  - 6.1 The arrangements agreed and the points discussed with the staff of the sports ground or stadium is recorded; and
  - 6.2 A layout plan of the sports ground or stadium is obtained indicating clearly and correctly the venue for each event, the location of emergency exits, the first aid room, the parking space for emergency vehicles, etc.
7. Helpers must be properly trained before the Athletics Meet.
8. The school should ensure that there are sufficient helpers on duty at the venue. However, junior students should not be assigned any duties in throwing events.
9. Before the Athletics Meet, the school should make sure that all staff and students are aware of the following:
  - 9.1 The potential risks of each event and the safety measures;
  - 9.2 The need to maintain good discipline and observe rules;
  - 9.3 The responsibility of each individual in the prevention of accidents;
  - 9.4 Contingency measures and relevant arrangements in adverse weather conditions;
  - 9.5 The route of entering and leaving the venue and the procedures and routes of evacuation in an emergency;
  - 9.6 The layout plan of the sports ground or stadium such as the venue for each event, the location of emergency exits, the first aid room, the parking space for emergency vehicles, etc; and

9.7 The need to report to the teachers in charge or the crisis management team in case of accidents or unexpected incidents.

**Programme Planning**

10. In drawing up the programme, the school should make sure that:

10.1 In selecting events, consideration should be given to the abilities of participants and the environment and facilities of the competition venues;

10.2 Students are not allowed to participate in more than three individual events and three relays on any one day;

10.3 In arranging running, jumping and throwing events, attention should be paid to the allocation of competition venues (For example, when the starting point of a track event is very close to the competition area of a Discus Throw, these two events should not be held at the same time).

10.4 Track events with a similar nature (for example, 100m and 200m, 800m and 1500m, etc) are not closely scheduled for competitors of the same grade;

10.5 The heats, semi-finals and final of the same event should be arranged with suitable time intervals. The suggested minimum time intervals for track events are:

60m, 100m, 200m	---	45 minutes
400m, 800m	---	90 minutes
1500m or above	---	3 hours

10.6 The Javelin, Discus and Soft Ball Throw should not be conducted at the same time.

**Cancel or Postpone**

11. In the following circumstances, an Athletics Meet should be cancelled or postponed:

11.1 The Education Bureau announces suspension of classes;

11.2 The Hong Kong Observatory issues the Red or Black Rainstorm Warning Signal;

11.3 The Hong Kong Observatory issues the Tropical Cyclone Warning Signal Number 3 or above;

- 11.4 The AQHI or its forecast reaches 10+ <sup>Note 9</sup> at the activity zone; and
- 11.5 Serious flooding in the district at which the school or the venue is located.
- Conduct of the Meet**
12. The teacher-in-charge should check with the duty-officer of the sports ground or stadium on the day of the Athletics Meet the relevant points discussed and agreed as mentioned in paragraph 6.1 under General Measures of this chapter and check whether proper arrangements have been made.
13. Strenuous or prolonged events should be cancelled or postponed in hot or extremely humid weather conditions on the day of the Athletics Meet.
14. When the Hong Kong Observatory issues the Thunderstorm Warning, the schools should discuss with the duty-officer of the venue to cancel or postpone the events. If the isolated thunderstorm warning is issued, please refer to Chapter 1 <sup>Note 8</sup> for the proper arrangement.
15. Competitors should be reminded to be aware of their own health conditions on the day of the Athletics Meet. When they feel sick before or during competitions, they should stop competition and report to the teachers concerned immediately.
16. Competitors should be advised to warm up thoroughly before their events and to keep their body warm while waiting for events.
17. All tools and equipment must be checked for safety before use. Wet implements should be dried with cloths or towels before use. When it is raining, the High Jump, Hurdling and all throwing events that are particularly hazardous should be cancelled or postponed
18. Helpers should wear uniforms or signs for easy identification.
19. People not participating in the events should not be allowed to enter the competition areas.
- Track Events**
20. On completion of each event, all competitors must leave the competition area immediately.

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Note <sup>9</sup> Please refer to item 6, Part IV of Chapter One for information on AQHI.

21. Spikes, starting blocks and other equipment should not be left lying around.
  22. Before starting a track event, the track should be cleared of unnecessary objects and people who are not participating in the event.
  23. The take-over zones for the 4 x 400m should be properly managed to avoid collision.
  24. In long distance events, the number of runners should be appropriately kept. Grouping or preliminary rounds should be arranged to ensure that not too many competitors will start running at the same time.
  25. Finishing tape should not be used at the finish point.
  26. Before each hurdle race, helpers are reminded to check the counterweight of hurdles and make adjustment according to the hurdle heights.
- Field Events**
27. Before each trial, the judge should stand inside the throwing circle/arc, or in front of the cross bar or take-off board/line to remind competitors not to make a trial until the landing area/sector is clear and the measurements are completed.
  28. Competitors must stop making a trial when they are aware that somebody is moving into the landing area/sector or runway.
- Throwing Events**
29. Competitors should be clearly instructed not to throw an implement before the judge gives a signal.
  30. Helpers and other competitors must stay well away from the throwing circle or the runway when a competitor is making a throw. They should also keep an eye on the thrower and the possible flight of the implement.
  31. Competitors must remain in the throwing circle or the runway after the throw. They must never run after the implement. Helpers must not enter the landing sector to pick up the implement until a signal is given. The implement must never be thrown back.
  32. Helpers must be careful when transporting implements. They must not run when carrying an implement. A basket may be used to carry shots and discus. Javelins must be carried vertically with the point as near to the ground as possible.

33. All implements should never be left on the ground or the landing sector. For example, javelins should be placed flat on the ground or vertically in a storage rack at the assembly point.
34. Landing sectors should be roped off so that they are separated from other sectors. The ropes should be positioned well away from the sector lines and a warning notice be displayed on both sides of the roped area.
35. A throwing cage with netting of at least 4m in height should be used for the Discus Throw. Other competitors should stand outside the cage and keep a considerable distance from the netting.
36. The sand in the sand pit must be cleared of unnecessary objects and debris before a competition takes place. It should be leveled with a spade or rake at regular intervals. The tools should not be left in the pit or near its edges. The teeth of the spade or rake must be pointing downwards.
37. Take-off boards/lines must be appropriately positioned so that competitors can land safely in the sand pit. According to the abilities of competitors, extra take-off lines may be set up in the Triple Jump to cater for the different levels of competitors. Grass surface is not recommended for a take-off area.
38. The landing area for High Jump must be padded with soft polypads. It must be large and has adequate cushioning. Its surface should be soft, comfortable, of low friction and without gaps and holes. The sets of polypads must be evenly spread and closely linked providing for the competitor an even cushioning effect over the area as a whole. A tarpaulin should be used to cover the whole landing area.
39. In the High Jump, helpers responsible for setting the cross-bar should stand clear of the uprights in the course of a trial.

**Jumping  
Events**

## Chapter FOUR

### CROSS COUNTRY AND ROAD RUNNING RACE

(You are advised to study Chapter One thoroughly before reading this chapter)

#### General Measures

- Administrative Procedure**
1. A site visit before the race must be conducted to identify points of potential dangers. Appropriate arrangements should be made to minimise the chances of accidents.
  2. Information of potential dangers, first aid stations, check points, contingency procedures, etc should be made known to helpers and runners before the race.
  3. Schools are advised to brief students on the arrangements of the race to make sure that they are aware of the matters to note.
  4. A written parental consent from participating students must be obtained before the race. Students suffering from trachea or cardiovascular diseases should refrain from participating in this activity except on the recommendation of a doctor.
  5. Permission should be obtained from relevant government departments or private organisations before the race, for example, the Hong Kong Police Force <sup>Note 10</sup>, the Agriculture, Fisheries and Conservation Department <sup>Note 11</sup>, etc.
  6. Schools should invite or appoint a person possessing a valid first aid certificate to provide first aid services and casualty transport as necessary. If necessary, schools may make an Automated External Defibrillator (AED) available at the competition venue and arrange for personnel having received relevant training to assist in administering first aid.
- Route Arrangement**
7. The distance of the course and level of difficulty should be set to suit the abilities of students.

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Note <sup>10</sup> Permission should be obtained from the Regional Commander of the Hong Kong Police Force for organising running activities on roads.

Note <sup>11</sup> For organising races on country parks and coastal parks, a permit must be applied from the Agriculture, Fisheries and Conservation Department.

**Conduct  
of the  
Race**

8. Races should not be held during relatively hot or humid periods of the day. Special attention should be paid to the conditions in hot seasons.
9. The course should be planned to avoid dangerous points, such as roads, cycleways, streams, muddy and slippery loose surfaces, deep ditches, barbed wire, railings, etc.
10. The starting area should have adequate space to avoid the chance of runners to trip over one another. Runners who achieve better results in individual events are advised to stand in the front while regional patterning is arranged for team events.
11. The number of runners in each race should be set according to the capacity of the course.
12. For relatively long distance races, the organiser should arrange adequate check points en route with drinks available at some of these points.
13. A communication system should be set up to facilitate prompt report of the conditions en route and the number of runners going past each check point.
14. Helpers should wear identification marks such as uniforms or arm badges to enable runners to have easy identification for help if necessary.
15. The number of runners should be counted and checked at the start, en route and at the finish. A “sweeping up” system should be adopted to ensure that no runner is left behind in the course.
16. On the day of races, the organiser should pay attention to the information/**warnings** announced by the Hong Kong Environmental Protection Department and the Hong Kong Observatory including the **AQHI, Hot Weather, Very Hot Weather, Prolonged Hot Weather, Extreme Hot Weather, Cold Weather and Intense Cold Surge, etc.** to decide whether the plan should be adjusted, postponed or cancelled.

# Chapter FIVE

## DANCE

(You are advised to study Chapter One thoroughly before reading this chapter)

### **I. Teaching Considerations**

1. Students should wear suitable clothing and footwear.
2. Students should adequately do warm-up exercises at the beginning of the activity (particularly for high level and strenuous dance activities). Cool down activities should be done at the end of the activity.
3. When doing warm-up, students should refrain from movements which may cause excessive stress and strain to avoid injury in the joints and muscles.
4. Students should make use of space to avoid collision and causing obstruction to each other.
5. Activities should be arranged according to the abilities of students. Students must not be allowed to do acts of flaunting physical capabilities.

### **II. Environment and Facilities**

1. Dance activities should be carried out on a smooth and dry floor.
2. Dancing room should be kept dry and well ventilated and should be regularly cleaned and sanitised.
3. Regular checks must be conducted on the facilities, equipment and safety equipment of the dancing room. It is advisable to have soft pads on the corners of the facilities.
4. Dancing mirrors and railings should be properly positioned and students are reminded not to collide with such facilities.
5. The sound equipment and power connection should conform to the safety requirements.
6. When using appliances and props, risk assessment and relevant safety measures should be conducted.

# Chapter SIX

## GAMES

(You are advised to study Chapter One thoroughly before reading this chapter)

### I. Teaching Considerations

1. Matching between students of approximately the same body size and physical capacity should be arranged in activities involving body contact.
2. Students should be reminded not to climb or hang on goals or stands. They should not pull or hang on the basketball ring.
3. When conducting activities, the activity space and buffer area, and the number of students in each group or team as well as the distance between teams, should be properly planned according to the conditions of the venue and the environment.
4. When hitting objects (such as softball, golf, etc) to make them fly, adequate space should be provided. Students should be reminded to be aware of the distance, speed and direction of flying objects (such as balls).
5. Students should be reminded not to enter the courts to retrieve balls when an activity is in progress. When a ball is rolling or has rolled into the court, which may pose danger, the activity being conducted in the court should be suspended.
6. When practicing spiking in volleyball activities, no ball should be rolled back under the net but by the side of the court.
7. Students should be reminded not to jump over or duck under the net.

### II. Environment and Facilities

1. Ball games and games activities should be conducted on level ground which is non-slippery.

2. Goals, posts and stands should be adequately secured or anchored to the ground and protective devices be appropriately provided.
3. Schools should install smooth basketball rims which have no sharp edges.
4. Winding handles on posts should be folded when they are not in use.
5. In the following circumstances, any obstruction in the court which cannot be removed should be padded :
  - 5.1 The area within 1m outside boundary lines of a basketball court;
  - 5.2 The area within 1m outside the side lines and 2m outside the outer goal lines of a handball court;
  - 5.3 The area within 3m outside boundary lines of a volleyball court; and
  - 5.4 The area within 1m outside the boundary lines of a badminton court.
6. No equipment should be left lying within the boundary of activity when it is not in use.
7. Football boots with spikes must only be worn on grass pitch and artificial grass turf; all players must wear shin pads when football boots with spikes are worn by other players.

## Chapter SEVEN

### GAMES DAY

(You are advised to study Chapter One thoroughly before reading this chapter)

Schools organising track and field events on Games Day should also refer to Chapter Two: “Athletics Lessons and Training” and Chapter Three: “Athletics Meet”.

#### I. Teacher Qualifications

The person in charge of or assisting in the organisation of Games Day must have received the necessary training and possess relevant experience and knowledge.

#### II. General Measures

- Administrative Procedure** 1. In organising a Games Day, schools should make proper arrangements for the following:
- 1.1 Helpers must be properly briefed. The briefing should cover the rules, the potential risks, safety measures, the co-ordination between judges and helpers, discipline and control of the participating students;
  - 1.2 Competitors (including students, parents/guardians, staff, alumni, etc) must be reminded that they should have undergone proper training or practice before competitions; and
  - 1.3 Contingency measures for adverse weather conditions should be drawn up and made known to all relevant parties concerned.
2. The written consent of the parents of participating students must be obtained before the Games Day.
  3. Before entering any event, students must be reminded to pay attention to their own health conditions and not to engage in activities which are beyond their abilities, and must wear proper clothing and shoes.

4. Schools should invite qualified first aid teams (such as the Hong Kong St. John Ambulance, the Hong Kong Auxiliary Medical Services, etc) to provide first aid services as far as possible on the Games Day. If this cannot be arranged, the school should appoint a person possessing a valid first aid certificate to perform such duties.
5. The routes of entering and leaving the venue on the Games Day and the procedures and the routes of evacuation in an emergency must be planned in advance and made known to all relevant parties concerned.
6. Prior permission should be obtained from the officer-in-charge of a venue of the Leisure and Cultural Services Department or the Housing Department for organising the designed games there.
7. The school should contact the officer-in-charge of the venue concerned and the duty-officer on the Games Day at least three working days prior to the Games Day to ensure that there will be proper and adequate provision of equipment and facilities for the Games Day. The school must note the following:
  - 7.1 The arrangements agreed and the points discussed with the staff of the venue are recorded; and
  - 7.2 A layout plan of the venue concerned is obtained indicating clearly and correctly the venue for each event, the location of emergency exits, the first aid room, the parking space for emergency vehicles, etc.
8. Helpers must be properly trained before the Games Day.
9. The school should ensure that there are sufficient officials and helpers on duty in the venue. Students of senior primary (except for throwing events) or above may be assigned to offer assistance.
10. Before the Games Day, the school should make sure that all the staff and students are aware of the following:
  - 10.1 The potential risks of each event on the Games Day and the safety precautions to be observed;
  - 10.2 The need to maintain good discipline and observe rules;

- 10.3 The responsibility of each individual in the prevention of accidents;
- 10.4 Contingency measures and relevant arrangements in adverse weather conditions;
- 10.5 The routes of entering and leaving the venue and the procedures and routes of evacuation in an emergency;
- 10.6 The layout plan of the venue such as the venue for each event, the location of emergency exits, the first aid room, the parking space for emergency vehicles, etc.; and
- 10.7 The need to report to the teachers in charge or the crisis management team in case of accidents or unexpected incidents.

**Programme 11. Planning** In drawing up the programme, the school should make sure that :

- 11.1 A Games Day should be held on a spacious, non-slippery and level ground. If it is held indoors, adequate lighting and ventilation should be provided. If there are fans, lights, pillars, sharp edges, etc in the vicinity of the Games Day, safety checks and appropriate measures should be imposed;
- 11.2 In the selection and design of events, consideration should be given to the ability of students and the physical environment and facilities of the competition venue;
- 11.3 Due consideration should be given to the rules of each type of event, division of labour, the availability of manpower and facilities, the enrolment of competitors and time available for running the programme, etc.;
- 11.4 For games involving body contact, students of opposing teams should be of approximately the same age group, physical capacity and body size;
- 11.5 The rules and regulations of the games should be clearly stipulated before the Games Day;
- 11.6 For games involving slopes or places with slopes, it is advisable to run upwards rather than downwards;

11.7 In all events, adequate space must be provided as a buffer area for deceleration. For games to be conducted in a designated boundary, such as in lanes, adequate space should be provided and no finishing tape should be set at the finish point; and

11.8 Sufficient time should be left in the intervals between the heats, semi-finals and final of the same event.

**Cancel or Postpone**

12. In the following circumstances, an outdoor Games Day should be cancelled or postponed:

12.1 The Education Bureau announces suspension of classes;

12.2 The Hong Kong Observatory issues the Red or Black Rainstorm Warning Signal;

12.3 The Hong Kong Observatory issues the Tropical Cyclone Warning Signal Number 3 or above ;

12.4 The AQHI or its forecast reaches 10+ <sup>Note 12</sup> at the activity zone; and

12.5 Serious flooding in the district at which the school or the venue is located.

**Conduct of the Games Day**

13. Strenuous or prolonged events should be cancelled or postponed in hot or extremely humid weather conditions.

14. When the Hong Kong Observatory issues the Thunderstorm Warning, the schools should discuss with the duty-officer of the venue to cancel or postpone the events. If the isolated thunderstorm warning is issued, please refer to Chapter 1 <sup>Note 8</sup> for the proper arrangement (except for indoor venues).

15. Competitors should be reminded to be aware of their own health conditions on the Games Day and that they should not engage in activities which are beyond their abilities. When they feel sick before or during competitions, they should stop competing and report to the relevant teachers immediately.

16. Competitors should be advised to warm up thoroughly before each event and to keep their body warm while waiting for events.

17. All equipment must be checked for safety before use. Wet implements should be dried with cloths or towels before use.

18. All equipment must be securely installed.

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Note <sup>12</sup> Please refer to item 6, Part IV of Chapter One for information on AQHI .

19. Obstacles used for hurdling should come off easily or fall naturally at contact so that participants would not be tripped over.
20. Schools should strictly enforce the rules and regulations of the games to ensure that they are conducted in safe conditions.
21. Helpers should wear uniforms or signs for easy identification.
22. People not involving in the event in progress should not be allowed to enter the competition areas.
23. On completion of each event, all competitors must leave the competition area immediately.
24. Before each trial, the judge should stand inside the throwing circle/arc, or in front of the scratch line of the cross bar or the take-off board/line to remind competitors not to make a trial until the landing area/sector is clear and the measurement is completed.
25. Competitors must stop making a trial when they are aware that somebody is moving into the landing area/sector or runway.
26. Helpers and other competitors must stay well away from the throwing circle or the runway when a competitor is making a throw. They should also keep an eye on the thrower and the possible flight of the implement.
27. Competitors to remain in the throwing circle or the runway after the throw. They must never run after the implement. Helpers must not enter the landing sector to pick up the implement until a signal is given. The implement must never be thrown back.
28. Landing areas for jumping events should be level surfaces without unnecessary objects nearby and with adequate cushioning when necessary.

## Chapter EIGHT

### GYMNASTICS AND TRAMPOLINING

(You are advised to study Chapter One thoroughly before reading this chapter)

#### I. Teacher Qualifications

Only teachers who have obtained Elementary Gold Award issued by the Gymnastics Association of Hong Kong, China or qualifications recognised by the Education Bureau can be appointed to teach trampolining.

#### II. Teaching Considerations

##### General Notes

1. Appropriate teaching plans should be drawn up and students are introduced clearly the learning points of the relevant movements.
2. Students should be taught to raise their safety awareness and must not be allowed to do acts of flaunting physical capabilities.
3. Students should be taught to wear suitable clothing and footwear and not to wear ornaments and watches when engaged in gymnastics exercise.
4. Students should be reminded to warm up thoroughly before exercise.
5. Students should be taught to do proper supplementary exercise to enhance flexibility and strength to facilitate the learning of various gymnastics skills.
6. Students should be taught to move sensibly to avoid collision and obstruction to each other.
7. Equipment may be padded with safety cushion for absorbing the impact on the body and students are provided with hand guards, magnesium powder, etc when it is necessary.
8. Gymnastics skills and the related correct spotting methods should be taught at the same time.

9. Students should be taught the correct ways of carrying, erecting, dismantling and checking equipment. Damaged or insecure equipment must never be used.
10. Overcrowding on equipment should not be permitted to avoid danger.
11. Somersaults must not be taught in PE lessons.
12. Throwing and catching of partner in Sports Acrobatics must not be taught in PE lessons.

#### **Trampolining**

13. Students should be taught the correct way of folding and unfolding a trampoline. The folding and unfolding of a trampoline must be strictly supervised by the teacher in all occasions. The space under the trampoline should be kept clear and students should never be allowed to crawl under the trampoline. Roller stands taken off from the frame must be placed well away from the trampoline. Trampoline(s) must be folded and locked when it is not in use.
14. When conducting trampolining activities, there must always be four or more spotters, one on each side of the trampoline. Ball games or activities are not suitable to be conducted in its vicinity at the same time.
15. Spotting techniques must be taught and spotters should always be reminded to concentrate on the performer on the trampoline and be ready at all times to offer protection.
16. Students should step onto the frame of the trampoline then onto the bed. They should not step on the springs or cables and must not jump from the trampoline onto the floor.
17. Only one student is allowed to bounce on the trampoline at any one time. They must not be allowed to practise barefooted.
18. Students should be taught the correct control of the bounce and to master a “break” before teaching other skills.

### **III. Environment and Facilities**

1. In teaching gymnastics, appropriate mats and/or polypads should be used as a landing area. The surface must be evenly spread and the mats should be closely linked.

2. Equipment should be properly placed to ensure adequate safe distance so that students engaged in activities do not collide with doors, windows, walls, obstacles or other students. The approach and landing areas should be kept clear.
3. Teachers should make sure that all equipment are properly installed and positioned and must be adjusted to meet the needs of individual students.
4. All equipment must be properly stored after lessons and a warning notice should be displayed on a preeminent spot to remind students not to fiddle with the equipment.
5. In teaching trampolining, there should be a minimum of 2m clearance around the trampoline, and a minimum of 5m clearance between the floor and the ceiling or any hanging objects. Sufficient polypads should be placed at the four sides of the trampoline.

## Chapter NINE

### PHYSICAL FITNESS TRAINING

(You are advised to study Chapter One thoroughly before reading this chapter)

#### I. Teaching Considerations

##### Health Conditions

1. Before the activity, teachers should be aware of the health conditions of students to see whether they are suitable to participate in the physical fitness training.
2. Students should be reminded to stop physical fitness activities if they feel unwell and report to the teacher in charge immediately.
3. Types of training tasks and workload should be progressive and properly adjusted to suit students' individual physique and physical fitness levels.
4. The importance of natural breathing instead of "holding breath" should be emphasised when practising weight training and isometric training.
5. Duration of isometric training should not be too long.
6. It is advisable for training to be conducted in pairs or groups. Spotters may be made available when necessary and students are encouraged to help and look after each other.
7. About using physical fitness training equipment:
  - 7.1 Schools should make rules of use. No one is allowed to touch or use any physical fitness training equipment without permission;
  - 7.2 Schools should check carefully all equipment before physical fitness training exercise and make sure that the weight is balance and collars are secure;
  - 7.3 Schools must never allow students to use any physical fitness training equipment without the supervision of Physical Education(PE) teachers or personnel with proper training;
  - 7.4 The equipment users should be reminded to wear proper sports clothing and shoes;

- 7.5 Schools must take into consideration student's age, physique, ability and health conditions in designing weight training programmes;
- 7.6 Schools should remind students to lower the weights with control on finishing any weight training;
- 7.7 Schools should conduct standing weight lifting on hard floor; and
- 7.8 Schools should place a polypad under the bar for safe landing during chinning exercises.

## **II. Environment and Facilities**

1. During physical fitness training, adequate space should be provided.
2. Training area should be well ventilated and various types of equipment should be checked regularly.
3. Various types of equipment should be properly stored.
4. About installing physical fitness training equipment:
  - 4.1 Schools must select suitable locations for equipment and seek advice from the professionals concerned and the suppliers.
  - 4.2 Schools should select the physical fitness training equipment that is suitable for the school before making purchase and consideration should be given to the intensity of use, loading capacity and training functions of individual equipment and students' abilities.
  - 4.3 Schools must use the right methods in setting up the equipment and making sure that they are secure.
  - 4.4 Schools should leave adequate space for movement between pieces of equipment and consider providing shock-absorption and anti-slippery devices, etc.
  - 4.5 Schools should display instruction of the correct methods using the physical fitness training equipment and points to note on the equipment or in a conspicuous place; and

- 4.6 Schools should regularly check the equipment and conduct repairs and maintenance on the equipment when necessary (manufacturer's documents and user's manuals of the equipment and relevant information should be properly kept).
5. A first aid box should be available at the training venue as well as other suitable places. The items in the box should be checked regularly<sup>Note 13</sup>.

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Note <sup>13</sup> Please refer to Appendix I<sup>Note 17</sup> on the "List of First Aid Items Recommended for Schools".

## **Chapter TEN**

### **SPORT CLIMBING**

(You are advised to study Chapter One thoroughly before reading this chapter.)

#### **I. Teacher Qualifications**

This chapter refers to the sport climbing activities conducted on artificial climbing walls only. Persons possess the following qualification(s) can conduct the teaching of sport climbing:

1. A qualified sport climbing supervisor: he/she can conduct teaching activities on a designated climbing wall.
2. A person possessing an “Elementary/Level One Coach” certificate or above: he/she is qualified to conduct teaching activities on different climbing walls.

#### **II. Teaching Considerations**

1. To conduct activities on a climbing wall of the school :
  - 1.1 Participants must be under the on-site supervision of a coach or a supervisor;
  - 1.2 Participants must possess a “Level Two Training Certificate” or above and be assisted by a buddy for practice on their own;
  - 1.3 Participants intend to climb a height of 3m or above (measured from ground to finger reach height), they must be equipped with protective device (e.g. a belay system);
  - 1.4 The coach or supervisor -participant ratio must conform to the requirements of the relevant sports governing body; and
  - 1.5 Participants should not wear ornaments or watches and must tie up long hair before the activity.

2. To conduct activities on artificial climbing walls outside school:
  - 2.1 The coach or supervisor -learner ratio must conform to the requirements of the relevant sports governing body depending on the nature of the activity; and
  - 2.2 The participants should observe the safety guidelines of the venue.

### **III. Environment and Facilities**

1. It is advisable for schools to have safety inspection of the climbing wall by the relevant professional bodies.
2. The officer in charge of the venue should conduct regular and pre-activity safety checks on a climbing wall (especially the anchor system) and all equipment to ensure the safety of the participants.
3. All climbing equipment used must conform to the international standards, e.g. meeting the standards of the International Mountaineering and Climbing Federation (UIAA).
4. Under the climbing wall, adequate safety devices, such as polypads, should be placed.
5. Under a climbing wall with a height of 3m and above (measured from ground to finger reach height) and its boundary within 3m should be free of any obstruction to make sure that the belayer has adequate space for movement.
6. A warning notice and safety rules and regulations should be displayed on a conspicuous place near the climbing wall for the information of the participants.

## Chapter ELEVEN

### SWIMMING: LESSONS AND TRAINING

(You are advised to study Chapter One thoroughly before reading this chapter)

#### I. Teacher Qualifications

- |                           |   |
|---------------------------|---|
| <b>Teacher</b>            | 1. Physical Education (PE) teachers who have obtained a lifesaving qualification (Bronze Medallion or above) can conduct swimming lessons.  |
| <b>Teaching Assistant</b> | 2. Schools may hire teaching assistants to help conducting swimming lessons/activities if necessary. Teaching assistants must possess a valid lifesaving certificate (Bronze Medallion or above). |

#### II. Teaching Considerations

- |                              |  |
|------------------------------|--|
| <b>Teacher-Student Ratio</b> | 1. A swimming lesson or training session, a maximum of 45 students should be taught or trained by one PE teacher.<br>2. The number of students should be checked from time to time, especially at the start and by the end of each lesson/session.   |
| <b>Swimming Gear</b>         | 3. Students must wear swimming caps or wrist bands for easy identification.  |
| <b>Water Safety</b>          | 4. The PE teacher should always be in a position where he/she can see the whole class.<br>5. PE teachers should not enter the water except in emergency or for demonstration. Students should leave the water when the teacher is demonstrating in the pool.<br>6. Students should be taught the knowledge of water safety and swimming pool rules, including not to run along the pool side or to engage in any form of rough play in or out of the pool.<br>7. The “buddy system”, ability grouping, etc should be adopted in swimming lessons/activities. Students must be taught to report to the teacher immediately in case of accident. |

8. Students with wounds or suffering from communicable diseases, such as skin diseases, red eye syndrome, hand-foot and mouth diseases, etc should refrain from participating in swimming activities.
  9. The teacher must ensure that no students enter the pool without his/her permission. The teacher must also ensure that all students have left the pool after a lesson. He/She should dismiss the class outside the boundary of the pool.
  10. When using a pool of the Leisure and Cultural Services Department during a session break, the school should appoint a person possessing a valid lifesaving Bronze Medallion or above to help look after students.
- Weather**
11. In cold weather, students should have adequate warm up exercise and should not stay in the water for too long.
  12. On days of relatively high ultra-violet (UV) Index or when necessary, students may apply broad-spectrum sunscreen with Sun Protection Factor (SPF) 15 or higher and PA++ or higher before a swimming lesson.
  13. When a thunderstorm warning is issued during a swimming activity, the outdoor swimming activity must be suspended immediately. Students should leave water without delay and go to a safe and sheltered place. If the isolated thunderstorm warning is issued, please refer to Chapter 1 Note <sup>8</sup> for the proper arrangement.
- Handling Accident**
14. In case of drowning, lifesaving and first aid should be performed and an ambulance should be called immediately. The school authority, duty-staff of the pool and parents should be informed.
- School Swimming Pool**
15. Swimming pools operated by schools must be licensed with safety standards met. When the pool is not in use, the school must ensure that no one could enter without permission.
  16. Schools having their own swimming pools should regularly conduct water safety drills.

### **III. Environment and Facilities**

1. Beginners should not practise swimming in a pool with a depth above their breast level or above 1.2m.
2. For a surface dive or backstroke start, the depth of water must be 1.35m or above ; for other dives it must be 3m or above.
3. Students should be reminded to make sure that the entry area is clear before making a dive and other students must not swim near that area.

## Chapter TWELVE

### SWIMMING GALA

(You are advised to study Chapter One thoroughly before reading this chapter.)

#### I. Teacher Qualifications

The person in charge of or assisting in the organisation of Swimming Gala must have received the necessary training and possess relevant experience and knowledge.

#### II. General Measures

- Administrative Procedure**
1. In organising a Swimming Gala, schools should make proper arrangements for the following:
    - 1.1 Helpers must be briefed on the rules, potential risks, safety measures, the coordination between helpers, discipline and control of students, etc;
    - 1.2 Competitors (including students, parents/guardians, staff, alumni, etc) must be reminded that they should have undergone proper training or practice before competitions; and
    - 1.3 Contingency measures for adverse weather conditions should be drawn up and made known to all relevant parties concerned.
  2. The written consent of the parents of participating students must be obtained before the Swimming Gala.
  3. Schools should invite qualified first aid team (such as the Hong Kong St. John Ambulance, the Hong Kong Auxiliary Medical Services, etc) to take up duty at the venue and provide first aid services as far as possible. If this cannot be arranged, the school should appoint persons possessing a valid first aid certificate to perform such duties.

4. The routes of entering and leaving the venue and the procedures and routes of evacuation in an emergency must be planned in advance and made known to all relevant parties concerned.
5. If a swimming pool is hired from the Leisure and Cultural Services Department (LCSD) for holding a Swimming Gala, the programme of events must be sent to the relevant LCSD District Leisure Manager at least 3 weeks prior to the Swimming Gala.
6. The school should liaise with the officer-in-charge of the swimming pool concerned or the duty-officer on the day of the Swimming Gala at least three working days prior to the Swimming Gala to guarantee that various measures can ensure the safety of students. The school must note the following:
  - 6.1 The arrangements agreed and the points discussed between the school and staff of the pool are recorded; and
  - 6.2 A layout plan of the swimming pool concerned, indicating clearly and correctly the locations of life guard posts, lifesaving equipment, emergency exits, the first aid room and the parking space for emergency vehicles, etc
7. Lifeguards are on duty when the pool is on hire.
8. Helpers must be properly trained before the Swimming Gala.
9. Before the Swimming Gala, the school should make sure that all the staff and students are aware of the following:
  - 9.1 The potential risks of activities and the safety measures;
  - 9.2 The need to maintain good discipline and observe rules;
  - 9.3 The responsibility of each individual in the prevention of accidents;
  - 9.4 Contingency measures in adverse weather conditions;
  - 9.5 The routes of entering and leaving the boundary of the swimming pool and the procedures and routes of evacuation in an emergency;
  - 9.6 The locations of facilities such as the location of assembly points, the exits, the first aid room, etc; and

9.7 The need to report to the teachers in charge or the crisis management team in case of accidents or unexpected incidents.

**Programme 10.  
Planning**

- In drawing up the programme, the school should make sure that:
- 10.1 The events have been taught either in Physical Education (PE) lessons or co-curricular activities, and opportunities for practice have been provided for the participating students;
  - 10.2 Consideration must be given to the abilities of students when drawing up the programme and distance of races;
  - 10.3 Students must not be allowed to participate in more than three individual events and three relays on any one day of the Swimming Gala;
  - 10.4 The short distance races such as 25m events and novice competitions should be held in a training pool or across the shallow width of the main pool not exceeding 1.5m deep. Races must not start or finish in the middle of the main pool and races involving the use of objects providing buoyancy to students who cannot swim should not be organised; and
  - 10.5 Only proper swimming or life saving events should be held in the Swimming Gala; water games such as “duck catching”, object searching on or under the water and kick board competitions should not be held.

**Cancel or  
Postpone**

11. In the following circumstances, the Swimming Gala should be cancelled or postponed:
- 11.1 The Education Bureau announces suspension of classes;
  - 11.2 The Hong Kong Observatory issues the Red or Black Rainstorm Warning Signal;
  - 11.3 The Hong Kong Observatory issues the Tropical Cyclone Warning Signal Number 3 or above;
  - 11.4 The AQHI or its forecast reaches 10+ <sup>Note 14</sup> at the activity zone;
  - 11.5 Serious flooding in the district at which the school or the venue is located; and

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Note <sup>14</sup> Please refer to item 6, Part IV of Chapter One for information on AQHI.

**Conduct  
of the  
Gala**

11.6 The Hong Kong Observatory issues the Thunderstorm Warning <sup>Note 15</sup>; (not applicable to indoor swimming pools).

12. The teacher-in-charge should check with the officer-in-charge of the pool on the day of the Swimming Gala relevant points discussed and agreed as mentioned in paragraph 6.1 under General Measures of this chapter and check whether all have been properly arranged.
13. Helpers should wear uniforms or other signs while the participating students should wear caps for identification.
14. All people entering the boundary of the pool must observe the relevant rules.
15. During warm-up session, only the participating students are allowed to use the pool and good discipline should be maintained.
16. During the time when a pool is hired for holding a Swimming Gala, the school should make sure that no student will use any pools and facilities that have not been hired.
17. Students or other people not taking part in any events must not be allowed to enter the water except helpers, judges and students waiting for an event they have entered.
18. Helpers must be assigned inspection duties to make sure that all participants taking part in any event should leave the pool on completion of each event.
19. During lunch time, the school should ensure that no person is allowed to enter the water without permission.

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Note<sup>15</sup> Please refer to Chapter One <sup>Note 8</sup> for information and arrangements on Thunderstorm.

## **Chapter THIRTEEN**

### **TUG-OF-WAR**

(You are advised to study Chapter One thoroughly before reading this chapter)

#### **I. Teacher Qualifications**

The person in charge of or assisting in the organisation of tug-of-war must possess relevant qualifications and experience.

#### **II. General Measures**

1. Students who are not in good health or suffer from cardiovascular diseases or habitual dislocation must not participate in this event.
2. Students who are under the age of 15 should not take part in this activity.
3. There should not be more than 8 persons on each side.
4. Participants should wear long-sleeved clothes, suitable shoes, knee pads, etc.
5. Rules should be set including time limit to prevent sustained pulling of both sides.
6. Before the activity, students are advised to warm up and perform stretching exercises specific to the activity.
7. During the activity, students of the same team have to rhythmically exert strength and breathe instead of holding breath for a long time.
8. During the activity, students must not release or shake the rope on purpose.
9. When the judge announces the end of the event, members on each side should let go the rope slowly.

### **III. Environment and Facilities**

1. It is not advisable to conduct this activity in humid weather and under relatively high temperatures.
2. This activity should be held in an area with adequate safe space and a buffer area for deceleration.
3. Rugged, extremely coarse or slippery surface is not suitable for conducting this activity.

## **Chapter FOURTEEN**

### **WUSHU/CHINESE MARTIAL ART**

(You are advised to study Chapter One thoroughly before reading this chapter.)

#### **I. Teacher Qualifications**

1. Schools should appoint teachers or instructors who possess Wushu/Chinese Martial Arts training and experience, and a sound knowledge of safety measures to teach basic Chinese boxing routines (Taolu); and
2. Schools should only appoint teachers or instructors who possess “Level One Coach” certificate awarded by the relevant sports governing bodies, or equivalent to teach activities involving the use of equipment (such as cudgel, sword and equipment for dragon and lion dances).

#### **II. Teaching Considerations**

1. No activities involve the uses of equipment should be taught during PE lessons.
2. Students should be taught martial arts ethics first. Fighting and acts of flaunting physical capabilities must be forbidden.
3. Beginners are not suitable to learn the ways of using equipment until they are familiar with boxing routines.
4. The body size, physical capabilities and diversity in skills levels of students should be taken into consideration when carrying out Wushu/Chinese Martial Arts activities to avoid injury.
5. Students should be taught the proper ways of using equipment. Damaged or insecure equipment must not be used.
6. The equipment for use should meet the standards of the relevant sports governing bodies and they must be suitable for the body size and physical capacities of students.

### **III. Environment and Facilities**

1. Schools should conduct Wushu/Chinese Martial Art activities in a safe environment with adequate space.
2. All equipment must be properly stored and no students are permitted to use without the consent of responsible teachers or instructors.
3. Safety check must be regularly conducted for all kinds of equipment and facilities.
4. When teaching movements involving flights, suitable mats or safety pads should be used for landing.

## Appendix I

### RECOMMENDED LIST OF FIRST AID ITEMS FOR SCHOOLS <sup>Note 16</sup>

1. Sterilised normal saline or distilled water (for cleaning wounds)
2. Alcohol (for cleaning first aid equipment)
3. Disposable plastic gloves (to avoid direct contact with wounds or blood)
4. Surgical masks
5. Sterile dressings/dressing packs/gauze (individually packed)
6. Elastic tensor bandages ( of different widths )
7. Triangular bandages
8. Cotton sticks and cotton wool
9. Adhesive plasters (of different sizes)
10. Scissors
11. Forceps
12. Spray bottles or eye cups for washing eyes
13. Cold pack <sup>Note 17</sup>
14. Electronic thermometer
15. CPR face shield (disposable) or CPR pocket masks
16. Emergency helpline (such as contact phone number of the nearby ambulance station)

#### **\*Additional items recommended:**

Automatic External Defibrillators (AED) (schools are encouraged to install an AED to provide extra protection to their students, staff, etc.)

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Note <sup>16</sup> To note the purchase or expiry dates of various first aid items and to make supplements or replacements.

Note <sup>17</sup> Some cold packs must be stored in the freezer of a refrigerator; for safety guidelines on the use of cold packs, please visit the Health Department website: <https://www.mdd.gov.hk/en/information-publication/general-public/heat-cold-therapies/index.html>

**Note:** The person(s) in charge of the First Aid boxes should ensure that

- The first aid box content list is included;
- All medicines are labeled properly;
- The contents are checked regularly to see if any refill is needed;  
and
- The expiry dates of medicine are checked so that replacements can be made accordingly.

### Measures to Prevent Excessive Sun Exposure

#### I. Teaching Considerations:

When engaging in physical activities under strong sunlight, participants are advised to take the following precaution measures to prevent excessive sun exposure:

1. Avoid prolonged exposure under sunlight to prevent sunburn caused by ultraviolet (UV) radiation.
2. Wear protective clothing such as light-coloured and loose-fitting clothes, wide-brimmed hats, and UV blocking sunglasses.
3. Apply an appropriate amount of broad-spectrum sunscreen with Sun Protection Factor (SPF) 15 or higher and PA++ or higher to prevent hazard from UVA and UVB ray.
4. Apply an appropriate amount of sunscreen about 30 minutes prior to sun exposure for expected protection.
5. Apply sunscreen again if staying under the sun for more than 2 hours or for a prolonged staying outdoor, as well as after swimming, sweating, or towel-drying.
6. Stay at appropriate shade areas and schedule outdoor activities in the morning or later in the afternoon as far as possible.

#### II. Relevant Websites

1. The Hong Kong Anti-Cancer Society – “Skin Cancer”  
[https://www.hkacs.org.hk/en/knowcancer\\_detail.php?id=9](https://www.hkacs.org.hk/en/knowcancer_detail.php?id=9)
2. Department of Health - “Be Safe in the Sun - Beware of Ultraviolet Radiation” <https://www.chp.gov.hk/en/static/90063.html>
3. Hong Kong Observatory – “Ultraviolet (UV) Radiation Information”  
<https://www.hko.gov.hk/en/wxinfo/uvinfo/uvinfo.html>

### Points to Notes for Physical Activities in Hot and Humid Weather

#### I. Teaching Considerations:

Vigorous or prolonged physical activities in hot and humid environment can lead to heat cramps, heat exhaustion, heat stroke or even fatal in severe cases. Participants should always be mindful of their physical condition, especially under very hot weather or extremely hot weather (temperatures 35 degrees or above), replenish water timely and take necessary precautions measures against hot weather. Teachers should also take note the following:

1. Take note of the relevant weather warnings, special weather tips and the Hong Kong Heat Index, and make appropriate adjustment and arrangement for the activities.
2. Remind students to replenish water timely and take necessary precautions measures against heat before, during and after the activity, including wearing light-coloured and loose-fitting clothing.
3. Be vigilant always for sign/symptom of discomfort in students due to heat and promptly take appropriate measures such as resting in a shade or cooler place, replenish water, seek medical support immediately, etc.
4. Remind students to stay vigilant always to their physical condition. If they feel unwell, they should stop the activity immediately, rest in a shade or cooler place as soon as possible, and seek help immediately.
5. Arrange sufficient warming up exercise for students prior to the activity, and the practice should be arranged progressively for acclimatisation.

6. Arrange appropriate rest periods at regular intervals to avoid over exertion of students.
7. Be vigilant and avoid prolonged sun exposure of students to prevent heat stroke or discomfort caused by heat when the “Very Hot Weather Warning” (temperatures 33 degrees or above) is in force, or when there is prolonged heat, or when the weather is extremely hot. Remind students to stop the activity if sign/symptom such as dizziness, headache, nausea, shortness of breath or confusion occurred, take rest in a shade or cooler place, seek help immediately and seek medical advice as soon as possible.
8. Schedule outdoor activities in the morning or later in the afternoon as far as possible. Under the extreme hot weather, vigorous physical activities should be avoided.
9. Remind students to replenish water timely during indoor activities.

## **II. Sports competitions / Outdoor Education Camp**

Take note of relevant guidelines, including “Guidelines on Outdoor Activities” and the activity arrangements developed by the organisers/camps for different weather conditions, and make appropriate contingency measures to ensure student safety. In the event of special weather conditions, schools should inquire with the organisers/camps for the latest information and duly notify the relevant parties (e.g. parents and students) of the arrangement.

## **III. Relevant Websites**

1. Hong Kong Observatory – “Actions to be taken for Very Hot Weather Warning” <https://www.hko.gov.hk/en/wservice/warning/coldhot.htm>
2. Department of Health – “Beware of Heat Stroke” <https://www.chp.gov.hk/en/static/90064.html>

## Appendix IV

### **Reminder for Physical Education Lessons and Related Physical Activities Under the Influence of Cold Weather/Intense Cold Surge**

To ensure students' health, school should formulate contingency measures under different weather conditions and duly inform the relevant parties. When the warnings of cold weather/intense cold surge are forecasted or issued, schools should make reference to the following reminders:

- I. Physical Education (PE) lessons and co-curricular activities
  - a. Schools should take note of the weather forecast and the update weather information before conducting PE lessons or co-curricular activities. Schools should decide whether the physical activities could be held as scheduled, to be revised, postponed or cancelled according to the on-site weather conditions and the environment.
  - b. Schools should allow students to have exercise with sufficient warm-up activities to facilitate blood circulation and heat production. Schools may also consider to let students stay indoor for physical activities and avoid prolonged outdoor exposure.
  - c. Schools may flexibly allow students to wear warm clothing when taking part in physical activities for maintaining body heat.
  - d. Schools should pay attention to the health conditions of students, in particular to those with chronic illnesses, cardiovascular and respiratory illness. Schools should remind students to report immediately when not feeling well and make appropriate arrangement accordingly.

## II. Sports competitions / Outdoor Education Camp

Take note of relevant guidelines, including “Guidelines on Outdoor Activities” and the activity arrangements developed by the organisers/camps for different weather conditions, and make appropriate contingency measures to ensure student safety. In the event of special weather conditions, schools should inquire with the organisers/camps for the latest information and duly notify the relevant parties (e.g. parents and students) of the arrangement.

## III. Relevant websites:

1. “Guidelines on Outdoor Activities” <http://www.edb.gov.hk/en/sch-admin/admin/about-activities/sch-activities-guidelines/>
2. Hong Kong Schools Sports Federation <http://www.hkssf.org.hk/>
3. Hong Kong Schools Dance Association <http://www.hksda.org.hk/>

## Appendix V

### Prevention of the Spread of Influenza or Communicable Diseases in Schools: Points to Note

#### I. Teaching Considerations

1. When conducting Physical Education (PE) lessons or co-curricular activities, appropriate precautionary measures should be taken so that students can have suitable physical exercise to enhance their body immunity.
2. Students should be reminded to be aware of personal health and body condition. When they feel sick or unwell, they should seek medical advice immediately and should not participate in PE lessons or co-curricular activities.
3. Students are reminded to observe personal hygiene, especially when taking part in PE activities with body contact, short length face-to-face activities or sharing of sports equipment.
4. Students do not need to wear a face mask in open area or a well ventilated indoor environment.
5. Students could be reminded to bring a clean marked storage bag for placing the mask taken off.
6. Teachers should observe and pay constant attention to the mental and physical conditions of students, especially those with cardiac, vascular or respiratory diseases.
7. Students should be reminded to observe personal hygiene. After PE lessons, they must clean their contaminated skin thoroughly, including washing their hands properly. Adequate time should therefore be allowed for students to clean themselves. They are advised not to share personal items such as towels, etc.

#### II. Environment and Facilities

1. Indoor teaching and activity venues must be kept clean and well ventilated at all times.

2. Sports equipment, sports venues and changing rooms should be regularly disinfected.
3. Students must bring their own drinking water or containers to get water from the drinking fountains. They should not share the water containers with other people or drink directly from the drinking fountains.
4. Liquid soap and paper towels should be available in the changing rooms and the changing rooms should be kept well ventilated.
5. To avoid overcrowding of students in changing rooms which are not spacious or well ventilated, students should be allowed to wear sports uniform for school days when there are PE lessons; alternatively, changing clothes before and after the PE lesson can be done in groups.

### **III. Relevant Websites**

1. For the latest information on various pandemic influenza and communicable diseases, please visit the Centre for Health Protection website: <https://www.chp.gov.hk/en/index.html>.
2. For the latest information on the water quality of public swimming pools, please visit the Leisure and Cultural Services Department website: <http://www.lcsd.gov.hk/en/beach/attention-general/swim-watqal.html>.
3. For the latest information on the guidelines and prevention of influenza (including human swine influenza/avian flu) and other communicable diseases in schools, please visit the Education Bureau website: <http://www.edb.gov.hk/en/sch-admin/admin/about-sch/diseases-prevention/>

**SAMPLE**

**Appendix VI**

**REPORT FORM ON ACCIDENT DURING  
PHYSICAL EDUCATION LESSONS / PHYSICAL ACTIVITIES**

1. Date of accident: \_\_\_\_\_ Time: \_\_\_\_\_ Place: \_\_\_\_\_

2. Injured student(s)

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

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

3. Activity engaged in at the time of the accident

\_\_\_\_\_

4. Location and activity of the person-in-charge at the time of the accident

\_\_\_\_\_  
\_\_\_\_\_

5. Description of the accident

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

6. Description of injuries

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Way of handling the accident (including administering first aid)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

8. Agencies called for help (please put a “✓” in the appropriate box)

		Time notified and by whom	Time arrived
Ambulance:	<input type="checkbox"/>	_____	_____
Police:	<input type="checkbox"/>	_____	_____
Others:	<input type="checkbox"/>	_____	_____
(please specify)			

Action taken by the above people on arrival:

\_\_\_\_\_

9. Parents/Guardians notified

Time of first notification:	Time of successful notification:	Time arrived:
_____	_____	_____
Name: _____	Relationship: _____	

Action taken by parent/guardian

\_\_\_\_\_  
\_\_\_\_\_

10. Follow up action

\_\_\_\_\_  
\_\_\_\_\_

11. Remarks:

\_\_\_\_\_  
\_\_\_\_\_

12. Report made by

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

Reported on: \_\_\_\_\_

**SAMPLE**

**Appendix VII**

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

**PARENTAL CONSENT ON PARTICIPATION IN  
PHYSICAL EDUCATION LESSONS**

Dear Parent/Guardian,

Physical Education (PE) is an integral part of the school curriculum. Every student must participate in PE lessons. However, if your child has any illness, you should seek medical advice on whether your child is suitable to participate in PE lessons. If your child needs to be temporarily or perpetually exempted from PE lessons, a medical certificate from a registered doctor must be produced.

Please return the following reply slip before \_\_\_\_\_ (Date) for record keeping. If there are any changes in your child’s health conditions, please notify the school immediately.

Yours sincerely,

\_\_\_\_\_  
( Principal )

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

**REPLY SLIP ON “PHYSICAL EDUCATION (PE) LESSONS”**

Dear Principal,

I have carefully read your letter dated \_\_\_\_\_, please make the following arrangement for my son/daughter:

Name of student: \_\_\_\_\_ Sex: \_\_\_\_\_ Class: \_\_\_\_\_

(Please put a “✓” in the appropriate box)

- My child is suitable for participating in PE lessons.
- My child is not suitable for participating in PE lessons. Relevant medical certificate is attached.
- Please exempt my child from participating in PE lessons from \_\_\_\_\_ to \_\_\_\_\_. Relevant medical certificate is attached.
- My child is only suitable for participating in the types of activities recommended by his/her doctor. Relevant medical recommendation is attached.

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

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

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

**SAMPLE**

**Appendix VIII**

**PARENTAL CONSENT ON PARTICIPATION IN  
CO-CURRICULAR ACTIVITIES**

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

Dear Parent/Guardian,

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

The school is holding the above-named activity every \_\_\_\_\_(Day) from \_\_\_\_\_(Date) to \_\_\_\_\_(Date) at \_\_\_\_\_ am/pm.

Your child \_\_\_\_\_of \_\_\_\_\_(Class) has been selected to participate in/has voluntarily enrolled for the activity.

Please return the following reply slip by \_\_\_\_\_(Date) for record and action.

Yours sincerely,

\_\_\_\_\_  
( \_\_\_\_\_ )

Principal

Remarks: Activity details and a reply slip are attached. Please read them carefully.

\*\*\*\*\*

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

**REPLY SLIP**

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

Dear Principal,

I have carefully read your letter dated \_\_\_\_\_ and the activity details attached. I \*agree/do not agree my child \_\_\_\_\_(Name) of \_\_\_\_\_(Class) to participate in the above-named activity.

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

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

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

\* Please delete whichever is inappropriate.

**SAMPLE**

**Appendix IX**

**Medical History of Student**

(to be completed by parent/guardian)

(Restricted - The information provided will only be used for the purpose of the student's health reference)

Name of student : \_\_\_\_\_ Sex : \_\_\_\_\_

Class: \_\_\_\_\_ Class No.: \_\_\_\_\_

Date of birth: \_\_\_\_\_

Name of parent/guardian: \_\_\_\_\_

Emergency telephone No.: \_\_\_\_\_

1. If the student has ever had the medical condition(s) below, please put a "✓" in the appropriate box(es) and give details.

	Description	Age detected	Details of disease	Recommended treatment (if applicable)
<input type="checkbox"/>	G6PD deficiency			
<input type="checkbox"/>	Bronchial asthma			
<input type="checkbox"/>	Epilepsy			
<input type="checkbox"/>	Fits due to fever			
<input type="checkbox"/>	Kidney disease			
<input type="checkbox"/>	Heart disease			
<input type="checkbox"/>	Diabetes mellitus			
<input type="checkbox"/>	Hearing defect			
<input type="checkbox"/>	Haemophilia			
<input type="checkbox"/>	Anaemia			
<input type="checkbox"/>	Other blood disease			
<input type="checkbox"/>	Allergy to drugs			
<input type="checkbox"/>	Allergy to vaccines			
<input type="checkbox"/>	Allergy to food			
<input type="checkbox"/>	Other allergies (Please specify: _____)			
<input type="checkbox"/>	Tuberculosis			
<input type="checkbox"/>	Minor operation			
<input type="checkbox"/>	Major operation			
<input type="checkbox"/>	Others			

2. If the student is considered not suitable for participation in PE lessons or any other type of school activities, please specify and submit a medical certificate for school's reference.

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3. Other supplementary information :

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(Signature of Parent/Guardian)

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(Name of Parent/Guardian)

---

Date

### **Collection of Personal Data**

#### **Purpose of Collection:**

Personal data collected from your child is only used for handling matters relating to his / her health and safety. Though the provision of such data is done entirely on a voluntary basis, insufficiency of information may make the school unable to have a clear picture of your child's medical history. We may not be able to provide proper assistance to him / her in case of accident.

#### **Access to Personal Data**

According to Personal Data (Privacy) Ordinance, you have the right to access and correct the data supplied. Please contact the school if necessary.

**Recommendation for Participation in  
Physical Activities by Students with Heart Diseases**

(To be completed by a family doctor, pediatrician or cardiologist)

Name of student: \_\_\_\_\_ Type of heart disease: \_\_\_\_\_

(Please put a “✓” in the appropriate box)

Grading of heart disease :     trivial                       moderate  
     mild                               severe

**Level of physical activity recommended : -**

   **Strenuous Exercise:** Normal participation in Physical Education (PE) lessons and all kinds of physical activities like other children e.g. athletic events, marathon running, endurance training, etc is suitable.

   **Moderate Exercise:** Suitable to participate in school PE lessons **except strenuous competitions or prolonged exercise**. Suitable to participate in ball games like tennis, basketball and football (could allow up to 70% maximum target heart rate, that is, about 140 beats per minute). Should be allowed to stop exercise at any time when feeling tired.

   **Light Exercise:** May participate in school PE lessons but **should not engage in much running and strenuous competitive sports activities** (must beware that the heart rate should not exceed 110 beats per minute) like jogging, balancing, throwing and catching activities. The student should stop exercise immediately when feeling tired or unwell.

   **Non-strenuous Exercise:** Must not run or participate in school PE lessons. **Only non-strenuous recreational activity** is suitable, like walking on level ground, etc.

Name of Doctor: \_\_\_\_\_ Signature : \_\_\_\_\_

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

### **Guidelines on Outdoor Activities**

(<http://www.edb.gov.hk/en/sch-admin/admin/about-activities/sch-activities-guidelines/>)

#### **Definition of Outdoor Activities**

Outdoor activities, in this context, refer to activities on land and water planned and organised by the schools under the supervision of appointed teachers/instructors. These activities are usually conducted in natural environment and are exploratory, challenging and physically demanding in nature.

#### **Content:**

Chapter 1: Notes for Schools Heads and Teachers/Instructors

Chapter 2: General Measures for Activities on Land

Chapter 3: Excursions

Chapter 4: Expeditions

Chapter 5: Camping

Chapter 6: Orienteering

Chapter 7: Cycling

Chapter 8: Fieldwork

Chapter 9: General Measures for Activities on Water

Chapter 10: Windsurfing

Chapter 11: Canoeing

Chapter 12: Rowing

Chapter 13: Sailing

#### Appendices:

1. List of Related Professional Associations for Outdoor Activities
2. List of suggested Items for Emergency Equipment
3. Parental Consent for Outdoor Activities (Sample)

4. School Outings in Rural Areas: Reporting Procedures to Police and Departments Concerned
5. Notification Form for School Outing in Rural Area
6. Sample Performa for Recording Emergency
7. Sample Report Form on Accident During Outdoor Activities
8. Staff/Student Ratios for Various Outdoor Activities
9. List of Common and Useful Guidelines, Circulars and Websites for Outdoor Activities
10. Manning Ratio for Outdoor Activities of Students of Special Education Needs
11. Temperature Record Sheet (Sample)
12. Outdoor Activities Risk Assessment Form (Sample)
13. Measures to Prevent Excessive Sun Exposure
14. Points to Notes for Physical Activities in Hot and Humid Weather
15. Study Tours Outside the HKSAR
16. Air Quality Health Index