

ATC01

Hong Kong Air Cadet Corps

Annual Training Camp Guide Book



Preamble

The *Annual Training Camp* (the Camp) has been the core activity of the Hong Kong Air Cadet Corps (the Corps) in the past three decades. The Camp is designed to enhance the leadership, interpersonal and communication skills as well as the self-discipline of young people. Through the arranged activities, the participants would be assigned in unfamiliar outdoor settings with a group of newly met young people for at least four training days during which they would experience a well planned and a structured life pattern. Hence, the participants are required to have a good planning of their works with clear objectives and goals.

Through the process of learning and undertaking such activities, adult members and professional instructors are expected to provide the participants with guidance and assistance. Moreover, the Corps should take this opportunity to promote civic education and encourage young people to explore the world.

This Guide Book is issued by Training Group to all units which sets out recommendations designed as a turn-key project for the organizing of an annual camp recognized for Cadet classification advancement and promotion. It outlines the goals, objectives and a standard structure of the Camp with certain procedures from planning, execution and reporting. Relevant instructions, a preliminary rundown and a proposed budget plan are enclosed for reference.

Table of Contents

Chapter 1 INTRODUCTION

- 1.1 General
- 1.2 Purpose of the Camp

Chapter 2 PLANNING

- 2.1 General
- 2.2 Camp Objectives
- 2.3 Organization Structure
- 2.4 Programme Planning
- 2.5 Contingency Plan
- 2.6 Selection of Campsite
- 2.7 Instructor to Participant Ratio
- 2.8 Budgeting
- 2.9 Catering
- 2.10 Transportation
- 2.11 Loan Equipment from HQ
- 2.12 Camp Proposal
- 2.13 Camp Briefing
- 2.14 Pre – Camp Administration

Chapter 3 EXECUTION

- 3.1 General
- 3.2 Training Methodology
- 3.3 Camp Administration
- 3.4 Duties of Camp Staff
- 3.5 Actions to Adverse Weather
- 3.6 Health, Safety and Welfare
- 3.7 Risk Management

Chapter 4 REVIEW AND EVALUATION

- 4.1 Camp Debriefing
- 4.2 Camp Report
- 4.3 Training Evaluation

Chapter 1

INTRODUCTION

1.1 General

- 1.1.1 Training in the Annual Training Camp (the Camp) has to be planned in accordance with the principles laid down by the Training Group (Trg Gp) as the completion of the Camp is one of the criteria for Cadet classification advancement and promotion programme.
- 1.1.2 To be successful, the Camp should be well-planned in accordance with a set of core objectives and goals as well as regulations, policies and guidelines structuring the use of available resources. However, human factor is the key of success. The people in attendance as flight members, and the people responsible for them. Therefore, it is crucial that the roles, duties, privileges and responsibilities of each person attending the Camp be carefully and clearly defined. Each member of staff must fully understand the goals and framework of the Camp programme.
- 1.1.3 To train our Cadets into qualified leaders is always the major objective of the Corps. In this sense, Cadets should be trained to carry out instructional, administrative and organizational duties in the Camp whenever is possible.

1.2 Purposes of the Camp

- 1.2.1 The Camp is designed to provide both Cadet members and adult members with an opportunity:-
- i. to apply knowledge gained from the Cadet/officer training programmes to real scenarios;
 - ii. to have a better understanding of their personal qualities and abilities;
 - iii. to nurture their potential for leadership in outdoor environment;
 - iv. to be engaged in training activities beyond squadron level.
- 1.2.2 The **goals** of the Camp are to develop the Cadets with:-
- i. self-discipline;
 - ii. interpersonal and communication skills;
 - iii. time management
 - iv. cooperation and teamwork;
 - v. sense of adventure;
 - vi. qualities of a leader;
 - vii. sense of pursuing excellence; and
 - viii. improvement on physical fitness.

Chapter 2

PLANNING

2.1 General

- 2.1.1 Without doubt, planning is a prerequisite of success. A successful camp surely depends on a good planning with clear objectives and effective use of available resources.
- 2.1.2 According to the Cadet Training Record Book, the duration of the Camp should be **at least four consecutive days but not more than seven consecutive days**, excluding any pre-camp training, if required.

2.2 Camp Objectives

- 2.2.1 The primary objective of the Camp is to nurture our adult and Cadet members to be qualified leaders through participation in challenging pursuits within a safe training environment. Both adult and Cadet members should be assisted in the Camp to develop a set of skills to meet physical, managerial, technical and organizational challenges so that they are able to achieve the personal goals which in turn will enhance their self efficiency during their time with the Corps and within their communities. Hence, the Camp must be set to achieve **at least five** goals as mentioned in paragraph 1.2.2.

2.3 Organization Structure

- 2.3.1 To establish an effective working environment, it is necessary that the relationship between staff and participants be properly outlined. The Camp can be organized either by HQ or by units at Wing level. If the Camp is organized by units at Wing level, it should be run as a group with at least three subordinate squadrons. For better operations, the organization should be divided into two stages namely *Pre-camp Organization* and *Camp Organization*. The functions of these two organization structures are described as follows:-
- 2.3.2 *Pre-Camp Organization* - A project committee, which comprises officers, adult warrant officers and instructors, must be set up as a working group to provide initial planning and preparation of the Camp. They may not be the same group of people to be working during the training period. However, members working in the Pre-camp Organization should have experience in the operations of the Camp. The project committee should normally consist of the following postings:-

- *Project In-Charge (PIC)* – The PIC normally acts as Camp Commandant in the Camp. He/she is the command in charge of the project and is responsible for planning the training programme and preparing the camp budget.
- *Camp Adjutant* – The Camp Adjutant is responsible for the pre-camp administration and coordination with internal parties and external bodies.
- *Camp Warrant Officer* – The camp warrant officer is responsible for planning and coordinating the training activities of the Camp. He/She is also responsible for the selection and posting of adult staff as well as the Cadet NCOs.
- *Treasurer* – The treasurer is responsible for the cost control over any expenses of the Camp.
- *Training Officer* – The training officer is responsible for arranging all training activities of the Camp. He/She is responsible for forming a task group to establish a training framework. The task group should normally include the camp warrant officer and other adult training staff.

2.3.3 *Camp Organization* - During the operation, the Camp should be operated by a team which consists of different strengths. This team, which is expected to provide full support during the Camp, must be present during the whole training period. The Cadet NCOs may also be members of the Camp Organization. NCOs will be assigned to different flights leading the Campers. The Camp Organization should normally include, but not limited to, the following postings:

- Camp Commandant
- Camp Adjutant
- Camp Warrant Officer
- Safety Officer
- Medical Officer
- Training Officer
- Duty Officer
- Supply Officer
- Camp NCOIC (Cadet posting)
- Flight IC (Cadet posting)
- Section Leader (Cadet posting)

2.3.4 A standard organization chart of the Camp Organization is shown in **Annex 1** for reference.

2.4 Programme Planning

- 2.4.1 The choice of training activities is crucial to a successful camp. Due to certain constraints, such as venue and manpower, some training activities may not be suitable to carry out at squadron level. The Camp should, therefore, try to provide such kind of training to the participants. Besides, potential risks arising from the training activities should be fully examined in order to make sure the activities to be carried out smoothly, and eliminate those foreseeable dangers and relieve the negative impacts brought about by unforeseeable ones.
- 2.4.2 Each camp should have its own theme, which may come from many different channels. Previous experience or desire for making the Camp challenging may give birth to the theme.
- 2.4.3 Very often, setting the goals too high is among one of the mistakes the trainers make. The result of setting unrealistic goals is that the trainees have been placed outside their development zone, or the training activities would be too exclusive since only a very small number of participants are able to benefit from them. It is important that the choice of activities and training locations must depend on the abilities, skills and experience of potential Campers. Being trainers, we should always bear in mind that a basic training principle is that the objective of training must be balanced against what might be gained by the participants. The trainers, therefore, should have defined the desired learning outcomes during the planning stage to ensure what and how much the participants could learn and achieve after joining the Camp.
- 2.4.4 In respect of the seasons, the Camp may provide a series of activities. Some suggested activities are listed below for reference:
- i. Air experience flying with GFS or HK Aviation Club;
 - ii. Aviation activities – e.g. aeromodelling and flight simulator, etc,
 - iii. Canoeing - canoeing training courses ranging from 1 star to 3 stars;
 - iv. Hiking on foot (level 1 mountain craft training);
 - v. Hong Kong Award for Young People (AYP) Scheme practice and assessment expeditions, to be conducted under AYP procedures and guidance;
 - vi. Rock Climbing/Sports Climbing – e.g. the use of a rope both indoors and outdoors in which includes abseiling (Level 1 sports/rock climbing training);
 - vii. Sailing – e.g. dinghy and windsurfing;
 - viii. Sports activities – e.g. volleyball, basketball, rugby and arching, etc.;
 - ix. Inter-flight competitions;
 - x. Orienteering/ Treasure hunting;
 - xi. Obstacle course/ Rope course (depends on the facilities available at the campsite).

- 2.4.5 All the Camp training applications must be considered on their merits as other activities, in addition to those listed above, and may well fulfill the aims of the Camp training. Authority for approval of the Camp training and AYP scheme and projects, within Wing level or HQ level, shall be vested by DCO Trg, The PIC is responsible for making a thorough examination of all plans before submitting any application to their Wing and HQ for approval. It is very important that instructors and leaders who are appointed to provide and conduct activities are competent to do so, bearing in mind the nature of the training to be undertaken; the terrain and conditions in which the activities are to take place; the number and capabilities of the Cadets involved and any other relevant factors.
- 2.4.6 All aspects of the Camp training must be provided at a level compatible with the ability of the Cadets and within the capacity and experience of the appointed instructors and leaders. Strict observance of safety management procedures and control measures, identified through the risk assessment process is essential. These procedures are designed to ensure the successful delivery of quality training experiences for both Cadets and adult staff. Training materials and equipment must be of good quality, well maintained and of a standard appropriate to the type of activities being conducted.
- 2.4.7 Guidance on qualifications required of instructors and leaders are detailed in **Annex 2**.

2.5 Contingency Plan

- 2.5.1 Training activities of the Camp are mainly carried out outdoor and prone to be affected by external factors, for instance, adverse weather and climate, human behaviour, etc. Therefore, a contingency plan is necessary for handling any emergency which may happen, e.g. typhoon, fire, etc. The contingency plan, including the proper reactions and responsibilities of all camp staff when facing emergency also serves as a kind of measures of risk management.

2.6 Selection of Campsite

- 2.6.1 Where, and when to go, is a significant part of the Camp planning process. Though there are many options available, the location and time may sometimes be dictated by the chosen purpose of the training. When making a choice of camp location and training time, the following factors should be taken into consideration:
- Travel – Costs, distance and time
 - Weather and Climate
 - Risk of natural disaster (i.e. flooding, landslide, etc)
 - Access to resources and support (including medical)

- General security and personal safety
- Facilities

2.6.2 The selection of campsite shall depend on the training objectives that can be spent in training campsite with dormitories, but where more appropriate, it may make use of youth hostels, or similar accommodation in which are relatively remote. Tents should be isolated or on small site if the training is to be bivvy out.

2.7 Instructor- (Staff-) to-Participant Ratio

2.7.1 To ensure the training quality and safety, it is mandatory to refer to relevant guidance issued by external organizations/ other outdoor activities bodies when determining instructor-to-participant ratios. The ratio for any training activity is to cater for factors identified through the risk assessment procedures, including the hazard level of the activity age, abilities and competence of participants, experience and competence of the instructors/leaders. As a recommendation, the following maximum instructor-to-participant ratios must be applied to all the activities delivered in the Camp:

Activity	Maximum Instructor-to-Participant Ratio
General Indoor Activities	1: 30 <i>(depending on relevant requirement of such activity)</i>
Sports Activities	1: 15
Outdoor Adventure Activities	1: 8 <i>(such ratio can be decreased to 1:15 if NCOs are involved)</i>

2.8 Budgeting

2.8.2 Apart from the Corps funding, the Camp may obtain other financial assistance from external bodies, for example, The Hongkong and Shanghai Banking Corporation Limited (HSBC), The Hong Kong Jockey Club, etc. HQ should provide information on such funding schemes to all the OC units of the Corps as soon as they are available for application.

2.8.3 When planning the budget, the camp committee should make a balance between low cost and training quality, especially those training activities borne with possible risks/dangers. Though a high cost may be involved, a training activity with better equipment, facilities and experienced instructors is more worthwhile than the one at the lowest cost.

2.8.4 Funding from the Corps should be mainly spent on training activities whereas the Campers are required to bear their own costs of transportation and accommodation. However, subject to the approval of CO, subvention from Corps may be granted

for food and beverages.

- 2.8.5 All the administration and financial arrangements of the Camp should be accurate and documented. The PIC is required to submit a budget plan together with an Income and Expenditure account of the Camp to CO for approval prior to the commencement of the Camp. The income and expenditure form (ACC 08 (Rev 01/02) Adm) [*can be downloaded from “Resources/Common Form” of the Corps’ website at <http://www.aircadets.org.hk>*] should be used after the Camp. A sample of Income and Expenditure Account is shown in **Annex 3**.

2.9 Catering

- 2.9.1 Catering is essential for the Cadet’s training. Energy will be consumed very rapidly during the training. Therefore, a balanced diet with sufficient seasonal nutrition should be selected. Outsource of catering service should be properly budgeted. The procurement of catering service must follow the relevant policy and process laid down by the Adm Gp. Quotations from at least three different vendors are required. Single quotation must be justified with reason for CO’s approval prior to confirmation of such service.
- 2.9.2 By all means, no alcoholic drinks can be served during the Camp for all Campers including adult members.

2.10 Transportation

- 2.10.1 In case any transportation is required, the first important rule is to consider the needs of such travel in regard to respective activities. **‘Point A to Point A’ travel style should be avoided as far as possible.** Besides, the most economic means of transport should be selected. The camp committee should also carefully project the demand for transport and try not to overestimate the headcount so as to avoid any waste of resources.
- 2.10.2 Transportation expenses should be well budgeted. The procurement of transportation must follow the relevant policy and processes laid down by the Adm Gp (Guideline on Cost Limits and Purchasing Procedures).
- 2.10.3 For the use of HQ vehicles, the PIC should complete a Vehicle Loan Form (ACC 26(2011)Adm) [*can be downloaded from “Resources/Common Form” of the Corps’ website at <http://www.aircadets.org.hk>*] and submit to HQ 14 days in advance of the date of the Camp and provide accurate details on the name(s) of driver(s) etc. Other than that, the HQ policy on the use of HQ vehicles must be strictly observed.

2.11 Loan Equipment from HQ

- 2.11.1 The PIC should submit an Equipment Loan Form (ACC 05 (Rev 01/02) Adm) [*can be downloaded from “Resources/Common Form” of the Corps’ website at <http://www.aircadets.org.hk>*] for the loan of general equipment and/or a Radio Equipment Loan Form for the loan of radio equipment. All the equipment loan forms must reach HQ at least 14 days prior to the activities.
- 2.11.2 In case of any damage of HQ equipment, the PIC is required to submit a Report on Damage / Loss Form (ACC 07 (Rev 01/02) Adm) [*can be downloaded from “Resources/Common Form” of the Corps’ website at <http://www.aircadets.org.hk>*] which must reach HQ within 3 days upon completion of the Camp.

2.12 Camp Proposal

- 2.12.1 The camp proposal must be submitted in respect of proposed training at least **6 months** prior to the commencement of the Camp. The purpose is to evaluate the outline proposals and to obtain advice in respect of feasibility.
- 2.12.2 The Camp proposal should be vetted by OC GST should it is held by Wing level. For the Camp organized by major unit level, it should be submitted to DCO Trg Gp and finally be approved by CO. The camp proposal, typed in A4 paper, should be submitted either in electronic copy or bound hardcopy.
- 2.12.3 The proposal must consist the following contents:-
- i. Name of the Camp – The camp should be given a suitable nickname for easy reference;
 - ii. Unit-in-charge – This shall be indicated if the Camp is in charged by a Wing or at HQ level;
 - iii. Proposed date of execution – i.e. the commencement date and the completion date of the Camp;
 - iv. Training purposes / objectives
 - v. Proposed staff list – Qualifications of all instructors should be included;
 - vi. Proposed staff-to-participant ratio – In addition to the staff-to-participant ratio, male-to-female ratio and minimum age of participants should be provided.
 - vii. Proposed training programme – A table listing the training activities and the tentative time required for each activity should be presented.
 - viii. Weather forecast – It may be based on the historical weather data available at the website of The Hong Kong Observatory;
 - ix. Budget Plan – Income and expenditure accounts must be provided;
 - x. Any supplementary information – e.g. maps or photos, etc.
- 2.12.4 The submission process is summarized in a flow chart as shown on **Annex 4** for reference.

2.13 Camp Briefing

- 2.13.1 The purposes of the camp briefing are to inform all Campers, including adult members, of the Camp objectives, and the roles and responsibilities they should take during the Camp, and to alert all the Campers of the emergency procedure in case of any emergency. Some pre-requisite training, depending on the nature of the Camp, like helicopter drill for flying experience, may be carried out during the camp briefing.
- 2.13.2 The camp briefing should generally be held at least two weeks prior to the commencement of the Camp. The Campers are expected to be provided with information on the chain of command in the Camp, organization structure, job allocation and camp schedule during the camp briefing.
- 2.13.3 Apart from the above, documents like Parent's Consent Form, Health Declaration and Indemnity Form (GFS Form OM 272) or Disclaimer for Flying Activities (ACC 15 (Rev03/04) Adm) must also be collected at the same time.
- 2.13.4 Cadets can also make use of this chance to get to know each other, which in turn may provide a smooth running of the camp operation and build team morale.

2.14 Pre-camp Administration

- 2.14.1 All Campers are required to submit an application form with their personal information for consideration of the camp committee. Together with the Application Form, Health Declaration Form, Parent's Consent, Form (for Cadets aged below 18) and the Indemnity Form (GFS Form OM 272 – for GFS flying experience) or Disclaimer for Flying Activities (ACC 15 (Rev03/04) Adm – for flying experience other than GFS) must also be submitted prior to the camp briefing. Samples of the Application, Health Declaration and Parent's Consent (for Cadets aged below 18) Forms are appended in **Annex 5**.
- 2.14.2 PIC should pay attention on the collection of personal information before and after the Camp. Personal data provided should only be used for the camp-related purposes. In light of our privacy policy, only the Camp Commandant and/or staff members authorized by CO are to be given access right to all personal data provided for the Camp. All personal data shall be handled in accordance with the Personal Data (Privacy) Ordinance.

Chapter 3

Execution

3.1 General

3.1.1 After the establishment of a plan, the execution of the camp shall all rely on a group of staff with various operation experiences. Such experiences can enhance each member of staff on their different roles and duties so that they can facilitate the learning process of the Campers.

3.2 Training Methodology

3.2.1 Each Camper at the Camp is constantly learning and teaching. Each Cadet relies on his /her training staff to provide him/her with guidance and direction to help him/her achieve a worthwhile, meaningful and fulfilling training experience; at the same time he/she offers and contributes something about himself/herself to the training activities. The same applies to each member of staff who has an obligation to learn as much as he/she possibly can, and, even more importantly, he/she can offer the highest quality of training to others.

3.2.2 The following are the general Do's and Don'ts for the training staff who should pay attention on during the Camp:-

DO's	DON'Ts
Understand the training objectives prior to any training	Forget the primary duty of training staff (i.e. to serve and train the Cadets)
Prepare lesson plans	Carry out ad hoc training
Review the training plan from time to time to meet the task needs, team maintenance needs and individual needs	Neglect the needs of subordinates and fellows
Respect Cadets	Criticize individuals
Provide a balance between reinforcement and punishment	Over-stress Cadets or put pressure on trainings
Motivate Cadets	Discourage Cadets
Provide progressive training for Cadets to achieve certain levels of competence	Deliver training in a non-logical manner

Set an example in front of Cadets	Misbehave
Understand the training standard and the ability of Cadets	Over-demand performance from Cadets
Encourage and develop the team	Do undue harassment on Cadets
Evaluate after each training	Assume Cadets understand what everything is about

- 3.2.3 For the training on Cadet, personal training objectives in line with the camp objective(s) must be designed by training officer in advance. During the camp, there are two main classifications of training namely general training and NCOs training.
- 3.2.4 For the general training, it should be designed for all Cadet Campers that must be based on five main training criteria such as appearance, attitudes, C&C, discipline & drills and initiative. The general training should be assessed by continuous observation during training activities and daily quarter inspection. While for the NCOs training, on top of the general training criteria, it should be performance based that is focused on the leadership, the performance in training objective and as well as a personalized training objectives or tasks assigned by the training officer. Sufficient guidances should be provided from time to time with review and to provide feedback so as to benefit the NCO with sufficient training opportunities.
- 3.2.5 All the individual training records must be properly filed. Checklists like Individual Equipment Inspection Record, Daily Quarter Inspection Record, Cadet Performance Evaluation Record and NCO Performance Evaluation Record shall be used as a tool for assessment purpose. Samples of the above-mentioned forms shall refer to **Annex 6 to 9**.

3.3 Camp Administration

- 3.3.1 The Camp Adjutant is responsible for the administration of the Camp at all times. Administration involves knowledge of all rules and regulations affecting the Corps because this is the framework within which the Camp must work. It is not possible to memorise everything, but it is essential to know where you can find the sources or find the answer to any questions. It is therefore essential that Camp Adjutant should know, the rules and regulations of the Corps and be able to execute effectively. He/ she should particularly get familiar with the health and safety aspects, the training schedule and the expenditures during the Camp.

- 3.3.2 Moreover, the Camp Adjutant shall have good bookkeeping on all records of the encampment. He/She should have an operation book to log in all activities happened as well as the daily attendance for the encampment and shall report to the Camp Commandant daily.
- 3.3.3 For the accommodation, every dormitory or tent shall have a plan which clearly displays the allocation of bedding for each Cadet at the entrance. Each dormitory or tent shall be assigned with an in-charge which shall normally be an NCO. Such NCO shall be responsible for the cleanliness as well as the discipline of that dormitory or tent. Quarter inspection shall be conducted at least once during the training period. The checklist of quarter inspection can refer to Annex 6.

3.4 Duties of Camp Staff

- 3.4.1 The position descriptions for staff members of the Camp, outlined as below, are merely general direction and background of each staff position for reference. The actual responsibilities and actions of each staff member are not limited to the respective position description.
- **Camp Commandant** – The Camp Commandant is the PIC of the Camp. He/She is the command-in-chief responsible for planning, implementation and execution of the encampment programme.
 - **Camp Adjutant** – The Camp Adjutant is primarily responsible for the administration, coordination, control and direction of the training activities of the Camp. He/She reports directly to the Camp Commandant on the training and performance of all line personnel at the encampment.
 - **Camp Warrant Officer** – The Camp Warrant Officer is primarily responsible for coordinating, controlling and directing the support activities of the Camp, including discipline, physical fitness as well as drill and ceremonial matters. He/She is required to oversee the maintenance of discipline including the supervision and development of other adult and Cadet NCOs, and ensure that the Camp Commandant's orders regarding the general running of the Camp are carried out. The Camp Warrant Officer reports directly to the Camp Commandant.
 - **Safety Officer** – The Safety Officer who is responsible for the health and safety aspects in the camp directly reports to the Camp Commandant. The safety officer shall evaluate, inspect and test the facilities and equipment prior to its use. He/She is also responsible for the preparation of the fire drill on the campsite.

This position involves a lot of technical knowledge on health and safety aspects, the selection for such post must consider on his/her technical

competence. He / she must have qualification as stated in Annex 2 or equivalent. Normally, a qualified EI is recommended.

To evaluate the camp performance and effectiveness, it is essential that an evaluation report be submitted after the Camp. The PIC must submit a camp report to DCO Trg Gp by not more than one month upon the completion of the Camp.

- **Medical Officer** - The Medical Officer is normally an officer from the Med Sqn. He/She shall be professional in medical aspects. The duty medical officer shall be on duty in the command post with sufficient first aid equipment as required by the Med Sqn.
- **Training Officer** - The Training Officer is one of the most important roles in the Camp because he/she needs to know everything about the opportunities open to Cadets and to plan ahead to make sure that all Cadets can take advantage of available opportunities. The training officer should have knowledge or skills in various aspects such as team building, sports, adventure training who shall lead a group of training staff to set up training activities in the camp. Some activities like rugby may require having assistance from other institutions. However, the training officer can still engage in such activity to keep the morale, welfare and discipline of the Cadets.

The Training Officer has to prepare his / her own training aids and equipment. He/She shall prepare an equipment list for the perusal of the Supply Officer for each training activity.

- **Duty Officer** - The Duty Officer is directly reports to the Camp Commandant. He/She is the officer in charge of the command post who shall ensure a smooth run of programme in the Camp. The job rotation is every officer takes turn to serve such duty on a daily basis. The Duty Officer is responsible to log any special activity i.e. sick report, camper check in/out, etc. he Duty Officer directly reports to the Camp Commandant.
- **Supply Officer** -The Supply Officer is responsible for the allocation, maintenance and inventory of all equipment. He/She shall prepare a master equipment list to the Camp Adjutant for record. All equipment to be used in the Camp shall be properly recorded in details. A logbook shall properly record every loan or return of equipment. He/She is also responsible for the housekeeping of the camp storeroom.
- **Camp NCO IC** – The Camp NCO IC who is normally in the rank of senior NCO is in charge of all NCOs in the Camp. He/she is responsible for the coordination, control and direction of the encampment programme within the Camp. He/She is also responsible for insuring that the NCOs are thoroughly

familiar with their duties and responsibilities.

- **Flight IC** – The Flight IC is primarily responsible for the direction and implementation of the encampment programme to the basic Cadets within the flight and his/her flight staff. He/She is responsible for the morale and to maintain a high-level of team spirit. The Cadet Flight IC reports directly to the Camp NCO IC.
- **Section Leader** – The Section Leader is directly responsible for the personal implementation of the camp training programme. The Section Leader reports to the Flight IC and also receives advice and instruction from the Camp NCO IC and the Camp Warrant Officer. The selection of section leader is normally based on the seniority amongst the group of Cadets.

3.5 Action to Adverse Weather

- 3.5.1 As for the guidelines for adverse weather condition, participants should refer to the Hong Kong Air Cadet Corps, Training Group – Guidelines for Conducting Training Activities.

3.6 Health, Safety and Welfare

- 3.6.1 The first responsibility of all camp staff members (Cadet and senior) is the health, safety and welfare of all Corps members at the training activities. The structured stressful environment of the Camp reduces a Cadet's ability to care for their personal hygiene and bodily functions. Staff members must therefore fill this gap.
- 3.6.2 Apart from the above, a majority of accidents occur on the activities which were considered beforehand to be the lowest risk. Evidence suggests that even common sense measures are not followed, largely because those involved believed there was no risk. The Corps urge every instructor and leader, who leads groups of young people, to understand that no training activity is 100% risk free. Moreover, it is expected that officers and instructors need to fulfill their responsibilities conscientiously as professional officers or instructors.
- 3.6.3 The Camp will always have elements of risk. Activities may be potentially hazardous in themselves. Human error and unforeseen failures cannot be eliminated as well. The aim of risk management is to take positive precautions against and minimize these dangers and to apply our experience correctly and sensibly. A proper balance must be struck between the degree of realism in training and the maintenance of a sense of challenge on the one hand, and the need to avoid the risk of death and injury.
- 3.6.4 *Health and Safety Policy* -Managing health and safety is little different from managing any other aspect of activity. The officer in charge needs to do a risk assessment to find

out the risks in the training, put sensible measures in place to control them, and make sure they stay controlled. The health and safety policy is designed to clearly set out how to manage health and safety in the training.

- All Campers must be observed and attended to at all times during inspections and training. They should be allowed to sit down if they feel sick.
- Campers should have time to care for their personal needs. Training staff should provide sufficient washroom breaks. Do not force a Cadet to use the washroom.
- Living together in close proximity requires good personal hygiene. Camp staff should encourage good hygiene in a positive, neat and tidy manner.
- Campers should have showers daily. The objective is hygiene not training. Showers are not to be timed or used as a training tool. The camp staff must allocate sufficient time for all Campers to have a shower in a reasonable time. This time will be structured so that the Campers get clean.
- The safety officer should inspect the dormitories / tents in a daily manner. Camp Warrant officer and NCO IC should assist. Any non-conformity must be reported to the Camp Adjutant at once.
- Officers from the Medical Squadron who shall conduct first aid and preventive action at any injuries should report to the Camp Adjutant. Every reported case must be properly logged and recorded.
- All Campers must walk through the fire evacuation route of the campsite before the first evening.
- Warm up and cool down exercises by PAI must be conducted before and after the commencement of any outdoor activity.
- Sufficient water must be provided to all Campers with each meal in addition to other fluids.
- Campers must be reminded to keep personal hygiene as well as the training clean after each training day.
- OIC or Instructor is required to have a full first-aid box and radio equipment when engaging in outdoor training activity.

3.6.5 *Welfare of the Cadets* - Welfare for all Campers is the major concern of the Corps which includes the provision of activities and sports equipment, catering and recreational facilities. To sustain the training in the Camp, welfare of the Cadets and their needs must be taken into account. For example, Cadets shall be briefed on the camp briefing on the arrangement of meals prior to attending their first meal.

3.6.6 Camp Warrant Officer and the NCO IC shall be responsible for the seating and line flow coordination in the catering area. Balanced meal to include meat (or other high protein food), grains, vegetables, and dairy products shall be provided for each Camper. Sufficient water shall be consumed as well. During meals, Cadets will not be disturbed, except for necessary corrections.

- 3.6.7 The camp staff are responsible for ensuring that all personal hygiene is kept in a timely manner. Personal time shall be allowed as the Cadet's time. Each night, 30 minutes before the night out is set for Cadets to do as they wish — given the restrictions of encampment. They may talk to other flight members, iron uniforms, polish shoes or just go to bed early. The Cadets will receive the entire half an hour. No speeches, inspections, or any other training is allowed.

3.7 Risk Management

- 3.7.1 Adventure training activities are rigorous and demanding. However, those involved in expeditions can be exposed to unnecessary risks unless adequate duties of care and risk assessment requirements are properly implemented. Those who create risks are required to identify, eliminate or control them. Furthermore, HQ requires a positive commitment to health and safety by every adult member of the Camp and, within their sphere of responsibilities, at every level is to ensure that all identifiable hazards are assessed, and action put in hand to minimize the risks to the health and safety.

- 3.7.2 In light of the above, the following factors provide the basis for the OIC to decide which training activities should be subject to special high-risk assessment and control:

- Is there a significant risk of death or serious injury?
- Is the competence of the instructors/leaders crucial?
- Is the activity vulnerable to changes in weather or the natural environment?
- Is there any significant risk to the safety of the group, if severe problems are encountered?
- Are communication and the alert of emergency services difficult to activate?

Risk Assessment

- 3.7.3 The primary duty of those who are responsible for leading training is to have a systematic approach to recognise risks and taking preventive or controlling action. All the Camp training activities are, therefore, subject to the following process:

- 3.7.4 Stage 1 – ‘Site Specific’ Risk Assessment – The officer in charge shall identify the hazards and control measures to ensure a reasonably safe activity. These shall include a pre-camp check, route checking for the trail walk, etc. Through these processes, the officer in charge may identify all the hazards created by the activity who can also evaluated the risk and recorded all findings and decided whether existing precautions are adequate, or more should be done.

- 3.7.5 Stage 2 – Potential Risk Assessment – This provides typical hazards and control measures that might be expected from a particular activity like fire drill and flying experience. For example, a fire drill must be conducted on the first day of arrival in each training site. A pre-flight training on the safety drill is required prior to any

flying activity. All trainings must be properly recorded for future checking. The OIC must strictly apply this assessment to all activities and to identify any potential risks and their control measures.

- 3.7.6 During each risk assessment, the OIC can identify the risk which shall be recorded through risk assessment form. To control the risk, the immediate risk control action plan shall be used with all the measures and remedial works to eliminate such risk. Samples of the walk through risk assessment form and the immediate risk control action plan can be found in **Annex 10**.

Chapter 4

Review and Evaluation

4.1 Camp Debriefing

4.1.1 To evaluate the camp performance and to obtain feedbacks from participants, a social gathering should be arranged shortly after the Campers return home. Normally it should not be taken place more than two weeks after the training, as people tend to have short-term memory. They should also be encouraged to deliver report presentations, share their camp experience, etc.

4.2 Camp Report

4.2.1 To evaluate the camp performance and effectiveness, it is essential that an evaluation report be submitted after the Camp. It is suggested that the PIC should submit a camp report to DCO Trg within one month upon the completion of the Camp.

4.2.2 The camp reported would then be vetted by DCO Trg Gp and finally approved by CO. Similar to the camp proposal, the report should be typed on A4 paper and submitted either in electronic copy or bound hardcopy. The report must consists of the followings:-

- i. The name of the Camp;
- ii. Unit-in-charge – The information shall be same as shown on the camp proposal;
- iii. The date of execution – This shall include the commencement date and completion date;
- iv. The training purposes / objectives
- v. The list of staff and Campers – This shall include the duration of participation for future checking;
- vi. The staff / participant ratio – This shall include the staff-to-participant ratio as well as the male-to-female ratio and the minimum age of participant.
- vii. The training programme – This shall be a table form showing the actual time for each activity;
- viii. The weather report – The weather shall be recorded for each day;
- ix. The financial report – This shall include the income and expenditure as well as invoices
- x. Suggestion /comments from PIC - PIC should provide sensible comments on the camp for future improvement. Such comments shall refers to the campsite constraint, training activity, camp morale, problems encountered etc.

- 4.2.3 All invoices/ receipts submitted must be **original**. Such invoices/ receipts should be stuck on A4 paper with reference number and the camp title marked on the top right corner of the paper.

4.3 Training Evaluation

- 4.3.1 A training evaluation for all Campers including adult camp staff must be provided. The purpose of this evaluation is to review the performance of the camp and as well as to identify any improvement and suggestion for the future. It can be arranged during the camp debriefing.
- 4.3.2 However, it is strongly recommended to have a separate training evaluation for all NCOs. A group of adult camp staff should be formed up with the lead of Training Officer. The purpose of this evaluation is to improve the quality of the NCOs by reviewing their performance during the Camp. With the aid of the NCO performance evaluation record, the strength and weakness of each NCO can be identified with suggestions and recommendations to be given during evaluation. Such NCO performance evaluation record should be filed to their personal file at HQ with a copy to their unit commander for future reference.
- 4.3.3 The training evaluation is very important, as it is a continuous development for the NCOs. This can increase the sustainability of an NCO who is eager for success and changes. Hence, it is an advantage for recruiting NCOs as camp staff in the future. In long term, the PIC or their unit commander can make use of these documents to develop a progressive training plan for their NCOs.

References

Army Code Number 14233: The Army Cadet Force Manual. (2005). Ministry of Defense, United Kingdom.

Instructor Information. Hong Kong Canoe Union.
<<http://www.hkcucanoe.com.hk/00-Main/00-Box.htm>>

Water Sports Center, Leisure and Culture Services Department, The HKSAR Government.
<http://www.lcsd.gov.hk/watersport/en/acti_trai_ding_course.php>

《山藝訓練手冊》(2010年3月臨時版本-第一修訂版)。香港攀山總會。

《戶外活動指引》。(2008)。香港特別行政區政府教育局。

《運動攀登訓練手冊》(2010年6月臨時版本)。香港攀山總會。

《攀岩訓練手冊》(2010年5月臨時版本)。香港攀山總會。

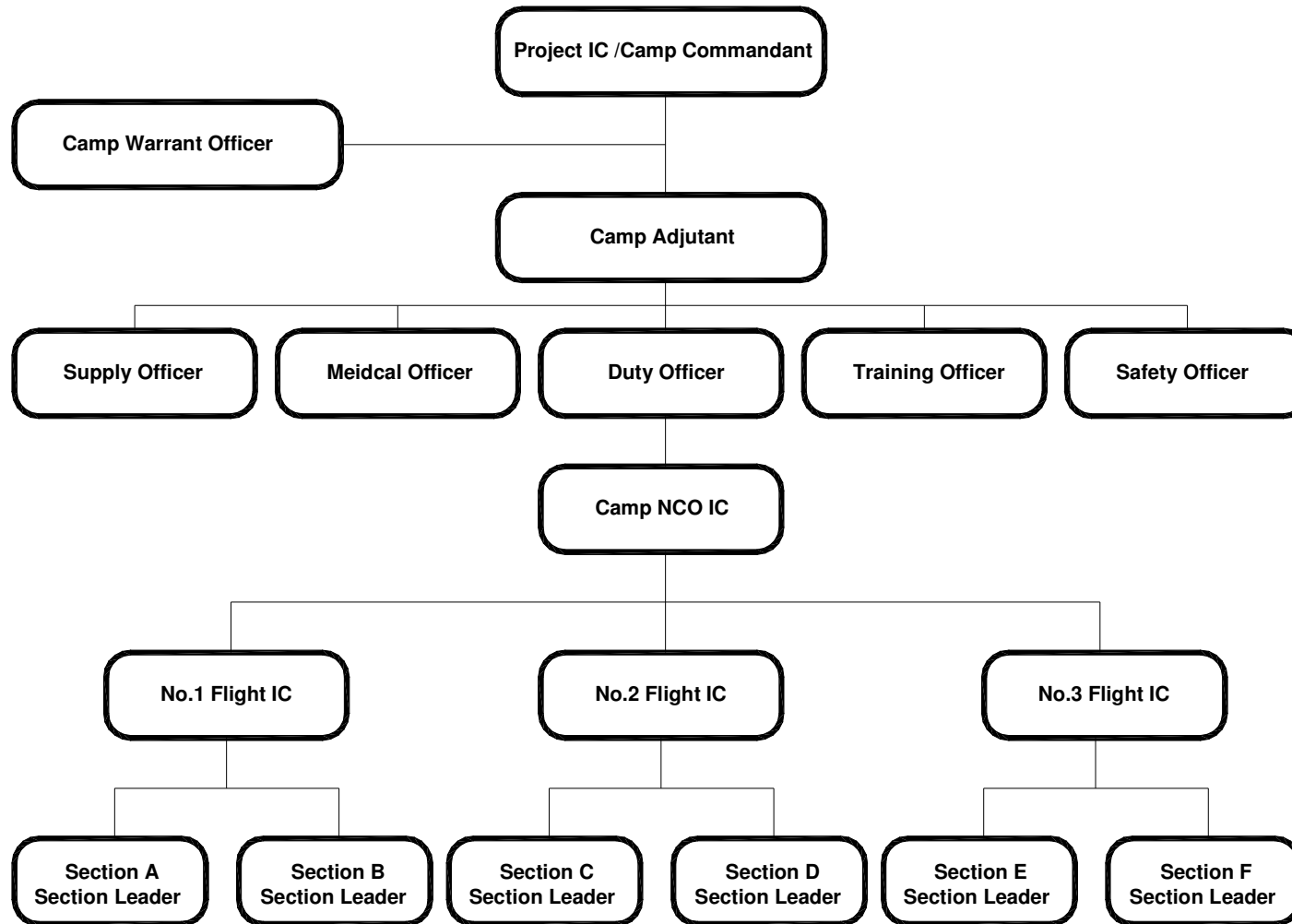


Chart 2. General Organisation Chart for an Annual Camp

Annex 2

Activity	Level of Training	Description	Entry Requirement	Instructor Rating
Canoeing	One Star Award Training (1-day course)	A course specially designed for beginners. It is intended to get started on sheltered waters and introduce the basic paddling strokes, whistle signals, personal gear, the relevance of lifejacket, raft-up as well as capsize training.	Able to swim 50 M	Hong Kong Canoe Union Instructor Class 1, 2 & 3
	Two Star Award Training (1-day course)	This involves other skills in sheltered waters including the knowledge of lifejacket, paddles and canoes, weather effect, stem rudder, raft manoeuvre and HI rescue, etc.	Holder of 1-Star Award	Hong Kong Canoe Union Instructor Class 1, 2 & 3
	Three Star Award Training (1-day course)	This is an intensive course that works on existing skills and introduces the new techniques necessary for further advancement in proficiency and training of advanced levels. Training contents include safety awareness for canoeing, draw stroke, support stroke, individual clearance of water and HI rescue, etc.	Holders of the 2-Star Award	Hong Kong Canoe Union Instructor Class 1, 2 & 3
Rock Climbing or sports climbing	Level 1 Sport Climbing Training Certificate (2-days course)	A course designed for beginners. It is intended to get started on sports climbing and introduces the basic ropes skills, knotting, as well as safety training.	Aged 12 or above	HKMU Sports Climbing Instructor Class I or above

Activity	Level of Training	Description	Entry Requirement	Instructor Rating
	Level 1 Rock Climbing Training Certificate (2-days course)	A course designed for beginners. It is intended to get started on rock climbing and introduces the basic top rope skills, country code, as well as safety training.	Aged 12 or above	HKMU Rock Climbing Instructor Class I or above
Sailing	Introduction to Sailing Training (2-days course)	A basic course with typical boats for beginners. Basic boat handling techniques, essential background knowledge and safety code will be introduced. This course is organized by LCSD only in which is a preparatory course for proceeding to the Basic Skills Training.	Able to swim 50 M	Qualified instructors from LCSD
	Basic Windsurfing Training (2-days course)	This course is specially designed to for beginner. Basic skills and theories, including launching, sailing techniques and stance, etc. will be introduced.	Able to swim 50 M	WAHK Instructor Basic, Junior Junior or above
Hiking	Level 1 Mountain Craft Training (4-days course)	This course is similar to HKAYP bronze level expedition training.	Aged 12 or above	HKMU Mountain Craft Coach Level I or above

**HONG KONG AIR CADET CORPS
ANNUAL TRAINING CAMP
BUDGET INCOME AND EXPENSES REPORT**

Proposed Date of Camp: From: _____ To: _____

Proposed Location: _____

Project-in-Charge: _____

<i>INCOME</i>	
	HK\$
1 Course Fee	
Cadets	
Staff	
Honorary Officer Endowments	
Other Income (pls specify)	
HQ Funding	
Total Income (a)	
<i>EXPENSES</i>	
1 Camp Site Rental	
2 Coach	
3 Equipment Rental	
4 Insurance	
5 Meals	
6 Other Transportation	
7 Printing and Stationary	
8 Training Material	
Total Expenses (b)	
Net Gain/(Loss) (a - b)	0.00

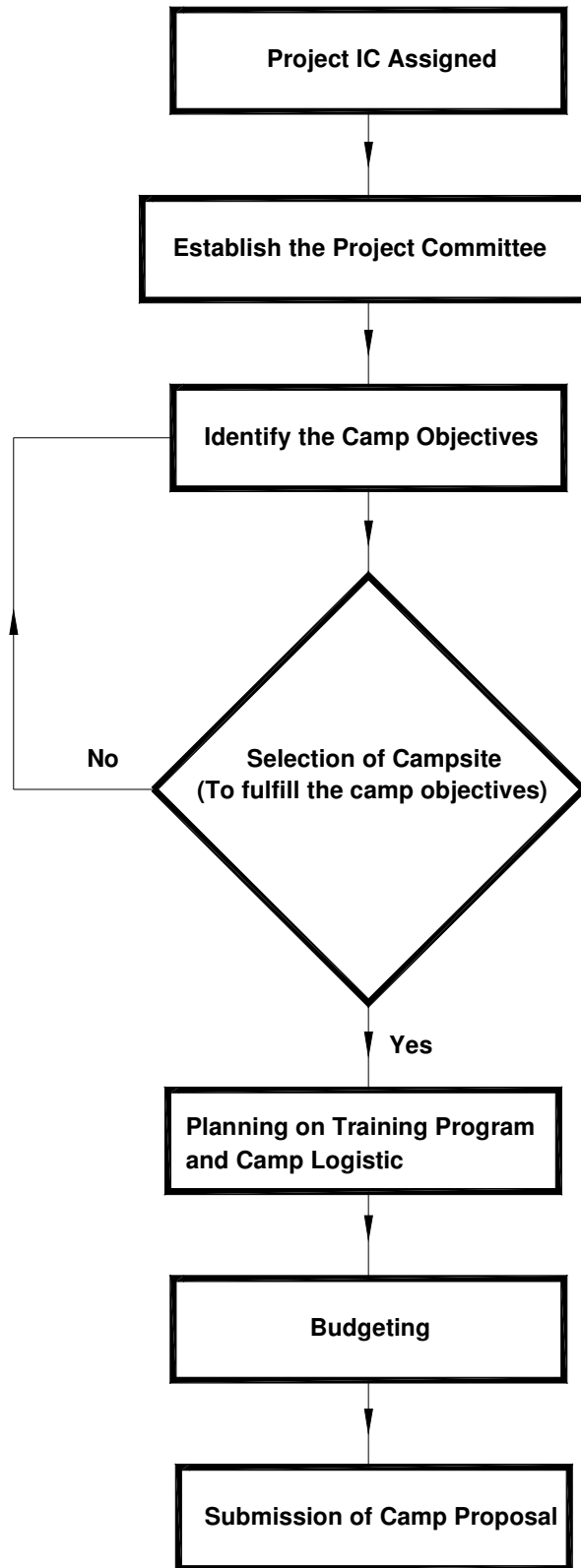


Chart 1. Submission Flowchart of Camp Proposal

The Camp Proposal shall be submitted six months prior to the commencement

香港航空青年團
HONG KONG AIR CADET CORPS
 二零 XX 年夏令訓練營
 參加表格
Summer Training Camp 20XX
Application Form

I. 個人資料

Personal Particulars

姓名：

Name:

姓 (Surname)	名 (Other Name)	中文 (Chinese)
----------------	-------------------	-----------------

出生日期： (年 / 月 / 日)

Date of Birth: (dd/mm/yyyy) _____

年齡 (至 2007 年 8 月 8 日):

Age as at 8th August 2007: _____

身份証號碼:

HK Identity Card No: _____

住址:

Home Address: _____

電話:

Telephone Number: _____

家 (Home)	工作 (Work)	傳呼機 / 手電 (Pager/Mobile)
-------------	--------------	----------------------------

II. 服務紀錄

Service History

部門:

Unit: _____

團員編號:

Serial Number _____

現役階級:

Present Rank: _____

晉升日期:

Date of Last Promotion: _____

現時等級及完成日期:

Present Classification & Date of Advancement: _____

職位:

Position: _____

持續期:

Duration: _____

III. 你是否曾經參與過去的夏令訓練營? 是 / 否*

Have you even been participated in any Summer Training Camp? Yes/No*

假如是曾經參與, 請詳細列明

If Yes, please specify

年度:

Year: _____

擔任職務:

Position Held: _____

年度:

Year: _____

擔任職務:

Position Held: _____

年度:

Year: _____

擔任職務:

Position Held: _____

年度:

Year: _____

擔任職務:

Position Held: _____

* 請刪去不適用 Please delete as appropriate

參加者聲明
Participant's Declaration

本人明白，上述課程/活動可能包括體能及歷險訓練成份，如本人在參與課程/活動期間遭遇意外受傷，本人同意香港航空青年團及其安排活動的有關人士毋須負上任何責任。本人身體並無任何健康問題令本人不適宜參與上述課程/活動。

I understand that the above course/activity may involve physical exercise and adventurous training, and agree that the Hong Kong Air Cadet Corps and its members shall not be responsible for accidents or injuries, if any, occur to me during the training. I declare that I have no health problem which prevents me from participating in the above course/activity.

簽署

Signature: _____

姓名

Name: _____

日期

Date: _____

參加者家長 / 監護人或授權人聲明書
Participant's Parent / Guardian or Person Authorized by Participant's Parent / Guardian's Declaration

十八歲以下的參加者須由家長/監護人或經其家長/監護人授權者填寫此同意書(家長/監護人或「獲授權人」必須為十八歲或以上人士)。

*This consent form should be completed by parent/guardian of participant **under the age of 18** or by person authorized by their parent/guardian (parent/guardian or authorized person should be at 18 years of age of above)*

本人同意參加者參加上述課程/活動，並聲明他/她身體並無任何疾病，令他/她不宜參加此項課程/活動。如果因參加者的疏忽或體能欠佳，以致在參加這項課程/活動時傷亡，香港航空青年團及其安排課程/活動的有關人士毋須負上任何責任。

I agree to allow the participant to participate in the above mentioned course/activity and declare that he/she does not suffer from any illness that renders him/her unfit for the course/activity. The Hong Kong Air Cadet Corps and its members shall not be liable for any injury or death which the participant may suffer in this course/activity, if the cause of injury or death is due to his/her negligence or inadequacy in health and fitness.

家長/監護人或獲授權人簽署

Parent / Guardian of Authorized Person's

Signature: _____

姓名

Name: _____

聯絡電話號碼

Contact Telephone Number: _____

日期

Date: _____

Individual Equipment Inspection Record				
Rank:	Name:	Serial No.:	Flight:	Section:
A. Uniform				Checked
1.	No. 3A/B working dress (Spare if any)			
2.	Armlet with insignias			
3.	Beret, blue with cap device and flash			
4.	Belt, blue with sliver bucket			
5.	Foul weather jacket, blue			
6.	Jersey, blue (if applicable)			
7.	Jungle hat, Oliver drab			
8.	Leather boots, black			
9.	Physical training uniform (Grey T-shirt with HKACC logo)			
10.	Physical training uniform (Shorts, blue without any logo)			
11.	Physical training uniform (Socks, black without any logo)			
12.	Physical training uniform (Sports shoes with majority in white colour)			
13.	Socks, black without any logo (sufficient quantity for the training period)			
B. Personal Clothing				
1.	Spare clothing (depends on the climate, can be a jacket or a T-shirt)			
2.	T-shirt, Grey (sufficient quantity for daily consumption and change)			
3.	Underwear (sufficient quantity for daily consumption and change)			
C. Personal Equipment				
1.	20-25L Rucksack for day trip			
2.	Catering Mess Kit (Mess tin, Spoon, Fork)			
3.	Cleaning Kit (Face towel, Toothbrush and paste, comb, etc)			
4.	HKID card			
5.	HKACC Training record book			
6.	Personal First Aid Kit			
7.	Pocket Knife			
8.	Pen and note-book			
9.	Sewing Kit			
10.	Sleeping Bag (if required)			
11.	Shaving Kit (for male Cadet only)			
12.	Shoes Polishing Kit			
13.	Sunscreen			
14.	Toilet Paper			
15.	Torch with spare batteries and light bulb			
16.	Watch			
17.	Water Bottles with water (with a capacity of at least 2L)			
18.	Working Gloves			
19.	Whistle			
D. Endorsement				
Inspected by:		Date:	Initial:	

Notes:

Daily Quarter Inspection Record										
Rank:		Name of IC:			Serial No.:			Flight:		Section:
Date of Inspection										
A. Uniform & Equipment										
1.	Button missing									
2.	Clothing unbuttoned									
3.	Dirty items not separately packed									
4.	Items folded improperly									
5.	Item not displayed in order									
6.	Item not totally displayed									
7.	Mess tin not cleaned									
8.	Unauthorised item									
9.	Uniform not hung up									
10.	Water bottle is not filled up									
11.	Equipment not properly stored									
B. Bedding / Footwear										
1.	Boots / shoes not properly displayed									
2.	Linen not clean									
3.	Sleeping bag is not rolled up									
4.	Boots / shoes not polished									
5.										
C. Dormitory / Tent Hygiene										
1.	No bedding allocation plan at entrance									
2.	Floor not clean									
3.	Bed / sleeping mat not aligned									
4.	Room smelly									
5.										
D. Endorsement										
Inspected by:					Date:			Initial:		
Notes:										

Cadet Performance Evaluation Record				
Rank:	Name:	Serial No.:	Flight:	Section:
A. General				
Appearance	1	Uniform not properly maintained. Often wrinkled and dirty. Boots need more work. Hairstyle does not meet standards. Badge(s) not properly worn. Needs immediate improvement.		
	2	Uniform neat and tidy, Hairstyle meets standards. Boots shined to high gloss. Badge(s) properly worn.		
	3	Uniform needs no improvement. Appearance is always clean. Hair well groomed. Boots shined to high gloss. Outstanding performance at all time.		
Attitudes	1	Rarely takes duties seriously. Shows little attention to detail. Shows little respect for authority. Has trouble following orders. Needs immediate improvement.		
	2	Takes duties seriously, attentive, strives for improvement. Has interest in duties assigned. Willing to perform most tasks.		
	3	Takes duties seriously and enthusiastically. The deliverables are careful & precise. Always sincere & optimistic. Outstanding performance		
Custom & Courtesy	1	Needs better understanding on the HKACC and customs & courtesies. Manners need improvement.		
	2	General knowledge in the HKACC and customs & courtesies. Can be improved with satisfactory performance.		
	3	Has excellent knowledge in the HKACC and customs & courtesies. Always uses good manners with outstanding performance.		
Drill & Discipline	1	Needs better understanding of drill movements. Less obedience with slow response. Needs immediate improvement		
	2	Has basic knowledge of drill terms. Able to perform most movements. Quick response and obedience.		
	3	Sound knowledge in all moments. Smart turn out with disciplinary spirit. Outstanding performance.		
Initiative	1	Needs extensive instruction in most duties. Has a trouble understanding leadership concept. Lacks drive to excel.		
	2	Performs duties with minimum of instruction. Works independently. Has good understanding of leadership concepts. Satisfactory performance at all time.		
	3	Has initiative to perform duties without being asked. Thinks independently. Resourceful. Has the drive to serve excellence.		
B. Endorsement				
Reviewed by:		Date:	Initial:	
Notes:				

NCO Performance Evaluation Record				
Rank:	Name:	Serial No.:	Flight:	Section:
A. General				
Attitudes	1	Rarely takes duties seriously. Shows little attention to detail. Less efficient with bad time management. Has trouble following orders. Needs immediate improvement.		
	2	Work hard, attentive and willing to learn. Has demonstrated a good leader in duties assigned. Behaves professionally most of the time.		
	3	Professional and passionate. The deliverable is careful & precise. Always sincere & optimistic. Outstanding performance		
Communication Skills	1	Poor communication technique. Weak in presentation. Has difficulty in expressing idea to subordinates.		
	2	Good communication skill. Needs further improvement in the way of communication with subordinates.		
	3	Effective communicator. Precise and clear at all time. Outstanding performance.		
Drill & Discipline	1	Needs better understanding on words of command and moments. Slow response and impatient. Needs immediate improvement		
	2	Good knowledge of drill terms and moments. Quick response with command in loud and clear.		
	3	Excellent knowledge in drill performance. Smart turn out with disciplinary spirit. Outstanding performance.		
Initiative	1	Needs extensive instruction in most duties. Lacks motivation and unwilling to learn on own. Need immediate job training.		
	2	Performs duties with minimum of supervision. Works independently. Has good understanding of leadership concepts. Satisfactory performance at all time.		
	3	Has initiative to perform duties without being asked. Thinks independently. Resourceful. Has the drive to serve excellence.		
Leadership	1	Less leadership demonstrated. Needs to work better with others. Needs to gain the respect from subordinates.		
	2	Work well with others with leadership. Willing to do his share to help group to reach goals. Has respect from subordinates.		
	3	Leads the group efficiently. Always helping and cooperative. Has the respect & support from subordinates. Outstanding turns out.		
Performance in Training Objective	1	Poorly prepared for duty assignment. Performed stated training objectives poorly. Failed in major tasks assigned.		
	2	Generally prepared for duty assignment. Performed stated training objectives satisfactorily. Completed all tasks assigned.		
	3	Well prepared for duty. Performed training objectives outstandingly. Efficiently completed all major and additional tasks. Well organized. Sets the example for the staff		
B. Training Objectives				
Training objectives are:				
C. Endorsement				
Total scored:	Reviewed by:	Date:	Initial:	
Notes:				

Walkthrough Risk Assessment

Initial Walkthrough Assessment to Identify Potential Problems & Prioritise for Full Risk Assessment



Squadron No : [Squadron no.]

DCO Ops at S/L level / Name : [Name] Page: [Number]


OC Squadron at F/L / Name/Unit: [Name / Unit]

Task: Bee Sting Allergy Date: [Date]

Assessor(s) Name / Rank / Unit: [Name/Rank/Unit]

Task & Hazard Information	ASSESS RISK Use Matrix	Likelihood Information
<p>Hazard : Bee Sting Allergy</p> <p><u>Reasonable Foreseeable Accident (RFACC)</u></p> <p>Bee sting allergies occur in people who have an abnormally high sensitivity to bee stings, which cause a physical reaction. Allergic reactions to bee stings can be life threatening.</p> <p>Anyone can suffer allergic reactions to bee stings. Although more people die from severe allergic reactions to bee stings each year than from snake bites, only a small number of people with bee sting allergies suffer these types of fatal reactions.</p> <p>An allergic reaction occurs when the immune system produces antibodies and other disease fighting cells in response to an allergen, in this case the bee sting. The antibodies release chemicals that actually injure the surrounding cells and cause the physical symptoms of an allergic reaction. Certain antibodies release histamines, which affect the skin, mucous membrane, mucous gland, and smooth muscle cells. Life threatening allergic reactions can occur without any previous symptoms of allergy. In fact, most people with bee sting allergies do not experience a severe reaction with their first sting. Multiple stings increase the risk of an allergic reaction, but just one sting will cause serious symptoms for someone who is severely allergic.</p> <p><u>Reasonable Foreseeable Worst Case Injury (RFWCI)</u></p> <p>Death</p>	<p>2</p>	<p>Frequency : At any time any hours could be of anybody. The frequency is frequent.</p> <p>History : Frequent happens during the past years.</p> <p>Competency : No training provided to both cadets and officers on this subject</p>

Risk Assessment Matrix				
<i>How serious could the injury be?</i>	<i>How likely is it to be that serious</i>			
	Frequent	Likely	Seldom	Very Unlikely
Death or permanent injury	1	1	2	3
Long term illness or injury	1	2	3	4
Medical attention & several days off	2	3	4	5
First aid needed	3	4	5	6
Severity – is how seriously a person could be harmed	Likelihood – is an estimate of how probable it is for the hazard to cause harm.			
<p>Legend</p> <p>1 and 2 Extreme risk; deal with the hazard immediately</p> <p>3 and 4 Moderate risk; deal with the hazard as soon possible</p> <p>5 and 6 Low risk; deal with the hazard when able.</p>				

Immediate Risk Control Action Plan			
File Reference No.:	STC 2011/001		
Assessment date:	[Date]		
Task	Bee Sting Allergy		
Assessor(s) Name/Rank	[Name/Rank]	DCO Ops at S/L level : Name / Post	[Name/Rank]
Immediate Risk Control Measures Proposed		By Who	By When
<p>There are many ways to prevent bee stings. A NCO and Officers' Workshop will be conducted on 7.8.2011 and 14.8.2011 respectively. The following safety advice will be delivered to all campers. :</p> <ul style="list-style-type: none"> ● Don't use flowery colognes, soaps, or lotions, or wear brightly colored clothing, which attract bees. ● If a bee is near you, move away. ● Do not swat at the bee, which may aggravate it. ● Make sure any bee or wasp nests around your vicinity are removed and destroyed. ● All Cadets and officers will be briefed on procedure when being stung by bee 		[Name]	[Date]
Agreed	Yes / –No	Agreed by:	[Name]
Commanding Officer at C/O Level Approval Required	Yes– / No	Date Action Completed:	[Date]
Review Date	[Date]		