

To: Chief School Development Officer, _____TP_____ District School Development Section

Name of School: LAW TING PONG SECONDARY SCHOOL

Contact Person and Position Held: AU YEUNG Yau Wai Janet (Vice Principal)

Checklist of Student Safety and Health Measures (20 24 / 25 school year)

[Please submit on or before 30 November]

| 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 to 1c | <ul style="list-style-type: none"> • Properly install and maintain school equipment • All hazardous chemicals/ poisons should be clearly labelled and kept in locked rooms / cupboards • All sealed radioactive sources should be labelled and stored properly according to <u>“Code of Practice on the Use of Sealed Radioactive Sources for Teaching Purposes in Schools”</u> • 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 unauthorised staff • Develop clear usage guidelines | TAM Wai Kit Wilky | Campus Officer | 22/08/2024 |
| | | | LUI Chung Kit | Head of Department (Science) | |
| | | | LEUNG Sin Wa | Laboratory Technician | |
| | | | LAW Yin Yee | Laboratory Technician | |
| b) Recess, lunch time and school dismissal | 3.4.1 Paragraph 1d | <ul style="list-style-type: none"> • Assign adequate members of staff to be on duty and patrol the school premises | HUI Wai Keung | Assistant Head of Discipline | 16/09/2024 |

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| c) Inclement weather | 3.4.1 Paragraph 1e | <ul style="list-style-type: none"> Formulate a contingency plan | | | |
| 2. During lessons and school activities | | | | | |
| a) Subjects under Science Education Key Learning Area | 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 implemented and any emergencies occurring in science laboratories are dealt with in an effective and efficient manner 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 “Science Education - Laboratory | LUI Chung Kit LEUNG Sin Wa LAW Yin Yee | Head of Department (Science) Laboratory Technician Laboratory Technician | 11/11/2024 |

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| | | <p><u>Safety and Management</u>” webpage</p> <ul style="list-style-type: none"> • <u>“Code of Practice on the Use of Sealed Radioactive Sources for Teaching Purposes in Schools”</u> • <u>“Safety Handbook for Primary Science” (2024)</u> (Chinese version only) | | | |
| 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”</u> webpage • <u>“Teaching Technology and Living/Home Economics in Secondary Schools Safety Booklet” (2010)</u> | NG Kin Keung | Head of Department (Innovation Technology) | 02/09/2024 |
| 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> | -NA- | -NA- | -NA- |
| 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> | HUNG Ka Lai | Head of Department (Visual Arts) | 11/11/2024 |
| 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 | Head of Department (Physical Education) | 02/09/2024 |
| f) Extra-curricular activities, outdoor activities and study | 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> | CHU King Pui | Head of ECA | 16/10/2024 |

(revised in August 2024)

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| tours | | <ul style="list-style-type: none"> • <u>“Guidelines on Study Tours Outside Hong Kong”</u> • <u>“Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong”</u> | LAM Pak Wing | Head of National Education | 16/10/2024 |
| 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 • 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 | TAM Wai Kit Wilky AU Hoi Yan Victorine | Campus Officer Administrative Assistant | 20/09/2024 |

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| 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> | -NA- | -NA- | -NA- |
| 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 | TAM Wai Kit Wilky AU Hoi Yan Victorine | Campus Officer Administrative Assistant | 10/09/2024 |
| 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 • Comprehend student's conditions and medical history and be watchful for the health conditions of students • Take Air Quality Health Index into | TAM Wai Kit Wilky AU Hoi Yan Victorine | Campus Officer Administrative Assistant | 10/09/2024 |

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| | | 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 | Campus Officer | 04/10/2024 |
| 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 • <u>“Student Guidance and Discipline Services”</u> webpage | AU YEUNG Yau Wai HUI Wai Keung | Vice Principal Assistant Head of Discipline | 08/11/2024 |

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| 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> | LAW Chan Fai FUNG Chau Yuet | Head of Pastoral Care Assistant Head of Pastoral Care | 01/11/2024 |
| 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”</u> webpage | AU YEUNG Yau Wai HUI Wai Keung | Vice Principal Assistant Head of Discipline | 08/11/2024 |

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| 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 ensure the safety of students and against bullying in school EDBC18/2008 “<u>Creating Harmonious School</u>” | AU YEUNG Yau Wai HUI Wai Keung | Vice Principal Assistant Head of Discipline | 08/11/2024 |
| 8. Guideline on the use of physical restraint or seclusion to handle students with special educational needs having serious emotional and behavioural problems (if applicable) | 3.8.4 Paragraph 3 | <ul style="list-style-type: none"> Develop school-based policies and guidelines on physical restraint or seclusion in accordance with the “<u>Guideline on the use of physical restraint or seclusion to handle students with special educational needs having serious emotional and behavioural problems</u>” Arrange relevant professional training for relevant school personnel | School Section: -NA- Boarding Section: -NA- | School Section: -NA- Boarding Section: -NA- | School Section: -NA- Boarding Section: -NA- |
| 9. Boarding service of aided special schools (if applicable) | 3.8.4 Paragraph 4 | <ul style="list-style-type: none"> In accordance with the “<u>Practice Guide for Special Schools on Planning and Managing Boarding Service</u>” (Practice Guide), lay down school-based policies and relevant guidelines for planning and managing the service and daily operation of the boarding section, incorporating fundamental elements and requirements of daily operation of the boarding section, for compliance | School Section: -NA- Boarding Section: -NA- | School Section: -NA- Boarding Section: -NA- | School Section: -NA- Boarding Section: -NA- |

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| | | <p>by the staff concerned, including but not limited to:</p> <ul style="list-style-type: none"> - self-improvement mechanism: lay down arrangements for school's Incorporated Management Committee to inspect the boarding section every school year, including defining the items to be inspected and inspection record templates - facilities and safety measures: formulate relevant measures, such as inspect the boarding section regularly, check equipment and deploy staff to perform or review relevant tasks - medical examination: ensure that boarders are medically examined by a medical practitioner before being admitted - nursing service: formulate working processes and guidelines for daily care and special nursing - meal arrangements: formulate mechanisms and arrangements for providing meals - safety measures: lay down duty roster and inspection arrangements to ensure adequate staff to take care of boarders during both daytime and nighttime - closed-circuit television (CCTV) | | | |

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| | | <p>systems: formulate school-based policies and mechanisms for the monitoring and review of CCTV video footage</p> <ul style="list-style-type: none"> - identifying, preventing, and handling suspected cases of child maltreatment: formulate working guidelines for staff - prevention of communicable diseases: formulate school-based policies and guidelines for preventing communicable diseases - serious/life-threatening accidents involving boarders in the boarding sections of aided special schools: formulate school-based policies and guidelines for handling respective incidents - maintain related records to complement the above operational needs | | | |
| <p>10. Legislations of school premises</p> | <p>8.2.1 Paragraph 4</p> | <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 | <p>TAM Wai Kit Wilky NG Ka Wing</p> | <p>Campus Officer Administrative Assistant</p> | <p>20/09/2024</p> |

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| 11. 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 “<u>Guidance on CCTV Surveillance and Use of Drones</u>” published by the Office of the Privacy Commissioner for Personal Data | <p>TAM Wai Kit Wilky</p> <p>NG Ka Wing</p> | <p>Campus Officer</p> <p>Administrative Assistant</p> | 27/09/2024 |
| 12. 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 • 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 | <p>TAM Wai Kit Wilky</p> <p>NG Ka Wing</p> | <p>Campus Officer</p> <p>Administrative Assistant</p> | 15/10/2024 |

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| | | flame on school premises | | | |
| 13. 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 NG Ka Wing | Campus Officer Administrative Assistant | 20/09/2024 |
| 14. 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 | KWOK Wing Keung | Principal | 19/01/2023 |
| 15. Others (if applicable) | NIL | NIL | NIL | NIL | NIL |

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 12/11/2024 (dd/mm/yyyy).