



COLLECTION OF DECISIONS AND ORDINANCES OF THE UNIVERSITY OF SOUTH BOHEMIA IN ČESKÉ BUDĚJOVICE

Number R 607

Date 04. 09. 2025

Rector's Ordinance to ensure the health and safety of employees and students during instruction activities held outside the University of South Bohemia in České Budějovice

Article 1 Introductory provisions

1. The University of South Bohemia in České Budějovice (hereinafter referred to as 'USB') prioritises ensuring occupational health and safety (hereinafter referred to as 'OHS') for employees and health and safety (hereinafter referred to as 'HS') for students and participants in lifelong learning (hereinafter collectively referred to as 'participants'). This ordinance establishes safety principles for the protection of participants in educational activities organised or co-organised by USB outside the premises of USB buildings or other facilities (hereinafter referred to as 'events') and during which an educator or USB employee is directly responsible for the participants. General requirements for ensuring OHS and HS at these events are set out in applicable legislation. These requirements are elaborated upon in this ordinance for USB conditions. Instructions for ensuring OHS and HS are specific instructions given to participants by event leaders.
2. Participants are also required to comply with generally binding legal standards that are valid at the venue of the event.

Article 2 Obligations of the event leader

1. The duty of the event leader and instructors is to ensure the health and safety of participants in the performance of their work, studies or other duties and in activities directly related to them.
2. To ensure this requirement is met, the event leader uses the basic OHS and FP document Set of basic risks according to Rector's Ordinance [R 595](#) (you can scan the QR code) Overview of identified potential risks in the area of occupational health and safety at the University of South Bohemia in České Budějovice, supplemented by their own findings for the event in question. The event leader shall familiarise the participants with the Overview of identified potential risks and the USB Rector's ordinances for these events in a demonstrable manner (by signing a document confirming their familiarisation with the risks).

Overview of potential risks
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3. When determining risks, the event leader shall take into account, in particular, the possible risks to participants in the performance of their work, studies or other duties and in activities directly related to them. At the same time, the physical conditions, abilities and health status of the event participants shall be taken into account.
4. The event leader shall also prepare a plan for the entire event, which shall be communicated to the participants in advance.

Article 3

Obligations of event participants

1. In terms of health and safety, event participants are required in particular to:
 - a) comply with the Rector's measures for such events,
 - b) follow the instructions of the event leader and instructors issued in accordance with legal regulations,
 - c) inform the event leader about their health condition and physical abilities,
 - d) report any changes in their health or physical abilities,
 - e) not endanger their own health or that of others, and not cause damage to property,
 - f) report any defect that they notice and that could endanger the participants of the event,
 - g) not to switch on, switch off or operate machines and equipment that have not been assigned to them,
 - h) comply with the internal rules of the accommodation facilities,
 - i) not to leave the event venue without the consent of the event manager,
 - j) respect that the consumption of alcohol and the use of intoxicating substances is strictly prohibited at the event.

Article 4

Violation of regulations and instructions



1. Participants who violate the basic rules of stay may be excluded from the event by the event leader after consultation with their immediate superior or, if necessary, with the faculty management. In such a case, the excluded participant shall organise and pay for their return from the event.

Article 5

Health requirements

1. Participation in events organised by USB is conditional on a state of health appropriate to the nature of the specific event, as specified, for example, in the course syllabus. Students with special needs may participate in events accompanied by an assistant and under the conditions set by the relevant organisational unit of USB responsible for supporting students with special needs.

Article 6

Release of participants

1. In the event of serious family or health reasons and at the request of the participant, the event leader shall release the participant from the event. At the same time, the participant shall be informed of the requirements that must be met in order for the event to be recognised as completed.

Article 7

Personal protective equipment

1. Participants in the event shall be equipped with personal protective equipment (hereinafter referred to as 'PPE') or personal protective devices (hereinafter referred to as 'PPD') based on an assessment of the risks and specific conditions to which participants will be exposed during the event, in accordance with the relevant internal USB standard. Event participants are required to bring the issued PPE or PPD for the performance of tasks, unless otherwise agreed, and to use them. Participants must keep PPE or PPD in proper and usable condition.

Article 8

First aid and treatment

1. The event leader shall ensure that conditions are in place for the timely provision of first aid and medical treatment in the event of accidents and sudden illnesses. The event leader is responsible for providing a first aid kit with the necessary equipment ([106/2001 Decree on hygiene requirements for recreational events for children](#)).

First aid kit contents
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Depending on the type of event, it is recommended to have the contact details of nearby medical facilities available (Záchranka app).

2. Students will be familiarised with the rules for providing first aid. It is recommended that the event leader and participants install the Záchranka app on their mobile phones, which contains, among other things, the necessary procedures for providing first aid. It is also possible to download the first aid plan for USB in České Budějovice [R 601](#) via a QR code.

First aid plan
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3. When travelling abroad, it is recommended to have insurance that covers return to CR in case of injury.

Article 9 Insurance for participants

1. In the event of a work or school accident, participants may claim insurance benefits from the insurance arranged by USB as the policyholder.

2. A school accident is defined as an accident that occurs to a participant during lessons or activities organised by the school, provided that:
 - a) It occurs in direct connection with the fulfilment of study obligations (e.g. while attending a lecture, seminar, laboratory work, professional practice, excursion, sports activity organised by the school, etc.).
 - b) The accident occurred on the premises of USB or at another location where an officially organised school activity was taking place.
 - c) The student was participating in this activity on the basis of instructions or as part of instruction conducted by the school.
3. An accident that occurs on the way to or from school (with exceptions) or during independent activities outside of instruction is not usually considered a school accident.
4. When travelling to EU countries, participants are required to have a valid European Health Insurance Card (EHIC) or a certificate in place of it. Participants are also required to take out commercial travel insurance covering, for example, the costs of repatriation, treatment in private medical facilities, or other risks not covered by public health insurance. When travelling to countries outside the EU, participants are required to provide proof of health insurance that meets the requirements of the destination country, or a copy thereof. Failure to meet these conditions may result in the participant being excluded from the event.

Article 10

Special rules for certain activities

1. In addition to the general principles of safe behaviour, certain activities associated with an increased risk to health and life (e.g. sports activities) require compliance with additional safety instructions. In all such cases, increased emphasis is placed on compliance with instructions, legal and other regulations to ensure occupational health and safety, and accident prevention instructions and principles by participants. Disciplined behaviour by participants in the event is strictly required.

Article 11

Injuries to participants

1. A work or school accident is an accident that occurred to a participant during an event or activities directly related to it. These are therefore mainly accidents involving participants that occur during the time specified in the organisational rules for instruction. Activities during this time are considered work or school accidents.
2. An accident that occurs during personal free time is not considered a work or school accident. The event leader shall ensure that the causes of the accident are objectively determined and, if necessary, eliminated. USB is liable for damage caused by a work or school accident to the extent specified by law and the relevant insurance contract.

3. Every accident must be recorded. The event leader must have the necessary form available.

Article 12

Fire safety

1. An integral part of safety is fire protection in the buildings used by event participants. Fire protection is based on the regulations in force at the place of stay (e.g. prohibition of lighting fires in the forest and burning brushwood, smoking in places where it is prohibited, discarding cigarette butts). All participants are obliged to behave in such a way that their activities do not cause a fire.

Article 13

Accommodation safety

1. The accommodation of event participants is subject to the generally applicable regulations in force at the place of stay.

Article 14

Emergency situations

1. In the event of an emergency (extraordinary) situation, it is first necessary to assess its severity. The following situations shall be considered serious:
 - a) threat to the life or health of event participants,
 - b) threat to the property of participants,
 - c) threat to the good reputation of the relevant constituent part or USB.
2. If a serious situation arises, participants are required to follow the instructions of the event leader. The following procedure must be followed:
 - a) take the necessary measures to avert the threat and prevent further damage;
 - b) cooperate with the emergency services (see First Aid Plan);
 - c) immediately inform the event manager or their deputy, who will notify the management of the relevant constituent parts of USB;
 - d) the event leader shall record the emergency situation in the relevant documents (Accident Book, Accident Report).

Article 15

Final provisions

1. This ordinance repeals Rector's Ordinance No. R 235 of 7 March 2013.
2. The annexes to this ordinance may be adapted as necessary for a given event, provided that this does not conflict with the wording or meaning of this ordinance.
3. The retention period for documents processed for individual events is 10 years.



4. This ordinance comes into force on the date of its publication in the collection of decisions and ordinances in the public section of the USB website.
5. This document also serves as a basis for training all participants in extracurricular events.

Prof. Ing. Pavel Kozák, Ph.D.
Rector

Annexes:

- Annexe 1. Outline of instruction for trainers on OHS and FP at extracurricular events
- Annexe 2. Attendance sheet for the training leader and instructors
- Annexe 3. Attendance sheet for training participants

Prepared by: Miroslav Hovorka, Senior Officer, Occupational Health and Safety and Fire Protection Office

Annexe 1

OUTLINE OF INSTRUCTION FOR TRAINERS ON OCCUPATIONAL HEALTH AND SAFETY AND FIRE PROTECTION AT EXTRACURRICULAR EVENTS

1. Familiarisation with the risks associated with extracurricular events

- analysed risks during the event; their elimination
- physical, chemical and biological risks arising from activities at the event
- risk factors in the working environment: physical strain, mental strain
- measures to protect against risks during the event; correct use of tools and equipment

2. Personal protective equipment (hereinafter referred to as 'PPE')

- mandatory use of specified PPE based on risk assessment (face masks, work gloves, boots, high-visibility vests, sturdy shoes, etc.)
- information on the need to familiarise oneself with the instructions for use of PPE

3. Accidents at work and other emergencies and first aid

- reporting work accidents and injuries to your supervisor, participants' responsibilities

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RIZIK



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PLÁN POSKYTOVÁNÍ
PRVNÍ POMOCI





- principles of providing first aid – in the event of accidents, poisoning, electrical shock
- most common sources and causes of accidents and injuries during activities

4. Principles of safe behaviour in the workplace

- dangerous places in the workplace
- prohibited work activities and procedures
- safety when working with electrical appliances

5. Alcoholic beverages, addictive substances, smoking

- prohibition of alcoholic beverages and substance abuse, prohibition of smoking in the workplace
- preliminary breath tests for alcohol, drug tests

6. Fire safety rules

- Everyone is obliged to behave in such a way as not to cause a fire during the event.
- Throwing away cigarette butts, smoking in places where it is generally prohibited (e.g. in the forest), during dry periods, etc., is prohibited.
- It is prohibited to light fires or burn brushwood when working in the field.
- It is necessary to familiarise yourself with the location of fire extinguishers and how to use them when working with machinery.

Annexe 2

ATTENDANCE SHEET FOR THE TRAINING LEADER AND INSTRUCTORS

The event manager or instructor confirms with their signature that the training has been conducted thoroughly and comprehensively in accordance with R XX and R 595 and that they will comply with the regulations:

Date of training	Employee's name and surname	Personal number	Employee's signature



Date:

Trainer's signature:

Prepared by: Miroslav Hovorka, Senior Officer, Occupational Health and Safety and Fire Protection Office

Annexe 3

ATTENDANCE SHEET FOR TRAINING PARTICIPANTS

By signing this document, the participant confirms that the training was conducted thoroughly and comprehensively and that they will comply with the regulations:

Training date	Employee's name and surname	Personal number	Employee signature



Date:

Trainer's signature:

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