

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

Name of School: Li Cheng Uk Government Primary School

Contact Person and Position Held: CHAN Ka-tak (Deputy Headmaster)

Checklist of Student Safety and Health Measures (2024 /2025_ 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
General safety					
a) School equipment and installations	3.4.1 Paragraph 1a to 1c	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	HUNG Yin-yee There are no science laboratories in the school.	Head of School Occupational Safety Team	31/10/2024
b) Recess, lunch time and school dismissal	3.4.1 Paragraph 1d	Assign adequate members of staff to be on duty and patrol the school premises	YEUNG Man-yee	Head of Discipline Stream	29/08/2024

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c) Inclement weather	3.4.1 Paragraph 1e	Formulate a contingency plan	LEE Kwong-yung	Deputy Headmistress	29/08/2024
During lessons and school activities					
a) Subjects under Science Education Key Learning Area	3.4.1 Paragraph 2a	<p>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</p> <p>Formulate or revise laboratory safety policies and laboratory rules, and the emergency plan for laboratories</p> <p>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</p> <p>Give clear instructions to students before each experiment, and remind them of the potential hazards and safety precautions to take</p> <p>Note the health conditions of students as far as possible so that precautions can be taken where appropriate</p> <p>Give sufficient supervision and guidance to students during experiments</p>	<p>NA</p> <p>(There are no science laboratories in the school.)</p>	NA	NA

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		<u>“Science Education - Laboratory Safety and Management”</u> webpage <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	<u>“Technological Subjects - Safety in School Workshops”</u> webpage <u>“Teaching Technology and Living/Home Economics in Secondary Schools Safety Booklet” (2010)</u>	NA (No such subjects are operated in the school.)	NA	NA
c) General Studies for primary schools	3.4.1 Paragraph 2c	<u>“Safety Handbook for General Studies for Primary Schools” (2011)</u>	NG Ka-ho, CHAN Ngan-ming, LAI Yuet-wan	Heads of General Studies subject panel	13/09/2024
d) Visual Arts	3.4.1 Paragraph 2d	<u>“Guidelines on Safety for Visual Arts in Primary Schools” (2023)</u> <u>“Guidelines on Safety for Visual Arts in Secondary Schools” (2023)</u>	CHAN Pui-yeung, MAK Long-yiu	Heads of Visual Arts subject panel	13/09/2024
e) Physical Education, co-curricular physical activities, games day, swimming and	3.4.1 Paragraph 2e & f	<u>“Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” (2023)</u>	MUI Ka-ming, KWOK Wing-yiu	Heads of Physical Education subject panel	29/08/2024

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athletics activities					
f) Extra-curricular activities, outdoor activities and study tours	3.4.1 Paragraph 2g	<p><u>“Guidelines on Extra-curricular Activities in Schools”</u></p> <p><u>“Guidelines on Outdoor Activities”</u></p> <p><u>“Guidelines on Study Tours Outside Hong Kong”</u></p> <p><u>“Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong”</u></p>	WONG Yuen-Kwan	Head of Extra-curricular Activities Stream	29/08/2024
Handling accidents and medical emergency	3.4.2 & 3.4.3	<p>Establish a crisis management mechanism, follow up minor, serious or life-threatening accidents and medical emergencies properly</p> <p>At least 2 teachers are trained in administering first aid</p> <p>Encourage teachers to attend first aid training courses regularly</p> <p>Keep a comprehensive record of all accidents, with details of each accident and the treatment given to the injured students, etc.</p> <p>Maintain fully equipped first aid boxes and fit them in appropriate locations</p> <p>All science teachers, teachers teaching in workshops and their assistants are familiar with the contents in the first aid boxes and their</p>	<ul style="list-style-type: none"> • TANG Sui-fan • CHAN Yuk-wah 	<ul style="list-style-type: none"> • Deputy Headmistress • Teacher i/c of the First Aid Team 	29/08/2024

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		use Provide a suitable room for medical inspection and first aid			
School bus services	3.4.4	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>	YEUNG Man-yee	Head of Discipline Stream	29/08/2024
Students' health matters					
a) Students' health records	3.5.2 Paragraph 1	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	<ul style="list-style-type: none"> • HUNG Yin-yee • MUI Ka-ming, KWOK Wing-yiu 	<ul style="list-style-type: none"> • Head of General Affairs Stream • Heads of PE subject panel 	2/09/2024
b) Appropriate arrangements for students with health problems	3.5.2 Paragraph 2	Advise student's parents/ guardians to submit a medical certificate issued by an attending physician Follow doctors' advice to arrange appropriate amount of physical	<ul style="list-style-type: none"> • HUNG Yin-yee • MUI Ka-ming, 	<ul style="list-style-type: none"> • Head of General Affairs Stream • Heads of PE subject panel 	11/09/2024

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		<p>exertion for students</p> <p>Comprehend student's conditions and medical history and be watchful for the health conditions of students</p> <p>Take Air Quality Health Index into consideration when conducting activities</p>	KWOK Wing-yiu		
c) Healthy meals	3.5.5 Paragraph 1	<p>Arrange a lunch break of about 1 hour per school day</p> <p>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</p> <p>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)</p>	HUNG Yin-yee	Head of General Affairs Stream	29/08/2024
Discipline	3.6.1	<p>Draw up discipline policies and procedures</p> <p>Establish a discipline team to oversee the planning, organisation, development and monitoring of matters relating to student discipline at school</p> <p>Formulate policy and measures to</p>	<ul style="list-style-type: none"> • YEUNG Man-yee • CHAU Tin-yee 	<ul style="list-style-type: none"> • Head of Discipline Stream Head of Guidance and Counseling Stream 	29/08/2024

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		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			
Serious student behavioural problems					
a) Suicidal behaviours	3.7.1	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>	CHAU Tin-yee	Head of Guidance and Counseling Stream	29/08/2024
b) Drug taking and trafficking	3.7.2	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	<ul style="list-style-type: none"> • YEUNG Man-yee • CHAU Tin-yee 	<ul style="list-style-type: none"> • Head of Discipline Stream • Head of Guidance and Counseling 	29/08/2024

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		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	• HUNG Yin-yee	Stream • Head of General Affairs Stream	
c) Bullying	3.7.6	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 <u>EDBC18/2008</u> “ <u>Creating Harmonious School</u> ”	YEUNG Man-yee	Head of Discipline Stream	29/08/2024
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	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
Boarding service of aided special schools (if	3.8.4 Paragraph 4	In accordance with the <u>“Practice Guide for Special Schools on Planning and Managing Boarding Service”</u>	School Section: NA	School Section: NA	School Section: NA

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applicable)		<p>(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:</p> <p>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</p> <p>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</p> <p>medical examination: ensure that boarders are medically examined by a medical practitioner before being admitted</p> <p>nursing service: formulate working processes and guidelines for daily care and special nursing</p>	Boarding Section: NA	Boarding Section: NA	Boarding Section: NA

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		<p>meal arrangements: formulate mechanisms and arrangements for providing meals</p> <p>safety measures: lay down duty roster and inspection arrangements to ensure adequate staff to take care of boarders during both daytime and nighttime</p> <p>closed-circuit television (CCTV) systems: formulate school-based policies and mechanisms for the monitoring and review of CCTV video footage</p> <p>identifying, preventing, and handling suspected cases of child maltreatment: formulate working guidelines for staff</p> <p>prevention of communicable diseases: formulate school-based policies and guidelines for preventing communicable diseases</p> <p>serious/life-threatening accidents involving boarders in the boarding sections of aided special schools: formulate school-based policies and guidelines for handling respective incidents</p> <p>maintain related records to complement the above operational needs</p>			

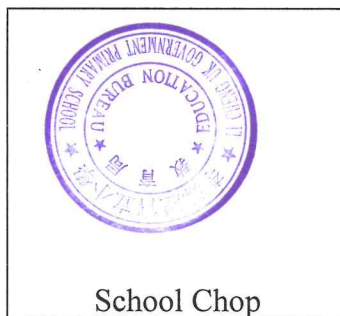
Item	Chapter and Paragraph in School Administration Guide	Key Content and Guidelines/Handbooks	Name(s) of Responsible Person(s)	Position	Date of Completing Review and Follow-up
Legislations of school premises	8.2.1 Paragraph 4	Formulate school-based guidelines and measures to ensure that the restrictions 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	MUI Ka-ming, KWOK Wing-yiu	Heads of PE subject panel	29/08/2024
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	FUNG Suk-fan	Head of Information Technology Stream	29/08/2024
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, including fire extinguishers, are in good condition and easily accessible Provide additional buckets of water	YEUNG Man-yee	Head of Discipline Stream	29/08/2024


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		<p>and sand in laboratories for extinguishing fire</p> <p>Display the fire escape routes plan in all classrooms and dormitories</p> <p>Conduct fire drills at least once every six months and ensure that all members of the school participate</p> <p>Ensure that when an alarm is sounded on one fire alarm bell, it is immediately relayed to all other alarm bells</p> <p>Adhere to the restrictions and requirements for the use of naked flame on school premises</p>	There are no laboratories in the school.		
Stair wells or other kinds of light wells	8.3.4	Construct safety nets on every floor of stair wells or other kinds of light wells for the sake of the safety	<ul style="list-style-type: none"> • YEUNG Man-ye • CHAU Tin-ye 	<ul style="list-style-type: none"> • Head of Discipline Stream • Head of Counseling and Guidance Stream 	29/08/2024
Crisis management	3.7.1 & 8.4	<p>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</p> <p>Conduct drills periodically</p>	TANG Sui-fan	Deputy Headmistress	29/08/2024

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Others (if applicable) NA	NA	NA	NA	NA	NA

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 27/11/2024 (dd/mm/yyyy).



Signature of School Principal : 

Name of School Principal : CHUI Sau-man

Date : 27-11-2024