

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

Name of School: Law Ting Pong Secondary School

Contact Person and Position Held: Au Yeung Janet ( Vice-Principal )

### Checklist of Student Safety and Health Measures (2025 /2026 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
<b>1. General safety</b>					
a) School equipment and installations	3.4.1 Paragraph 1a to 1c	<ul style="list-style-type: none"> <li>• Properly install and maintain school equipment</li> <li>• All hazardous chemicals/ poisons should be clearly labelled and kept in locked rooms / cupboards</li> <li>• 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></li> <li>• Students are only allowed to enter science laboratories in the presence of and with the permission of teachers</li> <li>• The preparation rooms and chemical storerooms should not be accessible to students and unauthorised staff</li> <li>• Develop clear usage guidelines</li> </ul>	TAM Wai Kit Wilky	Campus Officer	28/08/2025
			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"> <li>• Assign adequate members of staff to be on duty and patrol the school premises</li> </ul>	HUI Wai Keung	Assistant Head of Discipline	19/09/2025

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c) Inclement weather	3.4.1 Paragraph 1f	<ul style="list-style-type: none"> <li>Formulate a contingency plan</li> </ul>			28/08/2025
d) Mandatory reporting of child abuse	3.8.9 Paragraph 1-4	<ul style="list-style-type: none"> <li><u>Education Bureau Circular No. 15/2025</u> Handling Suspected Cases of Child Abuse/Maltreatment and Domestic Violence</li> </ul>	TSANG Kai Chi	Head of Pastoral Care	21/11/2025
<b>2. During lessons and school activities</b>					
a) Subjects under Science Education Key Learning Area	3.4.1 Paragraph 2a	<ul style="list-style-type: none"> <li>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</li> <li>Formulate or revise laboratory safety policies and laboratory rules, and the emergency plan for laboratories</li> <li>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</li> <li>Give clear instructions to students before each experiment, and remind them of the potential hazards and safety precautions to take</li> <li>Note the health conditions of students as far as possible so that precautions can be taken where appropriate</li> </ul>	LUI Chung Kit  LEUNG Sin Wa  Law Yin Yee	Head of Department (Science)  Laboratory Technician  Laboratory Technician	26/08/2025

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		<ul style="list-style-type: none"> <li>• Give sufficient supervision and guidance to students during experiments</li> <li>• <u>“Science Education - Laboratory Safety and Management”</u> webpage</li> <li>• <u>“Code of Practice on the Use of Sealed Radioactive Sources for Teaching Purposes in Schools”</u></li> <li>• <u>“Handbook on Safety in Science Laboratories”</u> (2013)</li> <li>• <u>“Safety Guidelines on Microbiology and Biotechnology Experiments in School Laboratories”</u> (2021)</li> </ul>			
b) Subjects under Technology Education Key Learning Area	3.4.1 Paragraph 2b	<ul style="list-style-type: none"> <li>• <u>“Technological Subjects - Safety in School Workshops”</u> webpage</li> <li>• <u>“Teaching Technology and Living/ Home Economics in Secondary Schools Safety Booklet”</u> (2010)</li> </ul>	NG Kin Keung	Head of Department (Innovation Technology)	26/08/2025
c) Visual Arts	3.4.1 Paragraph 2c	<ul style="list-style-type: none"> <li>• <u>“Guidelines on Safety for Visual Arts in Secondary Schools”</u> (2023)</li> </ul>	HUNG Ka Lai	Head of Department (Visual Arts)	26/08/2025
d) Physical Education, co-curricular physical activities, games day, swimming and athletics activities	3.4.1 Paragraph 2d & 2e	<ul style="list-style-type: none"> <li>• <u>“Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools”</u> (2023)</li> </ul>	TAM Pik Yau Iris	Head of Department (Physical Education)	26/08/2025

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e) Extra-curricular Activities, Outdoor activities and study tours	3.4.1 Paragraph 2f	<ul style="list-style-type: none"> <li>• <u>“Guidelines on Outdoor Activities”</u></li> <li>• <u>“Guidelines on Study Tours Outside Hong Kong”</u></li> <li>• <u>“Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong”</u></li> </ul>	CHU King Pui LAW Chan Fai	Head of ECA  Head of National and Values Education	30/09/2025  30/09/2025
3. Handling accidents and medical emergency	3.4.2 & 3.4.3	<ul style="list-style-type: none"> <li>• Establish a crisis management mechanism, follow up minor, serious or life-threatening accidents and medical emergencies properly</li> <li>• At least 2 teachers are trained in administering first aid</li> <li>• Encourage teachers to attend first aid training courses regularly</li> <li>• Keep a comprehensive record of all accidents, with details of each accident and the treatment given to the injured students, etc.</li> <li>• Maintain fully equipped first aid boxes and fit them in appropriate locations</li> <li>• All science teachers, teachers teaching in workshops and their assistants are familiar with the contents in the first aid boxes and their use</li> <li>• Provide a suitable room for medical inspection and first aid</li> <li>• Update the AED facility in school</li> </ul>	TAM Wai Kit Wilky  AU Hoi Yan Victorine	Campus Officer  Administrative Assistant	30/09/2025

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<b>4. Students' health matters</b>					
a) Students' health records	3.5.2 Paragraph 1	<ul style="list-style-type: none"> <li>• Issue a circular letter annually to parents to solicit their co-operation in reporting the medical history of their children</li> <li>• Keep students' health records properly</li> <li>• Handle students' health records in accordance with the Personal Data (Privacy) Ordinance</li> </ul>	TAM Wai Kit Wilky	Campus Officer	28/08/2025
			AU Hoi Yan Victorine	Administrative Assistant	
b) Appropriate arrangements for students with health problems	3.5.2 Paragraph 2	<ul style="list-style-type: none"> <li>• Advise student's parents/ guardians to submit a medical certificate issued by an attending physician</li> <li>• Follow doctors' advice to arrange appropriate amount of physical exertion for students</li> <li>• Comprehend student's conditions and medical history and be watchful for the health conditions of students</li> <li>• Take Air Quality Health Index into consideration when conducting activities</li> </ul>	TAM Wai Kit Wilky	Campus Officer	28/08/2025
			AU Hoi Yan Victorine	Administrative Assistant	
c) Seasonal Influenza Vaccination School Outreach Programme	3.5.3 Paragraph 4	<ul style="list-style-type: none"> <li>• Arrange annual Seasonal Influenza Vaccination School Outreach Programme (SIVSOP) for interested students and staff.</li> </ul>	AU Hoi Yan Victorine	Administrative Assistant	01/09/2025
d) Healthy meals	3.5.5 Paragraph 1	<ul style="list-style-type: none"> <li>• Arrange a lunch break of about 1 hour per school day</li> <li>• Set up co-ordination groups to work out the healthy and environmentally friendly meal policy and practices, to</li> </ul>	TAM Wai Kit Wilky	Campus Officer	01/09/2025

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		supervise, co-ordinate and improve meal arrangements for students <ul style="list-style-type: none"> <li>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)</li> </ul>			
<b>5. Discipline</b>					
Discipline	3.6.1	<ul style="list-style-type: none"> <li>Draw up discipline policies and procedures</li> <li>Establish a discipline team to oversee the planning, organisation, development and monitoring of matters relating to student discipline at school</li> <li>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</li> <li>"<u>Student Guidance and Discipline Services</u>" webpage</li> </ul>	WONG Chi Man  HUI Wai Keung	Assistant Principal  Assistant Head of Discipline	27/08/2025
<b>6. Serious student behavioural problems</b>					
a) Suicidal behaviours	3.7.1	<ul style="list-style-type: none"> <li>Formulate school-based policies and measures for early identification of</li> </ul>	TSANG Kai Chi	Head of Pastoral Care	01/09/2025

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		<p>and support for students with suicidal risk</p> <ul style="list-style-type: none"> <li>• <u>“A Resource Handbook for Schools: Detecting, Supporting and Making Referral for Students with Suicidal Behaviours”</u></li> <li>• <u>“School Crisis Management: Handbook of aftermath intervention and psychological support (Applicable to injury and death of students and staff)”</u></li> </ul>	FUNG Chau Yuet	Assistant Head of Pastoral Care	
b) Drug taking and trafficking	3.7.2	<ul style="list-style-type: none"> <li>• 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</li> <li>• 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</li> <li>• <u>“Healthy School Policy”</u> webpage</li> </ul>	WONG Chi Man  HUI Wai Keung	Assistant Principal  Assistant Head of Discipline	01/09/2025
c) Bullying	3.7.6	<ul style="list-style-type: none"> <li>• Adopt a “Whole School Approach” to formulate and implement anti-bullying strategies, take positive measures to ensure the safety of</li> </ul>	WONG Chi Man  HUI Wai Keung	Assistant Principal  Assistant Head of Discipline	01/09/2025

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		students and against bullying in school • <u>EDBC18/2008</u> “Creating Harmonious School”			
7. Legislations of school premises	8.2.1 Paragraph 4	• 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  NG Ka Wing	Campus Officer  Administrative Assistant	01/09/2025
8. Security measures in schools	8.3.1	• 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	TAM Wai Kit Wilky  NG Ka Wing	Campus Officer  Administrative Assistant	01/09/2025
9. Fire prevention measures	8.3.3	• Keep exits from classrooms and the school premises free from obstruction at all times • Ensure that all fire services installations and equipment,	TAM Wai Kit Wilky  NG Ka Wing	Campus Officer  Administrative	01/09/2025

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		<p>including fire extinguishers, are in good condition and easily accessible</p> <ul style="list-style-type: none"> <li>• Provide additional fire extinguishers and/or fire blankets for laboratories, design &amp; technology / art rooms and computer classrooms in accordance with the Fire Safety Requirements</li> <li>• Display the fire escape routes plan in all classrooms and dormitories</li> <li>• Conduct fire drills at least once every six months and ensure that all members of the school participate</li> <li>• Ensure that when an alarm is sounded on one fire alarm bell, it is immediately relayed to all other alarm bells</li> <li>• Adhere to the restrictions and requirements for the use of naked flame on school premises</li> </ul>		Assistant	
10. Stair wells or other kinds of light wells	8.3.4	<ul style="list-style-type: none"> <li>• Construct safety nets on every floor of stair wells or other kinds of light wells for the sake of the safety</li> </ul>	TAM Wai Kit Wilky NG Ka Wing	Campus Officer Administrative Assistant	12/09/2025
11. Crisis management	3.7.1 & 8.4	<ul style="list-style-type: none"> <li>• 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</li> <li>• Conduct drills periodically</li> </ul>	KWOK Wing Keung	Principal	25/11/2025

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12. 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 26/11/2025 (dd/mm/yyyy).



Signature of School Principal :

Name of School Principal : KWOK Wing Keung

Date : 26 Nov 2025