

Safety Rules for Cadet Training

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(Jan 2005)

INTRODUCTION

Purpose

1. The purpose of this instruction is to provide reference to the Rules of Safety which must be complied when conducting training.

Units Responsible

2. All Squadrons are to ensure their Officers and instructors when conducting training are made aware of the Safety Rules and issued with a copy of this instruction which is to be carried when conducting training and to comply with its rules implicitly.

Responsibility

3. The responsibility for ensuring that these safety rules are obeyed rests first with every individual cadet, but the overall and greatest responsibility must rest with the person responsible for the training being carried out.

4. When on a training exercise the safety of all cadets taking part and the equipment used lies solely with the officer or instructor in charge, who must be authorised to conduct the type of training being carried out. He must enforce these safety rules and ensure that safety brief is given to cadets prior to an activity or exercise so that they are fully aware of any dangerous activities and the control measures which are in place to protect them.

5. In the event of a serious accident taking place which reveals that safety rules were not obeyed, the officer or instructor in charge at the time of the accident will be placed accountable.

Common Sense

6. Written rules can never cover every eventuality and so are not substitute for common sense. When confronted with a situation not covered by these rules, both instructors in charge and cadets should use their common sense in avoiding dangerous situation liable to lead to accidents, e.g., rafting without wearing the life jackets.

January, 2005

JOSEPH PAU, MBE, ED

Colonel
Commandant
Hong Kong Adventure Corp

SECTION 1 – ACCIDENTS AND INCIDENTS

General

0101. Accidents will normally be self evident and can result from any activity undertaken by cadets or adults, e.g., traffic accidents, accidents during training, social events or administration duties by all concerned.

0102. An accident is any event which could give rise to serious concern by a cadet or parent or be brought to the attention of the Police, Social Services. It could for example involve abuse, criminal acts or anti-social behaviour which might attract attention of the media.

Reporting

0103. All accidents and incidents are to be reported by telephone as soon as practicable, by the senior adult at the scene of the occurrence, using the format at Annex A.

- a. **During Working Hours.** To their unit and units will report to the HQ (Duty Staff)
- b. **Out of Working Hours.** To their unit and units will report to CGS in HQ.

0104. All adults in charge of cadets must carry with them the **work** and **home telephone numbers** of their parents or guardians when they are going in the field.

0105. When an accident or incident results in the injury or death of a member of the unit, carry out the full Casualty Reporting Procedure laid down at Annex A.

Conduct of Trainers.

TREAT all cadets as you would have **YOUR OWN CHILDREN** treated.

NO TOUCHING

NO VERBAL ABUSE OR FOUL LANGUAGE.

Set an **EXAMPLE**

Above all, be **TOTALLY PROFESSIONAL** at all times.

- a. IGNORANCE of the Rules of Safety.
- b. CARELESSNESS or INDISCIPLINE in not obeying the rules.
- c. OVER – ESTIMATION of the physical and/ or mental stamina of cadets.
- d. FAILURE TO ENSURE that the rules are read out and understood by all concerned.

0102. The procedures relating to accidents and incidents are given in Section –

Less Serious Injuries – Duty of Care

0103. When a cadet suffers a minor injury but goes to hospital, the Duty of Care remains with the unit although the hospital will be responsible for medical care. An adult is to remain with the cadet until he is either admitted or discharged from hospital.

0104. When a cadet is admitted to hospital, arrangements should be made regular visit by an adult. The parent or guardian must be informed on the extent of the injury, time of the day and any other relevant factors by the senior adult present. Should the parents or guardian choose to visit the cadet, an officer or adult instructor should meet them on the initial visit.

SECTION 2 – QUALIFICATIONS

General

0201. **Adults responsible for planning, organizing and supervising the potentially more dangerous forms of training must be specially ‘authorized’ to do so by the OC or Commandant. Included in this category are air rifle shooting, adventure training, obstacle course and abseiling and climbing supervision.**

0202. A person who has completed a training course in first aid and holds a current certificate of competency in first aid issued by the St. John’s Ambulance Association, the Auxiliary Medical Services or the Hong Kong Red Cross or who is registered nurse within the meaning of the Nurses Registration Ordinance (Cap 164) (first aider) and in possession of a comprehensive first aid kit should be present during training activities which inherently involve danger to life and limb. This requirement is mandatory when planning any form of training activities for the cadets . To ensure the safety of the cadets taking part in the training activities the instructors involved must be qualified.

Shooting

0203. An Officer or Instructor may not conduct any form of range training unless has been ‘authorized’ to do so by the Squadron Officer Commanding (OC) or Commandant. These authorizations are to be reviewed annually

Adventurous Training Activities

0204. **General.** Adventurous Training (AT) is defined as form of outdoor activity requiring participation in challenging pursuits which involves a risk to life and limb. These rules may not always be wholly appropriate for cadets so they may need greater supervision and care than these rules dictate.

0205. **Qualifications.** Officers and Instructors responsible for instructing, leading or supervising cadets during their participation in Adventurous Training must be qualified in accordance to the **Adventurous Training Compendium**. The Officers Squadron Commanding (OC) are empowered to cancel any training qualifications if they consider that their instructor’s competence or experience does not warrant its retention.

0206. **Definitions.**

a. ‘Wild Country’

(1) ‘ Wild Country’ is defined as being areas remote from habitation in which

all ventures, for reasons of safety, that individuals must be completely self-sufficient. For Cadet training, (Wild Country' is defined by any one of the following criteria:

- (a) Above the snow line.
- (b) Over 2000 feet (600 metres) above sea level.
- (c) Where gradients exceed 1:1.
- (d) Where crags or cliffs are in the immediate area of a route.
- (e) Over 5 km from habitation, public telephone or a regularly used road.

When undertaking activities in such terrain, cadets must be completely self-sufficient.

(2) Often parts of an area involved in adventurous training will fall within the criteria given in sub-para (a). above. Common sense must always prevail and the question asked "Can my cadets reach shelter should an accident occur when bad weather is approaching?" Clearly training should not be planned in such area if the answer to this question is "No".

b. 'Normal Country'. Defined as areas which do not fall in the criteria given in sub-paragraph a. even if they are within a remote or mountainous area, can be regarded as 'Normal Country.'

c. Expeditions. An expedition can be defined as a journey across country with a specific aim involving overnight camping, carried out by a self-contained group comprising of not less than two people.

0207. **Qualifications for Leading AT or Expeditions.** The minimum qualifications required by an adult to supervise or lead AT or expeditions are as follows:

a. Expeditions in Normal Country. To have passed a course and whose standard of training has been agreed by the Commandant that he has the necessary experience to carry out the activity and has his written authorization.

b. Expeditions in Wild Country. To have passed the following courses:

(1) **The Summer Mountain Leader Training(MLT) Course** (which has several restrictions, including being familiar with the terrain and leading not more than six personnel).

(2) **The Mountain Leader (Summer) (ML(S)),** the equivalent of the **Joint Services Mountain Expedition Leader (Summer) (JSMEL(S)).**

0208. Adults with qualifications to lead AT should ensure that their individual Log Books are maintained to show all recent experiences. Failure to maintain these could invalidate their qualification for present use.

SECTION 3 – PREVENTION OF ACCIDENTS WITH FIRE ARMS

General Rules

0301. **Limitations.** The following limitations will apply when conducting shooting on the miniature range in the HITC.

- a. When cadets under the age of 14 years are shooting air rifles, they must be supervised by an adult aged 21 or over and is to supervise only maximum of 4 firers.

Rule for the Safe Handling of Firearms

0302. The following rules apply to the handling of firearms at all times:

- a. A firearm must never be pointed at anyone in fun.
- b. The muzzle of the firearm must always be pointed towards the target at all times.

0303. A cadet must never be allowed to handle a firearm and a period of revision should be conducted on safety and weapon handling prior to shooting.

0304. The instructor conducting shooting is to carry out the following safety precautions at the beginning and end of the shooting.

- a. Inspect all firearms.
- b. Ensure that magazines are empty.

0305. **Shooting.** Shooting will be only conducted by an authorized Officer or Instructor and is to be responsible for ensuring that the following safety rules are obeyed:

- a. The rules for safe handling of firearms are observed.
- b. No firearm is to be loaded without orders from the conducting officer.

Additional Rules for Use of Firearms

0306. Rifle shooting in HKAC is restricted to the calibre and type of firearm **not** requiring a firearms certificate under the Firearms Act.

303. In no circumstances should any unofficial means be employed to increase the

power or velocity of the Firearms.

SECTION 4 – PREVENTION OF ACCIDENTS DURING OUTDOOR ACTIVITIES

General

0401. The outdoor activities undertaken by cadets are:

- a. Outdoor exercises and expeditions.**
- b. Adventurous Training (AT)**
- c. Other Challenge Activities (OCA)** – Challenging activities in which cadets participate.
- d. Military Training - Obstacle Courses**
- e. Sports**

0402. Cadets are unlikely to have experience of many of these activities either in their every day life or at school and the environment involved may be unfamiliar. They will, therefore, be susceptible to accident and or injuries.

0403. **Training on Water.** Training on or in water may be included under all of the headings in paragraph 0401 above. It is also in many ways the most hazardous environment and it is therefore dealt with in detail separately in section 5.

Prevention of Heat Exhaustion and Heat Stroke

0404. Officers and Instructors responsible for activities undertaken by cadets are reminded of the need to take sensible precautions to minimize the risks of injuries or illness caused by heat exhaustion, heat stroke and similar conditions. The prior advice/permission of the higher authority should be sought whenever such risks are predicted.

0405. It is important that adults are able to recognize the signs of heat exhaustion and heat stroke and to be capable of dealing with the conditions in their initial stages. In this regard liquid intake is most important. With suspected cases of heat exhaustion, the head/ hair should be dampened to assist heat loss.

0406. This instruction is to be brought to attention of all adults likely to be supervising activities at risk.

Outdoor Exercise in General

0407. **Preparation.** Cadets must prepare themselves, their clothing and their stores and equipment properly beforehand even if it is a short exercise in good weather. Such preparations must be supervised by officers or instructors. Lack of physical, unsuitable clothing or the wrong stores and equipment will prevent all from gaining the maximum benefit from the exercise and may even result in accidents.

408. **Vehicle Safety in the Vicinity of Exercising Cadets.**

- a. When cadets are being placed in covert ground positions, for example when allotted positions on training exercises, etc., due account must be taken of any risk from vehicle movement. Consideration is given to ensuring that the cadets are placed a sufficient distance from roads, tracks, etc., such that they are not endangered by any vehicles which might inadvertently stray off the edges of the roads, tracks, etc.

- c. Drivers of vehicles being driven through areas occupied by cadets, who are camouflaged or otherwise unlikely to be seen (i.e., engaged in night exercises), are to be briefed beforehand to ensure that they are aware of the areas of particular hazard.

0409. **Travelling in a Vehicle**

- a. When cadets are being carried in a vehicle on exercise the senior passenger is to sit in the cab of the vehicle, unless exercise / training conditions require him to travel in the back so that the exercise /training instructor may travel in the cab. On all occasions an adult must travel in the back of the vehicle with cadets.

- b. Cadets must wait for an order to get into or out of the vehicle.

- c. Cadets must not allow any parts of their bodies, e.g., heads, arms or legs, to protrude outside the vehicle.

0410. **Marching by Day as a Formed Body on Roads**

- a. Use of footpath or pavement, or if one does not exist, move in single file keeping as close to the side of the road as possible.

- b. Post look-out cadets 100 metres ahead of and 100 metres behind the marching body of cadets. The look-outs are to wear Vests High Visibility as issued to warn drivers and are to carry lights (white in front, red behind) if visibility is restricted by fog or mist.

0411. **Marching by Night as a Formed Body on Roads.** Cadets must comply with the rules at paragraph 0410 above and in addition the following:

- a. White and red lights are always to be carried by the look-out cadets ahead of and

behind the marching party.

b. When crossing roads in the dark a party of cadets is to be controlled by an officer, or instructor. He ensure cadets carrying red lights and wearing issued Vests High Visibility are stationed 50 metres each side of the crossing on the side of the oncoming traffic.

0412. Marching by Day or Night as an Individual on Roads. When moving on foot as an individual a cadet must:

a. Use a footpath or pavement or, if there is not one, walk on the side of the road facing the nearest traffic (normally the right hand side) and keep as close to the side as possible.

b. Cross motorways by bridges or underpass.

c. During darkness, keep an extra sharp look-out and wear an issued Vest High Visibility or Fluorescent arm bands which will show up in the lights of a vehicle.

0413. General. All AT is potentially more dangerous than normal outdoor exercises, particularly when carried out in ‘ wild’ country as specified in paragraph 0206. This is especially relevant to trekking, the AT activity undertaken by a large number of cadets and which often incorporates other AT activities within the overall plan. Therefore, in addition to obeying the safety rules in paragraph 0404 – 0411 above, those undertaking this type of training must also obey the rules in paragraphs below where applicable.

0413. Hygiene and Campcraft

a. Do wash regularly and use footpowder in order to avoid skin diseases and other discomforts.

b. Do treat cuts and sores by covering them up after thoroughly washing them in clean water.

c. Do change wet clothes as soon as convenient but , at the same time, ensure that there is something dry to sleep in.

d. Do put out all fires or stoves before settling down for the night or vacating a camp site.

e. Do keep camp sites and tents tidy at all times.

f. Do not light a wood fire or stove in the open or throw away a lighted cigarette or match, particularly during dry weather, unless it is certain that the surrounding area will not catch fire.

g. Do not cook inside a tent unless absolutely necessary, in which case ensure that:

(1) The cooker is well away from tent sides, clothes, etc.

- h. Do not** drink water other than that which is carried or from containers provided. If this is not possible and other sources of water are suspected, boil it before drinking or use sterilising tablets.
- i. Do not** relieve yourself in a camp site anywhere except at the latrines.

0414. **Planning and Preparation**

- a.** Routes and timings must be planned well in advance and all members of the expedition and those remaining at base are properly briefed.
- b.** The appropriate authorities must be informed of the route to be taken and the estimated time of arrival.
- c.** The location and telephone numbers of the local rescue service posts and rescue Procedures must be known to all members of the expedition. A mobile phone should be carried if possible.
- d.** The weather forecast must be known.
- e.** An emergency drill must be planned and known to all members of the expedition and those remaining at base.
- e.** Clothing, particularly windproof clothing and footwear, and store must be carefully checked for serviceability. Spare warm clothing should be carried but members of the expedition must not overdress.

0415. **During Adventurous Training**

- a.** Cadets must always keep together unless there is an injury in which case some of the cadets should stay with the casualty and remainder should go for help.
- b.** Walk at the pace of the slowest.
- c.** Never move with less than four in a party (except in emergency or authorised).
- d.** Keep to the pre-arranged route and trust the compass.
- e.** If the weather deteriorates badly do not be afraid to turn back.
- f.** If a cadet or party should get lost; do not split up; do use a map; compass and common sense.

0416. **At the End of Training.**

- a. Ensure that all members have returned.
- b. Check and clean all equipment used, note for immediate repair so that it is serviceable and ready for use when next required.

SECTION 5 – PREVENTION OF ACCIDENTS DURING TRAINING ON WATER

General

0501. Training involving water may form a part of all outdoor activities undertaken by cadets which are detailed in section 4. It is also in many ways the most hazardous outdoor environment. Therefore the prevention of accidents during training on water is to be paid particular attention.

0502. The term ‘Training on Water’ all forms of cadet training involving water, like:

- Boating
- Rafting
- Swimming
- Off-Shore Sailing
- Canoeing
- Sub-Aqua Diving (Authority must be given by the Commandant if this is incorporated in the Adventurous Training)

0503. The safety rules for the above commonly undertaken activities are included this section.

0504. Training on water can take place under two different types of conditions, and the rules which follow are written accordingly:

- a. In shallow non-tidal inland waters which are not more than 3 feet deep with a firm weed-free bottom, when the rules for safety, although the minimum, are to be strictly obeyed.
- b. In deep water non-tidal or tidal waters where conditions are potentially more dangerous because of wind, currents, rocks and other hazards, and distance from land when the rules for safety are more comprehensive and require greater emphasis.

0505. Good planning and sound preparation play a major part in achieving safety in any form of training, particularly where there is an element of danger. There is no alternative to a careful reconnaissance beforehand by the adult(s) responsible and, when

training on water, the appropriate authorities must be consulted about tides, depth of water, currents, hazards and weather.

Safety Policy

0506. **Principles.** The main elements on which safety is based are:

- a. The correct training of cadets by adults who have the appropriate expertise in the activity concerned, the correct use of safety equipment and a knowledge of individual and collective safety precautions.
- b. The avoidance of training on water during the hours of darkness. Should such training be considered absolutely necessary, the approval of the Commandant must be obtained beforehand and a much elaborate safety organization. Additional supervising adults to ensure that the rules are instantly obeyed and the equipment operated correctly.

0507. **Area Standing Safety Orders for Training on Water.** Officers and Instructors responsible for conducting exercises and expeditions involving a water hazard will be greatly assisted in their preparatory work if they are able to refer to a check list of procedures. The 'Safety Orders for Training on Water', when the Commandant issues must include the contents below, from which instructions for a particular exercise or location may be prepared:

- a. Limits to the area in which the activity is to take place.
- b. Details of the maximum numbers which may be carried in boats or on rafts and the minimum crew requirements.
- c. Requirements for safety boats.
- d. Requirements for communications.
- e. Qualifications required by instructors.
- g. Details of safety equipment to be worn or carried.
- h. Details of safety drills to be carried out in the event of an incident.
- i. Details of swimming test to be passed.

0508. **Safety Organization.** The essentials of any safety organization are:

THE SAFETY OFFICER

SAFETY DRILLS AND PRACTICES THE SAFETY BOAT

The requirement for them will depend upon the conditions in which an activity is carried out, as described in the previous paragraph 0504.

Safety Rules for Training on Shallow Inland Non-Tidal Waters

0509. **Safety Officer.** An Officer or instructor must be nominated as such. His duties are:

- a. To be briefed on the form and scope of training to be undertaken.
- b. To carry out a reconnaissance of the training area and to establish the extent of any local dangers, such as hazards to navigation, and where appropriate to consult the local authority. Where cadets are likely to be in the water, either intentionally or otherwise, the bottom must be checked for rocks and other projections which could cause injury.
- c. To advise the Commandant on:
 - (1) The Safety Organization required.
 - (2) The content of Safety Orders.
- d. To organize the safety arrangements for the exercise or expedition including the safety boat and crew, look-out(s), communications and medical cover.
- e. To make sure that all adults and cadets taking part are thoroughly aware of the possible dangers and are practised in safety drills.
- f. To establish the availability of resources which may be required and how to obtain assistance.
- g. To be present throughout training and ensure that safety orders are obeyed by all concerned.
- h. To command the safety organization and to take charge in an emergency .

0510. **Safety Boat.**

- a. The crew must consist of a minimum of two adults or senior cadets experience in training on water, good swimmers and trained in emergency drills. At least one should be trained in First Aid.

- b. Two paddles and two blankets are required in the boat together with other stores which may be considered necessary for an emergency.
- c. The boat must be capable of rescuing the crew and passengers of the heavily manned boat or raft.

0511. **Safety Drills.** These are to include:

- a. Wearing of approved life jackets or whatever personal safety equipment may be considered necessary when on the water.
- b. The identification of non-swimmers so that they can be kept under constant supervision.
- c. All equipment carried or taken on the boat or raft must be secured before going in the water.
- d. Do not allow the following:
 - (1) Cadets sitting on the front boat edge or standing in a boat when afloat.
 - (2) Dangling legs on the sides.
 - (3) Any boat or raft to be out of sight of the safety boat.
- e. Emergency action drill.
- f. Signals (hand, voice or flag) to be an emergency.

Safety Rules for Training on Deep Tidal or Non-Tidal Waters where Wind, Current, Hazards and Distance from a Shore Affect Safety.

0512. These conditions, which include those encountered at sea, require a much greater emphasis to be given to safety rules laid down pertaining to training by the instructor in charge must be obeyed. Non-swimmers are not to undertake such type of training.

Swimming

0513. Swimming training and organized recreational bathing is to take place only in safe waters, and the following safety rules should apply:

- a. A Safety Officer and a qualified Life-Saver are to be present. The Life-Saver should be dressed in swimming dress and ready to enter the water.
- b. Unless under formal instruction or wearing a buoyancy aid, non swimmers are to remain in their depth.

- c. In open waters the limits within which swimming may take place must be clearly marked.
- d. Safety equipment such as life buoys, ropes and whistles, depending on the numbers involved, are to be ready for immediate use.
- e. Swimming is only to take place at the time stated and in no circumstances within one hour after a main meal.
- f. Diving is only permitted where there is sufficient depth of water, e.g.:

| Height of Diving Board | Depth of Water |
|-------------------------------|-----------------------|
| 1 m | 3m |
| 3 m | 3.5 m |
| 5 m | 3.8 m |
| 10 m | 4.5 m |

0514. Dangerous activities are to be stopped immediately. These include:
- a. Running round the side of a slippery water's edge.
 - b. Diving or jumping from any apparatus which is not recognized diving board.
0515. The following cadets should not swim:
- a. Those with infections of the ears, nose, eyes or throat.
 - b. Those who have colds or diarrhoea.

Canoeing

0516. General

- a. The elementary canoeing training should be carried out in shallow non-tidal waters under and qualified adult supervision.

0517. Supervision of Canoeing

- a. All canoeing training is to be supervised by a qualified Canoeing Instructor. The Instructor may only conduct such canoeing activities which are covered by his qualification and experience.
- b. The canoeing Instructor is to ensure that the forecast of the weather, water and

local conditions are suitable for the duration of the period of training. He is to seek advice from the local people of the local hazards. In the case of novice canoe training the instructor should personally reconnoitered the entire length of water to be used.

c. The number of canoes to be supervised by one instructor will depend on local conditions but even in the best conditions the number should not exceed eight. Canoeists holding proficiency-4 Star awards do not always require actual supervision on the water by an instructor but may only canoe in groups of at least three canoes.

d. All canoe training programme is to be approved and conducted by instructor only within the scope of his qualifications and experience.

0518. **Basic Training**

a. The Ability to Swim. It is desirable that every person who sits in a canoe should be able to swim at least 50 metres in light clothing. The ability to swim distances is not essential, but a basic confidence in and under water without panic is fundamental to safe canoeing. Parental consent should be obtained certifying the ability to swim. If there is any doubt about the swimming ability of a student then a swimming test should be conducted in quiet water where recovery would be simple. The instructor in charge must be Canoe Safety Test qualified and holds a First Aid qualification from an approved Governing body.

b. Initial Instruction. After the ability to swim has been established the canoeist must be taught:

- (1) The correct method of wearing and fitting life-saving equipment.
- (2) The correct method of propelling himself through the water whilst wearing life-saving equipment.
- (3) To enter a canoe properly.
- (4) To capsize the canoe, take it to the bank with his paddle and empty it correctly.
- (5) To paddle a canoe following a set course. During this instruction the canoeist must be constantly under close supervision.

c. Capsize. In the case of capsize, canoeist must stay with their canoe, unless it is likely to be swept over a weir or into other danger.

0519. **Life Saving Equipment.**

a. Definitions. The terminology used to define the life-saving equipment used in canoeing has a variety of meanings in different contexts. To avoid confusion, the following definitions are to be assumed unless contrary indication is given:

Life-jackets.

- (1) Conform to British Standard.
- (2) Have an inherent buoyancy of not less than 6 kg.
- (3) Have provision for inflating by mouth to full buoyancy.
- (4) Be compact enough not to impede paddling.

b. Use.

- (1) Cadets must always wear appropriate and correctly secured life-saving equipment whilst canoeing.
- (2) Life-jackets are not essential for placid water or river canoeing. On rivers where injury from rocks and trees is a factor, the all-round body protection provided by some buoyancy aids makes them more suitable than life-jackets. In this circumstances helmets should also be worn.
- (3) When jackets are in use it must be understood that the standard type is a two stage life-jackets- until fully inflated it will not act as a life-jacket but as a buoyancy aid only. However, an inflated lifejacket could, in some circumstances, help to trap a canoeist under a capsized canoe or river obstruction or, at the very least, hamper movement. Therefore, lifejackets should be fully inflated only as a last resort, e.g., when the canoeist has lost contact with the canoe and has no other means of support.

0520. **Canoes.**

a. Canoes are to be thoroughly inspected by a canoeing instructor before they are put on water to ensure that they are entirely water worthy. Canoes are to be fitted with buoyancy material or have built-in buoyancy so that they float when full of water and give support to their crews.

b. Clothing. This should be appropriate to the conditions to ensure comfort without unduly restricting movement. Only light footwear such as gym shoes should be worn.

0521. **Vital Points to Remember.** It is vital important to understand and remember two things. Cadets are children or young persons and not soldiers. Investigations will be made by the Social Services and Civil Police. Secondly, whatever you do must be in the best interest of the cadets, not of the HKAC.

SECTION 6 – ABSEILING

General

0601. These procedures cover abseiling as an activity in its own right and abseiling undertaken as part of another activity such as top rope climbing or wall climbing.

0602. An application for approval as an outdoor adventure activity is required for abseiling activities on artificial climbing walls or other suitable structures. For such activities the instructor in charge is responsible for the safe running of the activity in accordance with the following procedures.

- Leader**
- **The leader must:**
 - Have a breadth of experience as an abseiler.
 - Have abseiled in a variety of localities.
 - Have a thorough knowledge of the safe use and care of equipment involved in the activity.
 - Have sufficient expertise to rescue any student in difficulty.
- First Aid**
- At least one accompanying adult instructor, not a student, must hold current first aid certificate and a comprehensive first aid kit must be carried.
- Group Preparation**
- Students must be given appropriate instruction. Topics should include equipment, abseil safety, possible problems, belaying, emergency stop, terminology and any calls that will be used.
- Supervision**
- On the tower, one leader to 4 participants – **1:4**.
 - Other students away from the tower can be supervised by another teacher or responsible adult, not necessarily an abseiling instructor, at a ratio of **1:15**.
- Venue**
- Staff must be familiar with the area to be used and have a first hand knowledge of access routes to the tower.

There should be adequate safe space at the top and bottom of the tower.

Clothing/ Personal Items -

Clothing should be comfortable, non-restrictive, but not too baggy and suitable for the weather conditions.

Loose jewellery should not be worn and long hair should not be tied back.

Glasses should be worn on straps.

Equipment

- Staff must have detailed knowledge of the history of ropes and other equipment to be used.

They must be thoroughly conversant with the use and care of equipment and retire any item which is considered unsafe.

Harnesses must be fail safe ie. Remain on in the event of failure of any single buckle or knot.

Students must use either commercial harnesses or knotted tape harnesses. A locking carabiner must be used.

If a separate belay rope is used, a dynamic rope is recommended. The recommended method of belaying is the Sticht Plate or equivalent, though a descender may be used.

Climbing helmets must be worn by all students and supervisors on the tower and in its immediate vicinity.

Depending on the methods used, staff should consider whether or not gloves should be worn.

The leader must on hand basic rescue equipment – spare rope, prussik slings, spare karabiner, knife and descender.

Safety Points

- Abseiling is simple and therein lies the danger.

The group should develop a strategy to ensure that every abseiler is double checked before going down.

Leader should have a rescue system in place which will enable efficient rescue in any foreseeable situation.

Students should be made well aware of the risks and understand the importance of making a smooth, controlled descent without speeding or jumping.

They should not wear loose clothing. Long hair should be secured to prevent catching in the descender or rope.

Students waiting at the top of tower should stand at least a body length away from the edge, those at the bottom should stand well clear, even when giving a bottom belay.

Students must be belayed at all times. This could take the form of top belay, bottom belay or self belay, depending on the skill and experience of the student.

A top belay is highly recommended for novice abseilers.

SECTION 7 – CLIMBING

General

0701. These procedures cover climbing activities on artificial climbing walls. An application for approval as an outdoor adventure activity is required. The instructor in charge is responsible for the safe running of the activity in accordance with the following procedures.

Leader

- **The leader must:**

Where climbs being top roped, have a breadth of experience in top rope climbing which includes significant activity over a recent period.

Have a thorough knowledge of the safe use and care of equipment involved in the activity.

Have sufficient expertise to rescue any student in difficulty.

Have the ability to safely manage the whole group involved and all elements of the activity for its duration.

Be a competent lead climber. If not the leader must be fully conversant with the anchoring systems, setups and rescue procedures necessary for the site.

Other Staff

- Other supervising staff must be suitably experienced with all safety procedures in operation at the venue.

First Aid

- There must be a qualified first aider on the premises and a comprehensive first aid kit must be carried.

Group Preparation

- Students must be given appropriate training prior to their first climb.

Topics should include safety, terminology, tying in, belaying and climbing calls.

Students learning to belay must have a back up belayer ie. be one of a buddy pair.

Experienced students can begin to belay alone only after careful assessment by the leader.

Supervision

- One leader to 8 participants who are climbing or belaying **1 : 8**.

Other students who are waiting nearby to climb or belay are not included in the ratio and do not require separate supervision but clearly their contact with the climbing group will need to be carefully managed by the supervising staff.

An instructor may run the activity alone.

Venue

- The wall must be clearly identified as a climbing wall and approved as such by whichever body is responsible for the premises, almost always it will have been purpose designed.

The anchoring system for ropes, belay bar or similar, must be approved as safe by a structural engineer.

Clothing Personal Items

- Clothing should be comfortable and non-restrictive but not too baggy.

Loose jewellery, rings and watches should not be worn while climbing.

Glasses should be worn on straps.

Equipment

- Staff must have a detailed knowledge of the history of ropes and other equipment to be used and be thoroughly conversant with its use and care and retire any items which is past its time.

All equipment must be designed for rock climbing. Dynamic ropes or semidynamic (climbing gym) ropes are to be used for belaying.

Recommended belay devices include Sticht Plate and its derivatives.

The figure eight descender is not recommended.

Climbing harnesses must be fail safe i.e., they remain on in the event of failure of any single buckle or knot.

Direct tying in of the rope to the harnesses is recommended but a locking carabiner may alternatively be used.

The use of climbing helmet is at the discretion of the leader.

Safety Points

- All participants must be made aware of the calls to be used and the procedures for checking the belay system, which will include a check that every climber is properly tied in.

Belayer should take precautions to prevent loose clothing or hair jamming in the belay device.

Training regimes need to recognize the importance of warm-ups, stretching and injury prevention.

Tie-in points on the floor are recommended and should be used if provided.

SECTION 8 – TOP ROPE CLIMBING

General

0801. These procedures cover climbing activities in which climbs will be top roped.

Leader

- **The leader must:**

Have a breadth of experience in top rope climbing which included significant activity over a recent period.

Have a thorough knowledge of the safe use and care of equipment involved in the activity.

Be able to abseil competently using equipment which will be on hand.

Have sufficient expertise to rescue any in difficulty.

Must be familiar with the site and climbs being used.

The leader will also be a competent leader climber. If not they must be fully conversant with the anchoring system, setups and rescue procedures necessary for the site.

Other Staff

- Other supervising staff must be suitably experienced with all safety procedures in operation at the site.

First Aid

- At least one accompanying instructor, not a student, must hold a current first aid certificate and a comprehensive first aid kit must be carried.

Group Preparation

- Students must be given appropriate training prior to being on the tower.

Topics should include safety, terminology, tying in, belaying and any climbing calls that will be used.

Students should not carry out any belaying until they have

- Received careful instruction and had adequate practice with the belay system.
- Supervision**
- All participants must be made aware of access routes to the tower.
 - One leader to **4** participants – **1 : 4**.
- Other students on the ground can be supervised by another instructor or responsible adult (not necessarily a climbing instructor) at a ratio of **1 : 15**.
- Venue**
- The area for top roping must be well defined with the whole group in view.
- Staff must be familiar with the area to be used and have a first hand knowledge of access routed to the tower.
- Clothing /Personal Items -**
- Clothing should be comfortable, non-restrictive but not too baggy, and suitable for weather conditions.
 - Loose jewellery, rings and watches should not be worn while climbing.
 - Glasses should be worn on straps.
- Equipment**
- Staff must have a detailed knowledge of the history of ropes and other equipment to be used and be thoroughly conversant with its use and care and retire any item which is considered unsafe.
- All equipment must be designed for rock climbing. Only dynamic ropes must be used for belaying.
- Climbing harnesses must be fail safe ie., they remain on in the event of failure of any component. Direct tying in of the rope to the harness is strongly recommended but a locking karabiner may also be used.
- Climbing helmets must be worn by all students and supervisors on the tower and in its immediate vicinity.
- Safety Points**
- Recommended belay devices include the Sticht Plate and Its derivative. The figure eight descender is not recommended for belaying.

Belaying from below is strongly recommended where possible .

In general students should lower off in preference to abseiling.

Novice belayers should be assisted by a back up belayer.

The group should develop a strategy to ensure that every climber is double checked before they commit themselves on the tower.

SECTION 9 – OBSTACLE COURSE

General

0901. Obstacle Course training is a hazardous activity which is always to be supervised by personnel holding a current Obstacle Course Instructor qualification – renewable every three years.

0902. All Instructors, are to have attended a familiarisation briefing, given by the Training Officer (TO), HKAC within 48 hours of the planned training.

Obstacle Course Supervision

0903. AC Officers and Instructors may not supervise obstacle course activities unless they have been authorized to do so by their Squadron Commanders respectively. Such authority may be granted to those who have attended Obstacle Course Supervisors' Course.

0904. The maximum number of cadets to be controlled by a single supervisor is 15. The supervisor is to maintain visual or audible contact with all the cadets under his control throughout the training period. If necessary he is to obtain the services of additional supervisors for those occasions when cadets become spread out, e.g. during individual / team competitions.

0905. An Officer or Instructor, holding a current certificate of competency in first aid and in possession of a comprehensive first aid, who understands the action to be taken in the event of an injury, must be in attendance during obstacle course training and all activities mentioned at paragraph 0902.

0906. No training on obstacle course is to be carried out unless the requirements at paragraphs 0902 and are met.

0907. A vehicle capable for transporting a casualty to the nearest medical centre is to be present throughout the training period. Training is to cease until the vehicle returns from conveying any casualties unless another suitable vehicle is available.

Children

0908. Under no circumstances are children under the age of 12 years to use the

facility. Training involving children over the age of 12 years is to be conducted on an instructor/child ratio of 1 : 5 during the initial stage of introductory training. A maximum Instructor /Cadet ratio of 1:15 is recommended after they have completed the initial introductory stage.

Dress

0909. The following order of dress is to be worn during all obstacle course training:

- a. Boots/sports shoes
- b. Lightweight/OG/ Combat trousers or track suit bottom.
- c. T-shirt/Vest preferably long-sleeved.

Inspections

0910. The Training Officer of HKAC or a designated qualified instructor is to perform visual inspections of the obstacles and keep a record of the dates that checks were conducted.

0911. Prior to use of the obstacle course the qualified instructor conducting the training should check for any visible damage.

Safety Criteria

0912. The following additional safety criteria are to be applied by all instructors:

- a. If doubts as to the safety of obstacles exists, instructors are to stop the training and seek advice from the TO.
- b. All personnel undergoing training are to be briefed and trained on landing techniques before being permitted access to the high obstacles.
- c. Landing areas are to be checked and re-filled or dug over if necessary, before personnel are permitted access to the obstacles.
- d. Instructors are to inspect all obstacles before and after use. Any damage or faults should be clearly marked and reported to the TO, together with full written details of how the damage occurred, (if known).

Safety and Emergency Issues

0913. The instructors are to carryout the following actions:
Always remain calm.
Take charge of the situation

Stop further training
Direct other students to safety
Apply immediate First Aid.
Alert the Medical Hospital and seek help if necessary.
Take the casualty to the hospital
Continue training if appropriate.
Complete an accident report form.

ANNEX TO HKAC
CADET TRAINING
(SAFETY RULES)

INCIDENT/ ACCIDENT REPORT

- A. Unit reporting the incident: _____
- B. Rank and Name of person reporting the incident _____
Call back telephone number: _____
- C. Date Time Group of incident: _____
- D. Location of incident: _____ Grid Reference if known: _____
- E. Unit involved in incident: _____
- F. Outline Description of incident: _____

- G. Subsequent action taken : _____

- H. Details of injury or damage: _____
- (1) Killed: killed : _____
- (2) Injured: _____
- (3) Hospital receiving casualties: _____
- (4) Damage or property (if known): _____

Signature: _____

Name in full _____

Rank: _____

Squadron: _____