

To: Chief School Development Officer, Tai Po District School Development Section

Annex

Name of School: Law Ting Pong Secondary School

Contact Person and Position Held: Rizwan Ullah (Vice Principal)

Checklist of Student Safety and Health Measures (2023 / 2024 school year)

[Please submit on or before 30 November 2023]

Item	Chapter and Paragraph in School Administration Guide	Key Content and Guidelines/Handbooks	Name(s) of Responsible Person(s)	Position	Date of Completing Review and Follow-up
1. General safety					
a) School equipment and installations	3.4.1 Paragraph 1a & b	<ul style="list-style-type: none"> • Properly install and maintain school equipment • All hazardous chemicals/ poisons should be clearly labelled and kept in locked cupboards • Students are only allowed to enter science laboratories in the presence of and with the permission of teachers • The preparation rooms and chemical storerooms should not be accessible to students and unauthorized staff • Develop clear usage guidelines 	1. Tam Wai Kit Wilky 2. Lui Chung Kit	Executive Officer Science Subject Head	8/9/2023
b) Recess, lunch time and school dismissal	3.4.1 Paragraph c	<ul style="list-style-type: none"> • Assign adequate members of staff to be on duty and patrol the school premises 	Hui Wai Keung	Assistant Discipline Head	11/9/2023
c) Inclement weather	3.4.1 Paragraph d	<ul style="list-style-type: none"> • Formulate a contingency plan 	Rizwan Ullah	Vice Principal	26/9/2023
2. During lessons and school activities					
a) Science subjects	3.4.1 Paragraph 2a	<ul style="list-style-type: none"> • Establish an effective safety management system (e.g. setting up a standing committee on laboratory safety) to ensure that safety measures are properly 	Lui Chung Kit	Science Subject Head	8/9/2023

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		<p>implemented and any emergencies occurring in science laboratories are dealt with in an effective and efficient manner</p> <ul style="list-style-type: none"> • Formulate or revise laboratory safety policies and laboratory rules, and the emergency plan for laboratories • Ensure that risk assessment has been conducted before conducting practical activities to evaluate the potential hazards in practical activities and ensure appropriate control measures have been taken • Give clear instructions to students before each experiment, and remind them of the potential hazards and safety precautions to take • Note the health conditions of students as far as possible so that precautions can be taken where appropriate • Give sufficient supervision and guidance to students during experiments • <u>“Science Education - Laboratory Safety and Management” webpage</u> 			
b) Subjects under Technology Education Key Learning Area	3.4.1 Paragraph 2b	<ul style="list-style-type: none"> • <u>“Technological Subjects - Safety in School Workshops” webpage</u> • <u>“Teaching Technology and Living/Home Economics in Secondary Schools Safety Booklet” (2010)</u> 	Ng Kin Keung	Subject Head	24/11/2023
c) General Studies for primary schools	3.4.1 Paragraph 2c	<ul style="list-style-type: none"> • <u>“Safety Handbook for General Studies for Primary Schools” (2011)</u> 	N/A	N/A	N/A

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d) Visual Arts	3.4.1 Paragraph 2d	<ul style="list-style-type: none"> • <u>“Guidelines on Safety for Visual Arts in Primary Schools” (2023)</u> • <u>“Guidelines on Safety for Visual Arts in Secondary Schools” (2023)</u> 	Lam Hiu Man	Subject Head	24/11/2023
e) Physical Education, co-curricular physical activities, games day, swimming and athletics activities	3.4.1 Paragraph 2e & f	<ul style="list-style-type: none"> • <u>“Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” (2023)</u> 	Fong Tsz Kei	Subject Head	4/9/2023
f) Extra-curricular activities, outdoor activities and study tours	3.4.1 Paragraph 2g	<ul style="list-style-type: none"> • <u>“Guidelines on Extra-curricular Activities in Schools”</u> • <u>“Guidelines on Outdoor Activities”</u> • <u>“Guidelines on Study Tours Outside Hong Kong”</u> 	Chu King Pui	ECA Head	15/9/2023
3. Handling accidents and medical emergency	3.4.2 & 3.4.3	<ul style="list-style-type: none"> • Establish a crisis management mechanism, follow up minor, serious or life-threatening accidents and medical emergencies properly • At least 2 teachers are trained in administering first aid • Encourage teachers to attend first aid training courses regularly • Keep a comprehensive record of all accidents, with details of each accident and the treatment given to the injured students, etc. • Maintain fully equipped first aid boxes and fit them in appropriate locations 	1. Rizwan Ullah 2. Lui Chung Kit	Vice Principal Science Subject Head	4/9/2023

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		<ul style="list-style-type: none"> • All science teachers, teachers teaching in workshops and their assistants are familiar with the contents in the first aid boxes and their use • Provide a suitable room for medical inspection and first aid 			
4. School bus services	3.4.4	<ul style="list-style-type: none"> • Choose and supervise school bus services properly • Draw up guidelines for ensuring safety of pupils on school transport vehicles for stakeholders' adherence • Every school bus and school private light bus provides an escort while in operation • <u>“Guidelines for Ensuring Safety of Pupils on School Transport Vehicles”</u> 	N/A	N/A	N/A
5. Students' health matters					
a) Students' health records	3.5.2 Paragraph 1	<ul style="list-style-type: none"> • Issue a circular letter annually to parents to solicit their co-operation in reporting the medical history of their children • Keep students' health records properly • Handle students' health records in accordance with the Personal Data (Privacy) Ordinance 	Lau Suk Fong Yvonne	G.O. Head	8/9/2023
b) Appropriate arrangements for students with health problems	3.5.2 Paragraph 2	<ul style="list-style-type: none"> • Advise student's parents/ guardians to submit a medical certificate issued by an attending physician • Follow doctors' advice to arrange appropriate amount of physical exertion for students 	Fong Tsz Kei	P.E. Subject Head	8/9/2023

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		<ul style="list-style-type: none"> • Comprehend student's conditions and medical history and be watchful for the health conditions of students • Take Air Quality Health Index into consideration when conducting activities 			
c) Healthy meals	3.5.5 Paragraph 1	<ul style="list-style-type: none"> • Arrange a lunch break of about 1 hour per school day • Set up co-ordination groups to work out the healthy and environmentally friendly meal policy and practices, to supervise, co-ordinate and improve meal arrangements for students • Refer to relevant EDB circulars and guidelines as well as the guidelines issued by other relevant Government departments (including the Department of Health and the Food and Environmental Hygiene Department) 	Tam Wai Kit Wilky	Executive Officer	8/9/2023
6. Discipline	3.6.1	<ul style="list-style-type: none"> • Draw up discipline policies and procedures • Establish a discipline team to oversee the planning, organisation, development and monitoring of matters relating to student discipline at school • Formulate policy and measures to prevent students' behavioural problems, such as bullying, discrimination and sexual harassment, etc., and cultivate a safe and orderly learning environment for the students 	1. Rizwan Ullah 2. Hui Wai Keung	Discipline Head Assistant Discipline Head	8/9/2023 8/9/2023

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		<ul style="list-style-type: none"> • <u>“Student Guidance and Discipline Services” webpage</u> 			
7. Serious student behavioural problems					
a) Suicidal behaviours	3.7.1	<ul style="list-style-type: none"> • Formulate school-based policies and measures for early detection of and support to students with suicidal behaviours • <u>“A Resource Handbook for Schools: Detecting, Supporting and Making Referral for Students with Suicidal Behaviours”</u> • <u>“School Crisis Management: Handbook of aftermath intervention and psychological support (Applicable to injury and death of students and staff)”</u> 	1. Rizwan Ullah 2. Wong Chi Man 3. Liu Ho Yan	Vice Principal Assistant Principal SENCO	24/11/2023
b) Drug taking and trafficking	3.7.2	<ul style="list-style-type: none"> • Formulate a school-based Healthy School Policy with an anti-drug element to institutionalise a drug-free school culture, review the preventive measures regularly and evaluate effectiveness • Handle suspected drug cases prudently, including handling cases of which students suspected to have taken drugs/in possession of drugs or involved in drug trafficking according to the relevant guidelines • <u>“Healthy School Policy” webpage</u> 	1. Rizwan Ullah 2. Hui Wai Keung	Discipline Head Assistant Discipline Head	8/9/2023
c) Bullying	3.7.6	<ul style="list-style-type: none"> • Adopt a “Whole School Approach” to formulate and implement anti-bullying strategies, take positive measures to 	1. Rizwan Ullah	Discipline Head	8/9/2023

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		<p>ensure the safety of students and against bullying in school</p> <ul style="list-style-type: none"> • EDBC18/2008 “<u>Creating Harmonious School</u>” 	2. Hui Wai Keung	Assistant Discipline Head	8/9/2023
8. Legislations of school premises	8.2.1 Paragraph 4	<ul style="list-style-type: none"> • Formulate school-based guidelines and measures to ensure that the restrictions on the structural requirements and use of roof playground, arrangement of gymnastics/ other form of physical education, assembly of students and furnishing of classrooms are properly observed 	Tam Wai Kit Wilky	Executive Officer	4/9/2023
9. Security measures in schools	8.3.1	<ul style="list-style-type: none"> • Ensure that the school has sufficient security measures in place to protect school property from misuse, damage, theft, and burglary • Formulate school-based security policy • Assign staff members as “security officers” • Comply with the “Guidance on CCTV Surveillance and Use of Drones” published by the Office of the Privacy Commissioner for Personal Data 	Tam Wai Kit Wilky	Executive Officer	4/9/2023
10. Fire prevention measures	8.3.3	<ul style="list-style-type: none"> • Keep exits from classrooms and the school premises free from obstruction at all times • Ensure that all fire services installations and equipment, including fire extinguishers, are in good condition and easily accessible 	Tam Wai Kit Wilky	Executive Officer	4/9/2023

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		<ul style="list-style-type: none"> • Provide additional buckets of water and sand in laboratories for extinguishing fire • Display the fire escape routes plan in all classrooms and dormitories • Conduct fire drills at least once every six months and ensure that all members of the school participate • Ensure that when an alarm is sounded on one fire alarm bell, it is immediately relayed to all other alarm bells • Adhere to the restrictions and requirements for the use of naked flame on school premises 			
11. Stair wells or other kinds of light wells	8.3.4	<ul style="list-style-type: none"> • Construct safety nets on every floor of stair wells or other kinds of light wells for the sake of the safety 	Tam Wai Kit Wilky	Executive Officer	4/9/2023
12. Crisis management	3.7.1 & 8.4	<ul style="list-style-type: none"> • Set up a Crisis Management Team to formulate school-based mechanisms, procedures, guidelines and contingency plans, which should be regularly reviewed and updated as necessary, for effective handling of crises • Conduct drills periodically 	Tam Wai Kit Wilky	Executive Officer	4/9/2023
13. Others (if applicable)	-----	-----	-----	-----	-----

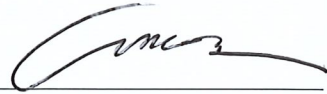
Please note: This checklist only lists the key topics in relation to student safety and health and is by no means exhaustive. Schools are required to comply with the Education Ordinance, Education Regulations, Code of Aid, circulars, guidelines and handbooks issued and updated by the EDB

from time to time as well as the provisions of the relevant laws in Hong Kong. Schools may, having regard to their school-based circumstances and needs, suitably enrich the content of this checklist.

I confirm that the above information is accurate and was endorsed by Incorporated Management Committee/School Management Committee at the meeting on 14/11/2023 (dd/mm/yyyy).



Signature of School Principal :



Name of School Principal :

Kwok Wing Keung

Date :

24/11/2023

