

## INSTRUCTIONS

on the responsibilities of students in terms of compliance with the rules of occupational safety, health protection, fire protection and prevention of damage during teaching or field work and during physical education teaching (e.g. field trips, exercises, fieldwork, physical education courses, sports events and other educational activities; hereinafter the "*teaching*").

### General provisions:

1. **During personal leave, students are solely responsible for compliance of their behaviour with legal and safety regulations. The teacher is responsible for the student only during the teaching.** The scope of personal leave is clearly defined by the duration of the teaching, during the period of personal leave each participant bears personal responsibility for any damage caused to property and health.
2. **Any student who participates in teaching must be fully aware of the state of his physical and mental health. This status must enable the student to complete the teaching in its entirety without restrictions and without the risk of endangering the student himself or endangering other persons participating in the teaching.** Only students in good health, with adequate clothes and suitable equipment for the field work, which cannot in itself become the immediate cause of any injury or illness, may participate in the teaching. **Students are required to use the recommended exercise clothing, footwear and protective equipment for specific exercise activities.** It is forbidden to wear rings, chains, necklaces, watches, etc. during this activity.
3. **It is the student's duty to report any serious personal circumstances** (reduced working capacity, health restrictions, etc.) **in advance to the person responsible for the teaching** (head of the course or his representative) and to provide them with a medical certificate or other document. Every student with a health limitation should carefully consider their participation in teaching in advance, preferably apply for inclusion to medical physical education.
4. **Any changes in health status and work capacity** that occur during the teaching or during the physical education course **must be reported immediately to the person responsible for the course.**
5. A student who is a participant in medical PE acknowledges that he will be allowed to continue in general PE I, specialized PE II or PE courses **only after submitting a statement from a specialist – sports doctor** – which will show that the student is eligible to attend general PE I lessons, specialized PE II and PE courses.
6. Students are obliged to act in such a way that does not endanger their health or that of other persons and does not cause damage to health or property.
7. **Students are obliged to report to the person responsible for teaching immediately any defect** that they notice in the gymnasium or other educational facility and its equipment, which could threaten the safety of students, cause a fire or cause damage.
8. Students may **start and stop activities** or set gym equipment or other equipment in motion only **upon the instruction** of the person responsible for the course and are obliged to make sure in advance that their actions cannot endanger the health or life of other people.
9. Students may not manipulate, turn on, turn off, or otherwise operate any machines, devices and equipment that were not assigned to them as part of the course and whose operation they was not familiar with.

**During field teaching and during physical education teaching, the student is obliged:**

10. **To comply with applicable generally binding legal regulations**, especially on occupational safety and road traffic, **internal regulations of Charles University and the Faculty of Science**, and to use prescribed personal protective equipment.
11. Following the provisions of generally binding legal regulations, to act in such a way that there is no damage to health, property, nature and the environment
12. To comply with all instructions of the head of the teaching, head of the course, instructor, transport leader, police or persons charged with protective supervision.
13. To comply with the rules and regulations applicable to the premises of the training center, dormitory, canteen, physical education facilities, public areas, etc.
14. To, if possible, **go into the field only accompanied by another adult person or persons**.
15. To obey all prohibitions and regulations given by warning and command boards.
16. To take extra care when working in dangerous terrain, quarries, water sources, rock outcrops, etc.
17. To be cautious when encountering free-roaming animals and to avoid direct interactions with them due to the risk of injury or rabies infection. It is recommended to use preparations against ticks and insects.
18. During activities in direct sunlight, to use means to protect the head and follow the drinking regime.
19. In an event of an injury to another participant to provide him with first aid immediately, to report the incident to the person responsible for the teaching and to call the emergency services (on telephone No. 155 or 112).
20. Basic information on first aid:
  - a. In case of arterial bleeding, apply a suitable tourniquet closer to the heart;
  - b. In the event of an electric shock, the victim must be freed from the reach of the current;
  - c. If there is no palpable pulse, it is necessary to start an indirect cardiac massage;
  - d. If the victim is not breathing, perform mouth-to-mouth breathing.
21. To comply with the **ban on smoking in all facilities** and teaching areas and to always act in such a way that a fire does not occur. **To not light fires not to smoke in forests and places with fire hazard.**
22. In the event of a fire, to inform the person responsible for teaching and to call the fire brigade (on telephone No. 150 or 112).
23. During the teaching when students are accommodated in other facilities not belonging to the faculty, **students are obliged to follow the accommodation and operating regulations of the accommodation facilities**, in particular to comply with the regulations to ensure safety and health protection and the regulations on fire protection valid in these facilities.
24. To have a **health insurance card** or its copy available. When participating in teaching abroad, to have a **liability insurance and medical expenses insurance** valid in the territory of the relevant state. In the case of staying in an EU member state, to have a European health insurance card or a certificate replacing this card available.

**During field teaching and during physical education teaching, it is forbidden:**

25. **To consume alcoholic beverages and other addictive and narcotic substances.** This prohibition also applies to the period preceding the teaching, if there is a risk that the student will start the teaching in a drunken state or under the influence of another addictive substance.
26. To climb steeper rock or quarry walls or overhangs, climb trees, enter buildings in danger of collapsing, etc. To descend without the supervision of persons responsible for teaching into abandoned tunnels or cavities in the rock massif.
27. **To enter the water other than in direct connection with teaching and without the supervision of the person responsible for teaching.**

## **Final Provisions:**

28. **Students may not leave the place of teaching and the premises of PE courses** (even during personal leave) **unless they have received the consent of the person responsible for teaching.**
29. **In the event that a student culpably violates the obligations pointed out in this instruction, the person responsible for teaching is entitled to exclude the student from the teaching without reimbursement of costs.** The person responsible for teaching is then entitled not to recognize the student as having fulfilled the relevant study obligation and to give the dean of the faculty an initiative to initiate disciplinary proceedings.
30. Students are responsible for the damage they cause to the university, the faculty, or a third party. The university or the faculty is only liable to the student for damage caused by the university or the faculty's breach of legal obligations or an injury during study or practice in a study program carried out by the faculty or in direct connection with them.
31. In the event that a student behaves during classes in violation of generally binding legal regulations, internal regulations of the university or the faculty, does not follow the instructions of the person responsible for teaching and does not follow this instruction, the responsibility of the university or the faculty will not be given.
32. An integral part of this instruction are the safety rules for teaching in the swimming pool, teaching canoeing, teaching climbing on artificial walls, teaching on winter and summer PE courses organized by the Charles University, Faculty of Science, and its Department of Physical Education.

## **Safety rules for instruction in swimming pools**

1. Before beginning the lesson, the students shall wait at the poolside for their instructor, and after the lesson has ended they may no longer enter the water.
2. Students are always assembled by the instructor at the beginning and end of the lesson.
3. If the student arrives late to the lesson, he/she must immediately report to the instructor.
4. If the student needs to leave the pool during the lesson (e.g. WC, nausea), he/she must notify the instructor in advance.
5. Diving and swimming underwater is prohibited in the pool, unless the student is expressly requested to do so during the lesson by the instructor.
6. Diving from the side of the pool and in the shallow end is prohibited.
7. If the student experiences an exceptional health issue (e.g. sudden nausea, cramps), then he/she must immediately report this to the instructor.
8. Students with serious health conditions (such as heart or circulatory problems, epilepsy) are strictly prohibited from entering the pool.

## **Safety rules for canoeing instruction**

1. To participate in canoeing instruction, the students must first pass a **100 m freestyle swimming test** (recorded in their transcript). Non-swimmers and students with serious health conditions (such as heart or circulatory problems, epilepsy) are required to take a substitute form of instruction or get an exemption from instruction.
2. Students are required to wait for the instructor at the beginning of the lesson. Students may not take boats, paddles and life jackets or begin canoeing until directed to do so and supervised by the instructor. It is necessary to come to lessons on time, once the boathouse is locked it will not be possible to join a lesson which has already started.
3. When canoeing, students are required to wear a properly fastened life jacket and suitable footwear for the water.
4. Boat crews should be balanced in terms of performance.
5. Before beginning instruction, the students must be familiar with the boating rules which govern proper boating and navigation (Ministry of Transportation Decree no. 344/1991 Coll., on Boating Safety Rules) and which must be followed.
6. Students are required to respect other boaters on the river, keep a safe distance from weirs, water locks and other water structures and to follow all directions of the instructor.
7. Students are further instructed in basic behaviour during crisis situations (capsizing, providing basic assistance, towing ashore, boat and equipment rescue) which must then be demonstrated.

## **Safety rules for climbing wall instruction**

Climbing on the climbing wall is only permitted under the following conditions:

1. In the presence of an instructor, who must hold a valid Climbing Wall Instructor license or higher-rated license, and only by students who have registered for climbing as their physical education class.
2. Students participating in climbing (hereinafter “climbers”) on the climbing wall are required to following the directions of the instructor, who may remove the student from the lesson at any time for violating safety rules.
3. Generally, only top-rope climbing is permitted. Lead rope climbing is permitted with the permission of an instructor who must be present. Leaving successive anchor points in the wall is prohibited. Free climbing is only permitted to a height where the feet are 1 meter above the ground.
4. Climbers must master the use of a figure eight descender with locking carabiner, an HMS carabiner using a crossing hitch, or other descending mechanism (Gri-Gri, Reverso, guide, etc.)
5. Climbing is only permitted with mountain climbing equipment which meets ČSN and CE standards with valid UIAA certification.
6. Climbing is only permitted secured to a rope with a figure eight safety knot through a belt loop and leg loop. Connecting the safety line to the harness with a carabiner is prohibited with the exception of simple instructional routes intended for this manner of climbing.
7. Any defects determined in the belaying equipment (ropes, tie-in loops, carabiners, etc), in the construction of the climbing wall or the mounting of holds must be immediately reported by climbers to the instructor or assistant present.
8. When practicing the belay of a second climber, the use of a figure eight descender is prohibited.
9. Belaying equipment must be used in accordance with manufacturer instructions and upon request of the instructor the climber is required to demonstrate the proper use of belaying equipment.
10. The storage of items in the area under the wall is prohibited.
11. Climbing under the influence of alcohol or other psychotropic substances is prohibited.

## Safety rules for the winter instruction course

1. Before departing for ski instruction, the student is required to have the **bindings of their skis checked and/or adjusted**. The student must show that the technical condition of their skis or snowboard has been checked with an inspection confirmation slip from a ski service shop or must sign a declaration in the course application.
2. During instruction, the **use of a ski helmet and other protective ski gear is recommended** (spine protector, etc.). It is also recommended to take out short-term accident insurance.
3. Students are required to exclusively stay on marked trails and not ski/ride into open terrain.
4. Students may not visit a snowpark or similar attractions without the knowledge or supervision of the instructor, and when doing so must always wear a helmet.
5. During their stay in the mountains, students must follow the instructions of the Ski Patrol and respect warning signs. In the event of inclement weather (dense fog, snow storm, temperature below -12° C, etc.) instruction and mountain excursions will be limited or possibly not take place.
6. According to item no. 1 of the general provisions, students are solely responsible for the compliance of their behaviour with legal and safety regulations during their free time. Nevertheless, when making independent excursions during their free time, students are required to adhere to the following rules: students may only set off on cross-country ski trips in groups of **at least 3 people** after notifying the course leader or other instructor of their **direction, destination, and anticipated time of return**. Upon their return they must again notify one of the instructors. In the event of sudden bad weather, students on a cross-country tour should remain at the closest chalet and contact the course leader.
7. All students/course participants shall adhere to the following rules when on the ski slopes (based on FIS recommendations):
  - Every skier or snowboarder must always behave so as not to endanger anybody else. Your speed and manner of skiing/riding must always take into account your abilities, the snow, weather and terrain conditions, and the number of skiers/riders on the slope. When approaching from behind, you must choose a route which does not endanger skiers/riders in front of you.
  - You may pass from any direction, but always at an appropriate distance allowing sufficient space for all movement of the person you are passing.
  - When entering a slope or when resuming your descent after stopping, you must look above and below to make sure you can do so safely for yourself and others. The same applies at trail crossings.
  - Avoid lingering needlessly in narrow sections or areas with limited visibility. Stop if possible on the side of wide slopes with good visibility, and never below jumps or drops in terrain.
  - When climbing or walking, use the side of the slope.
  - Everyone is obliged to offer first aid if someone is injured. Always mark the site of the accident first (e.g. by crossing your skis), then determine how serious the injury is by communicating with the injured person, and possibly call Ski Patrol.

## Safety rules for summer the instruction course (SIC I. - Alberž)

1. **Students with serious medical conditions** (e.g. heart and circulatory problems, epilepsy etc.) **may not participate in PE courses.** These students must choose a substitute course or get an exemption from LVK.
2. To participate in water activities, students must pass a **100 m freestyle swimming test.**
3. **Participation in water activities (swimming, canoeing and windsurfing) is only possible under the supervision of an instructor at a designated time within a specified space. Before entering the water students must notify the person providing supervision. Nobody may be in the water alone.** All water sport activities end at 6 p.m. Non-swimmers and weaker swimmers must immediately report to the person responsible for instruction upon their arrival.
4. **The following are strictly prohibited: diving and swimming under water, endurance swimming, jumping from the dock, swimming when overheated without time to acclimate, swimming directly after eating.**
5. **During canoe instruction, students are required to wear and properly fasten a life jacket. During free sports activity time, at least two boats must be taken out at a time, to keep watch over and assist one another.**
6. **When windsurfing, students are required to wear and properly fasten a life jacket. 3 students are always required to take out each windsurfer, and they alternate during instruction.** They watch over and assist each other when taking the equipment out and returning it to the boathouse, 2 students always observe from a canoe (or from the shore) – with a boat for assistance. Movement is only permitted within the designated space, which is clearly visible and can be supervised from the shore.
7. During the course students are **not permitted to use their own cars or hitchhike.**
8. **Smoking is only permitted in the buffet area during non-working hours.** Students are required to be especially careful when using candles in tents. **Campfires can only be made in designated areas within the complex.**
9. During sudden changes of weather students must be especially careful (no water sports during storms, watch for falling branches/trees during high winds).
10. Students are required to observe **quiet hours after 10:30 pm.**
11. When away for a longer period of time, students are required to **zip up their tent** and store items in a way to discourage possible theft, and it is recommended to leave valuables in the care of an instructor.



## Safety rules for summer instruction course SIC II - boating, hiking and biking, first year introductory camps

### Boating:

1. To participate in water activities, students must pass a **100 m freestyle swimming test** (recorded in their transcript). Non-swimmers and students with serious health conditions (such as heart or circulatory problems, epilepsy) are required to take a substitute form of SIC II or get an exemption from the course.
2. When boating, students must be equipped with a life jacket and suitable footwear for the water. When passing through white water or difficult sections of the river, a life jacket and helmet must be worn.
3. Boat crews should be balanced in terms of performance.
4. The first person down the river will be the person responsible for instruction, no one shall pass him/her. All boats shall maintain visual contact. The last boat down will again be an instructor or boat designated by an instructor.
5. Before every weir, sluice gate or other water obstacle, the group will stop at a safe distance, the instructor will determine the manner and place of passage (or decide on portage). Every boat which passes the obstacle will wait for the rest of the group at a designated spot, and possibly help capsized crews to retrieve their equipment.
6. When instruction is done for the day, boats are stored along the river bank at a designated area and may not be used again until the time of next instruction.
7. **Swimming requires a safe area (a place sufficiently far from water structures away from boat traffic, etc.), and at least 3 students who will supervise one another. No one may be in the water alone.**
8. When away from camp for a longer period of time, students are required to **zip up their tent, take valuables with them** or store them in a way so as to discourage possible theft. The faculty is not liable for any theft of personal items.
9. In the event of sudden bad weather or other conditions affecting the safety of boating on the river, the course leader will decide when to suspend and resume the instruction/course.

### Cycling, hiking:

1. According to item no. 1 of the general provisions, students are solely responsible for the compliance of their behaviour with legal and safety regulations during their free time. Nevertheless, when making independent excursions during their free time, students are required to adhere to the following rules: students may only set off on independent excursions in groups of **at least 3 people** after notifying the course leader or other instructor of their **direction, destination, and anticipated time of return**. Upon their return they must again notify one of the instructors.
2. Students may only travel along marked hiking and cycling trails. On the recommendation of the leader, they will be equipped with a map.
3. Before beginning a course which includes cycling, each student is required to make sure his/her bicycle is in good working order and has all the necessary equipment. All participants must know the rules of the road.
4. Students will document the good working order of their bicycle with an inspection confirmation slip from a bicycle service shop or must sign a declaration in the course application.
5. Each participant in the cycling course must use a cycling helmet.
6. During group cycling excursions, the first cyclist will always be the person responsible for instruction, the group will keep together, maintaining visual contact, and the last rider will be another instructor. Before setting out, the instructors will establish the basic communication which everyone is required to use and respect while riding.
7. If it is necessary to suddenly stop, the student will do so at the closest possible place with good visibility.