

To: Chief School Development Officer, Kwun Tong District School Development SectionName of School: St. Paul's School (Lam Tin) Contact Person and Position Held: Ms S. Cheng (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 	Ms YM Cheung	Laboratory Safety Team Leader	<ul style="list-style-type: none"> • 25 Aug 2023 • The regular laboratory safety inspection on the 4 laboratories (IS, Phys, Chem, Bio) is held once/ twice a year. • All hazardous chemicals in the laboratory preparation room and store room with clear chemical name and hazard warning labels and kept in locked cupboards. • Science teachers have explained the laboratory safety rules in the first science lesson to students. • The preparation rooms and chemical store room are closed and only allow authorized entry. • Laboratory technicians are reminded to follow the safety guidelines in science laboratories regularly.
b) Morning, 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 	Ms H Ching	Discipline Head	<ul style="list-style-type: none"> • 18 Sept 2023 • Recess: Discipline teachers have recess duty to patrol the school premises • Lunchtime: Lunch prefects under the Student Health Committee accompany S1 to have lunch in their classrooms and S1 can seek help from them. A number of discipline teachers have lunch at school. If

					<p>there are any irregularities, the students can contact the office for seeking help from discipline teachers.</p> <ul style="list-style-type: none"> ● School dismissal: Non-Form teachers have afterschool duties every day. ● Morning and lunch duties will be reviewed.
c) Inclement weather	3.4.1 Paragraph d	<ul style="list-style-type: none"> • Formulate a contingency plan 	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> ● 19 Sept 2023 ● Based on the EDB Circular No.5/2022, a guideline on Contingency Plan for Emergency Situations - App If Handling of inclement weather conditions is ready for use. ● All staff, students and parents have been informed of the procedures.
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 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 	Ms SY Liu	Vice Principal (Academic Coordinator)	<ul style="list-style-type: none"> ● 4 Oct 2023 ● Science teachers have explained the safety rules to students in the laboratories during the first Science lesson. ● General safety rules and fire escape routes are posted on the notice board in the Laboratories. ● Items contained in the first aid cabinet are kept in sufficient quantity and are in good condition. ● Laboratories and preparation rooms will be locked and only allow authorized entry during non-lesson time. ● A record book has been prepared in each laboratory to record down the accidents/ injuries happening during the Science lessons. ● Risk assessment will be mentioned before conducting the experiments in the laboratories.

		<ul style="list-style-type: none"> • 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> 	Mr TH Lam Ms K Lau	ICT Panel Head HE Panel Head	<ul style="list-style-type: none"> • 24 Oct 2023 • HE teachers have explained the safety rules to students in the cookery room/ needlework room during the first HE lesson. • General safety rules and fire escape routes are posted on the notice board in the cookery room/ needlework room. • Items contained in the first aid box are kept in sufficient quantity and are in good condition. • The cookery room and needlework room will be locked and only allow authorized entry during non-lesson time. • Safety precautions of using a laser cutter and a 3D printer (in MMLC) have been posted next to the equipment for easy reference. • The laser cutter and the 3D printer are operated by TSS. TSS will ensure that all safety precautions are observed during operation. The students are not allowed to operate the equipment alone by themselves.
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> 	Ms E Wong	VA Coordinator	<ul style="list-style-type: none"> • 3 Oct 2023 • Art teachers have explained the safety rules to students in the Art room during the first Art lesson. • General safety rules and fire escape routes are posted on the notice board in the Art room.

					<ul style="list-style-type: none"> • Items contained in the first aid cabinet are kept in sufficient quantity and are in good condition. • Art room and art storage room will be locked and only allow authorized entry during non-lesson time.
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> 	Ms WY Chu	PE Panel Head	<ul style="list-style-type: none"> • 22 Sept 2023 • The planning of Sports day and Swimming Gala will follow the Safety Guidelines on Physical Education Key Learning Area For Hong Kong Schools from EDB. • We will refer to the guiding principles and safety guidelines in making sensible judgment as well as taking appropriate measures when needed.
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> 	Ms E Chan	OLE Head	<ul style="list-style-type: none"> • 19 Sept 2023 • The schedule and planning of all outdoor activities and study tours will follow the EDB Guideline on Outdoor Activities (May 2023) and Guideline on Study Tour Outside Hong Kong. • The OLE committee will monitor and help with the coordination of each individual activity. For the organization of the study tour, OLE committee as the tour coordinator, will assist the administrative and logistic affairs.
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. 	Ms E Chan Ms WY Chu	Vice Principal PE Panel Head	<ul style="list-style-type: none"> • 19 Sept 2023 • Based on EDB SAG 3.4.2 a Contingency Plan for Emergency Situations - App Ia Handling of accidents is ready for use. • In case accidents happen, qualified first aid staff members will be notified to handle the case. • All cases of accidents should complete the report form on accident during school activities for record.

		<ul style="list-style-type: none"> • 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 			
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 	Ms S Cheng	Vice Principal (Pastoral Coordinator)	<ul style="list-style-type: none"> • 20 Sep 2023 • A parent notice “Students' Health Conditions” is issued at the beginning of each school year to ask parents to report to the school the students' health conditions and precautions needed for physical activities. • To preserve students' privacy, the notice is collected in person who will pass it on to the office staff for data entry. PE teachers and form teachers will be informed of irregular cases.
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 	Ms S Cheng Ms WY Chu	Vice Principal PE Panel Head	<ul style="list-style-type: none"> • 20 Sep 2023 • Students who request allowances for exemption from physical activities and/ or school routines will be asked to submit a doctor's certificate. The school will follow the suggestions of the professionals if possible. PE teachers, form teachers and teachers concerned will be informed of the

		<p>the health conditions of students</p> <ul style="list-style-type: none"> • Take Air Quality Health Index into consideration when conducting activities 			special needs of the students.
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) 	Ms C Pun	Student Health Head	<ul style="list-style-type: none"> • 16-20 Oct 2023 • 4-8 Dec 2023 • 11-15 March 2024 • 8-12 April 2024 • 7 Dec 2023 • Lunch boxes inspections will be carried out 4 times per year to ensure the lunch boxes fulfilled the nutritional requirements. • Fruit Day will be carried out on 7 Dec 2023 in enhancing the awareness and importance of attaining balanced diet.
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, organization, 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" webpage</u> 	Ms SY Liu Ms WY Yu Ms H Ching	Vice Principal Assistant Principal Discipline Head	<ul style="list-style-type: none"> • 4 Oct 2023 • Guidelines to staff (updated every year) • Reminders to students by Form Teachers • Reminders embedded in the student's handbooks • Close communication and interaction amongst Form teachers, Guidance and Counseling Committee and Discipline Committee for organizing activities to arouse the awareness of students' health and safety • Reminders to students are given through regular assemblies and talks • Close communication with the Police Liaison Officer and seeking advice if needed
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 	Ms S Cheng Ms I Chan Ms M So	Vice Principal Guidance Head	<ul style="list-style-type: none"> • 20 Sep 2023 • Staff are reminded of the procedures of handling cases at risk by the VP while the observations of students' needs, skills of

		<ul style="list-style-type: none"> • <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> 		SENCO	<p>handling students with special needs, referral procedures and preventive measures adopted are shared by the G&C Committee head, SENCO and social workers in the staff meetings in Sep every year.</p> <ul style="list-style-type: none"> • Professionals are sometimes invited to conduct training for frontline teachers to equip them with the skills needed for handling students with mental issues. • With parental consent, case conferences are held when needed to alert teachers to the needs of students. Student portfolios are provided to form teachers to help them better understand students’ conditions so that timely support can be given. • Preventive measures, such as form teachers’ periods, cross-curricular activities, screening tests, etc., are organized.
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> 	Ms I Chan Ms C Pun	Guidance Head Student Health Head	<ul style="list-style-type: none"> • 20 Sep 2023 • Talk on anti-drug (16/11/2022 in S2 form teacher’s period) was organized to promote drug free sphere, to enhance the awareness of the negative consequences of drug abuse and equipping students life skills on combating drug abuse.
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 	Ms H Ching Ms I Chan	Discipline Head Guidance Head	<ul style="list-style-type: none"> • 20 Sep 2023 • DC would carry out an investigation for the reported case. During the investigation, DC head would seek an advice from police liaison officer if needed. Both the parents of the victim and bullier would be informed of

		<ul style="list-style-type: none"> • <u>EDBC18/2008 “Creating Harmonious School”</u> 			<p>the result after the investigation. The bullier would receive a penalty under DC.</p> <ul style="list-style-type: none"> • Support to students would be given by the Counseling Committee if needed.
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 	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> • 19 Sept 2023 • Our school forbade students from entering any rooftop of the premises. The office staff and janitors have locked all rooftop areas. • The School Construction Team will do spot checks twice per year.
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 	Ms J Kwok	Executive Officer	<ul style="list-style-type: none"> • 29 Sept 2023 • CCTV Policy (approved by IMC in Nov 2019) is continuously implemented. • Stock list & write-off list are reviewed yearly by designated staff/teachers and approved by the IMC. • Keys are kept in a keyboard with a lock at the General Office. • Petty cash and important valuables are locked in a safe by designated staff, and a record of their entry and exit are filled out in a logbook and checked by the Principal. • All visitors have records in a logbook. • Janitors patrol the whole school to ensure that gates, doors and windows are locked at the end of the school day. • Security systems such as CCTVs, door controllers are installed.
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 • Provide additional buckets of water 	Ms E Chan Ms SY Liu Ms YM Cheung	Vice Principal Vice Principal Laboratory Safety Team Leader	<ul style="list-style-type: none"> • 21 Sep 2023 • In accordance with the fire service (Installation and Equipment) regulation, our school has carried out an annual inspection for all fire prevention equipment, we have modified and repaired all mal-functioned equipment in our premises. • Fire drill has been arranged twice a year to

		<p>and sand in laboratories for extinguishing fire</p> <ul style="list-style-type: none"> • 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 			ensure all staff and students understand the escape route.
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 	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> • 21 Sep 2023 • We are consulting EDB for advice onto the suggestion on installation.
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 	Ms S Cheng Ms I Chan Ms M So	Vice Principal Guidance Head SENCO	<ul style="list-style-type: none"> • 20 Sep 2023 • School-based Guidelines (App e, Chapter 15) are updated every year and the latest one was disseminated to all teachers in Sep 2023. • EP's advice on the guidelines and drills can be sought.
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 08/11/2023 (dd/mm/yyyy).

School Chop

Signature of School Principal : _____

Name of School Principal : WONG Mei Tak

Date : 8 November 2023