

To: Chief School Development Officer, Kwun Tong District School Development Section

Name 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 (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
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 “Code of Practice on the Use of Sealed Radioactive Sources for Teaching Purposes in Schools” 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 	Ms YM Cheung	Laboratory Safety Team Leader	<ul style="list-style-type: none"> 20 Oct 2025 Regular laboratory safety inspection on the 4 laboratories (IS, Phy, Chem, Bio) is held daily/weekly/monthly/once a term of the school year. All hazardous chemicals in the laboratory preparation room and store room are kept in locked cupboards with clear chemical names and corresponding hazard warning labels. Science teachers explained the laboratory safety rules to students and

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					<p>showed them the fire drill route during the first science lesson.</p> <ul style="list-style-type: none"> • All radioactive sources were disposed of safely with the approval of the Radiation Board. No such sources are kept by the school now. • The preparation rooms, chemical store room and waste room are closed and with authorized entry only. Laboratories are closed, and students are only allowed to enter science laboratories in the presence of and with the permission of teachers. • Laboratory technicians are reminded regularly to follow the safety guidelines in science laboratories.

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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 	Ms H Ching & Ms K Yip Ms J Kwok	Discipline Heads Executive Officer	<ul style="list-style-type: none"> 1 September 2025 TSS, TAs, janitors and teachers have been assigned to be on duty (morning, recess, lunch and after school) and patrol the school premises. The working hours of the general office are up to 5:30 p.m.

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c) Inclement weather	3.4.1 Paragraph 1f	<ul style="list-style-type: none"> Formulate a contingency plan 	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> 26 Sept 2025 Based on the EDB Circular No. 5/2022, a contingency plan for emergency situations - App If Handling of inclement weather conditions was drafted and disseminated to the staff. All staff, students and parents have been informed of the procedure.
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 	Ms SY Liu	Vice Principal (Academic Coordinator)	<ul style="list-style-type: none"> 3 Oct 2025 Science teachers explained the safety rules to students in laboratories during the first Science lesson. General safety rules and fire escape routes are posted on the notice board in the

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		<ul style="list-style-type: none"> • 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 Safety and Management” webpage • “Code of Practice on the Use of Sealed Radioactive Sources for Teaching Purposes in Schools” • “Safety Handbook for Primary Science” (2024) (Chinese version only) • “Handbook on Safety in Science Laboratories” (2013) • “Safety Guidelines on Microbiology and Biotechnology Experiments in School Laboratories” (2021) 			<p>laboratories.</p> <ul style="list-style-type: none"> • Items contained in the first aid cabinet are kept in sufficient quantity and are in good condition. • Laboratories and preparation rooms are locked and with authorised entry only. • A record book has been prepared in each laboratory to record down the accidents/injuries that happen during Science lessons. • Risk assessment is mentioned before conducting experiments in the laboratories.

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b) Subjects under Technology Education Key Learning Area	3.4.1 Paragraph 2b	<ul style="list-style-type: none"> • “Technological Subjects - Safety in School Workshops” webpage • “Teaching Technology and Living/Home Economics in Secondary Schools Safety Booklet” (2010) 	Mr TH Lam Ms K Lau	ICT Panel Head HE Panel Head	<ul style="list-style-type: none"> • 10 Oct 2025 • Safety precautions of using a laser cutter (in MMLC) are posted next to the equipment for easy reference. The 3D printer has been moved to the Closed Area of the Campus TV Room. Both the laser cutter and the 3D printer are operated by TSS. TSS will ensure that all safety precautions are observed during operation. Students are not allowed to operate the equipment alone by themselves.
c) Visual Arts	3.4.1 Paragraph 2c	<ul style="list-style-type: none"> • “Guidelines on Safety for Visual Arts in Primary Schools” (2023) • “Guidelines on Safety for Visual Arts in Secondary Schools” (2023) 	Ms E Wong	VA Panel Head	<ul style="list-style-type: none"> • 20 Oct 2025 • All art materials, tools and equipment with potential hazards are kept in the storeroom which are locked during breaks. • Students do not have access to the storeroom unless they get teacher's permission.

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					<ul style="list-style-type: none"> Art teachers explained the safety rules in the first Art lesson to students.
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"> “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” 	Ms WY Chu	PE Panel Head	<ul style="list-style-type: none"> 21 Oct 2025 The updated safety guidelines have already been saved in the PE Dept drive and email to sports team moderators. Teachers will follow the EDB Guidelines (May 2023) to conduct sports lessons and activities. Sports team moderators will remind coaches to follow the guidelines to monitor and coordinate sports activities. PE teachers explain the safety rules during PE lessons to students.
e) Outdoor activities and study tours	3.4.1 Paragraph 2f	<ul style="list-style-type: none"> “Guidelines on Outdoor Activities” “Guidelines on Study Tours Outside Hong Kong” 	Ms E Chan	Vice Principal/ OLE Head	<ul style="list-style-type: none"> 20 Oct 2025 All outdoor activities and study tours are planned and conducted according

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		<ul style="list-style-type: none"> • “Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong” 			<p>to the EDB Guidelines on Outdoor Activities (May 2024) and Guidelines on Study Tour Outside Hong Kong.</p> <ul style="list-style-type: none"> • The OLE Committee monitors and helps with the coordination of each individual activity. For the organization of study tours, the OLE Committee, as the tour coordinator, assists the administrative and logistic affairs.

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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 	Ms E Chan Ms WY Chu	Vice Principal PE Panel Head	<ul style="list-style-type: none"> 20 Oct 2025 Based on the EDB SAG 3.4.2 a contingency plan for emergency situations - App 1a Handling of accidents was drafted and disseminated to the staff. In case accidents happen, qualified first aid staff members will be notified to handle the case. All report forms on accidents that happen during school activities are kept by the school for record.
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 	N/A	N/A	N/A

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		<ul style="list-style-type: none"> “Guidelines for Ensuring Safety of Pupils on School Transport Vehicles” 			
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	<ul style="list-style-type: none"> 10 Oct 2025 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 by form teachers 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 	Ms S Cheng Ms WY Chu	Vice Principal PE Panel Head	<ul style="list-style-type: none"> 10 Oct 25 Students who request allowances for exemption from physical activities

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		<ul style="list-style-type: none"> 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 consideration when conducting activities 			<p>and/ or school routines are asked to submit a doctor's certificate. The school will follow the suggestions of the professionals if possible. Information of the special needs of students will be disseminated to colleagues on a need-to-know basis.</p> <ul style="list-style-type: none"> The office staff monitor the air quality health index and inform the PE teachers and teachers in charge of outdoor activities who will make arrangements according to the EDB guidelines.
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 	Ms C Pun	Student Health Head	<ul style="list-style-type: none"> 10 Oct 2025 Lunch boxes inspection will be conducted 4 times per year (13-17 Oct 2025, 24-28 Nov 2025, 23-27 March 2026 and 20-24 April 2026). Teachers are assigned

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		issued by other relevant Government departments (including the Department of Health and the Food and Environmental Hygiene Department)			<p>to communicate with lunch and tuck shop service provider to ensure foods/meals provided to school personnel follows the guidelines issued by the Department of Health.</p> <ul style="list-style-type: none"> Fruit Day will be carried out on 2 Dec 2025 to enhance the awareness of students the importance of 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, 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 “Student Guidance and Discipline Services” webpage 	<p>Ms SY Liu</p> <p>Ms H Ching & Ms K Yip</p>	Vice Principal Discipline Heads	<ul style="list-style-type: none"> 1 Sept 2025 There are guidelines to staff (updated every year), reminders to students by form teachers and reminders in the student's handbooks There is close communication and interaction between form teachers and discipline teachers. The Guidance and Counseling Committee and the Discipline Committee

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					sometimes collaborate to organize <ul style="list-style-type: none"> activities to arouse the awareness of students about health and safety. Reminders to students are given through regular assemblies and talks. There is close communication with the Police Liaison Officer and advice is sought 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 identification of and support for students with suicidal risk “A Resource Handbook for Schools: Detecting, Supporting and Making Referral for Students with Suicidal Behaviours” “School Crisis Management: Handbook of aftermath intervention and psychological support (Applicable to injury and death of students and staff)” 	Ms S Cheng Ms I Chan & Ms V Hui Ms M So	Vice Principal Guidance Heads SENCO	<ul style="list-style-type: none"> 9 Sept 2025 Staff are reminded of the procedures of handling cases at risk by the VP while the observations of students’ needs, skills of handling students with special needs, referral procedures and preventive measures adopted are shared by the G&C Committee heads, SENCO and social

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					<p>workers in the staff meetings in Sept 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.

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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 “Healthy School Policy” webpage 	Ms I Chan & Ms V Hui Ms C Pun	Guidance Heads Student Health Heads	<ul style="list-style-type: none"> Game booths and exhibition on drug addiction will be held in second term to enhance students’ awareness of the negative impacts of drug and promote drug-free culture. A drug education talk will be held in S2 form teacher’s period to equip students with the knowledge to resist peer pressure and make informed decisions. A chemistry talk, Unveiling the Mystery of Common Narcotics, will be held on 1 Dec 2025 and the anti-drug message will also be delivered to S4 to S6 students.

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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 “Creating Harmonious School” 	Ms H Ching & Ms K Yip Ms I Chan & Ms V Hui	Discipline Heads Guidance Heads	<ul style="list-style-type: none"> Talks, workshops and sharings will be held in morning assembly and form teacher’s periods of various forms, e.g. positive relationships, bullying issues and the safe use of internet. Both discipline and counselling teams will take up cases related to bullying and aim to promote a harmonious school environment.
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 “Guideline on the use of physical restraint or seclusion to handle students with special educational needs having serious emotional and behavioural problems” Arrange relevant professional training for relevant school personnel 	School Section: M So Boarding Section: N/A	School Section: SENCO Boarding Section: N/A	<p>School Section: 2025-2026 school year: Staff are reminded of the procedures of handling cases at risk and preventive measures adopted are shared by EP and SENCO.</p> <p>Boarding Section: N/A</p>

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9. Boarding service of aided special schools (if applicable)	3.8.4 Paragraph 4	<ul style="list-style-type: none"> In accordance with the “Practice Guide for Special Schools on Planning and Managing Boarding Service” (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 by the staff concerned, including but not limited to: <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 	School Section: N/A Boarding Section:	School Section: N/A Boarding Section:	School Section: N/A Boarding Section:

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		<ul style="list-style-type: none"> - 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) systems: formulate school-based policies and mechanisms for the monitoring and review of CCTV video footage - 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 			

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		<ul style="list-style-type: none"> – maintain related records to complement the above operational needs 			
10. 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"> • 20 Oct 2025 • Our school forbids students from entering any rooftop of the premises. The office staff and janitors have locked all rooftop areas. • The School Construction Team performs spot checks twice per year.
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 “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"> • 1 Sept 2025 • Four new CCTVs were installed in August 2025 in the corridors of the staff rooms, printing room and at the exit of a janitor’s room. The CCTV Policy (approved by IMC in Nov 2019) continues to be effective. • The stock list & write-off list are reviewed yearly by designated staff/teachers and

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					<p>approved by the IMC.</p> <ul style="list-style-type: none"> • Keys of all the rooms 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 is filled out in a logbook and checked by the Principal. • There are records of all visitors 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.

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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 fire extinguishers and/or fire blankets for laboratories, design & technology / art rooms and computer classrooms in accordance with the Fire Safety Requirements 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 	Ms E Chan & Ms SY Liu Ms YM Cheung	Vice Principals Laboratory Safety Team Leader	<ul style="list-style-type: none"> 20 October 2025 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 malfunctioned equipment on our premises. Sufficient amounts of fire fighting equipment are installed in all laboratories. Science teachers explained the laboratory safety rules to students and showed them the fire drill route as displayed in laboratories during the first science lesson. A gas leakage drill is

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					collaboratively organized by the discipline committee and laboratory safety team once a year.
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 	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> 20 October 2025 The installation was finished by late August.
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 	Ms S Cheng Ms I Chan & Ms V Hui Ms M So	Vice Principal Guidance Heads SENCO	<ul style="list-style-type: none"> 10 Oct 2025 School-based Guidelines (Appendix, Chapter 15) are reviewed every year and the latest ones are disseminated to all teachers. EP's advice on the guidelines and drills are sought whenever necessary. The core members of the Team attended a workshop on handling attempted suicide on the campus on 27 Sept 2025.

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15. 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 12 November 2025.

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Signature of School Principal :

Name of School Principal :

Date :