

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

Name of School: Ying Wa Girls' School

Contact Person and Position Held: Mr Kwan Hon Cheung Francis 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 	Mr. Cho Kong Sang	VP	11 Oct 2023
b) 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 Chau Chui Shan	VP	29 Sep 2023
c) Inclement weather	3.4.1 Paragraph d	<ul style="list-style-type: none"> • Formulate a contingency plan 	Mr. Kwan Hon Cheung Francis	Principal	31 Aug 2023
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 	Mr. Cho Kong Sang	VP	11 Oct 2023

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		<p>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> <ul style="list-style-type: none"> • 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 • <u>“Science Education - Laboratory Safety and Management”</u> webpage 			
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”</u> (2010) 	<p>Mr Cho Kong Sang</p> <p>Ms Chau Chui Shan</p>	<p>VP</p> <p>VP/T&L Panel Head</p>	11 Oct 2023

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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> 	N.A.		
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> 	N.A. Mr Cho Kong Sang Ms Leung May Shan	N.A. VP V.A./T&L Panel Head	11 Oct 2023
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> 	Mr Cho Kong Sang Ms Wong Wai Fong	VP P.E. Panel Head	11 Oct 2023
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> 	Mr Cho Kong Sang Ms Wong Wai Fong	VP ECA Mistress	11 Oct 2023
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 	Mr. Kwan Hon Cheung Francis Ms Cheng Yuen Ling Helen	Principal Clerk	31 Aug 2023

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		<p>and the treatment given to the injured students, etc.</p> <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> 	<p>Mr. Kwan Hon Cheung Francis</p> <p>Ms Choi Kit Yu</p>	<p>Principal</p> <p>Clerk</p>	31 Aug 2023
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 Chau Chui Shan	VP	25 Sep 2023

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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 consideration when conducting activities 	<p>Ms Chau Chui Shan</p> <p>Ms Wong Wai Fong</p> <p>Ms Yeung Ming Wai Pauline</p>	<p>VP</p> <p>P.E. Panel Head</p> <p>Guidance Mistress</p>	3 Oct 2023
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) 	<p>Ms Chau Chui Shan</p> <p>Ms Lee So Ling</p>	<p>VP</p> <p>Lunch Committee Head</p>	29 Sep 2023
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 	<p>Ms Chau Chui Shan</p> <p>Ms Ho Chung Sang</p>	<p>VP</p> <p>Discipline Mistress</p>	25 Sep 2023

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		<ul style="list-style-type: none"> • 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> 			
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> 	Ms Chau Chui Shan Ms Yeung Ming Wai Pauline	VP Guidance Mistress	3 Oct 2023
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 	Ms Chau Chui Shan Ms Ho Chung Sang	VP Discipline Mistress	25 Sep 2023

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		involved in drug trafficking according to the relevant guidelines • <u>“Healthy School Policy”</u> webpage			
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 “Creating Harmonious School”</u>	Ms Chau Chui Shan Ms Ho Chung Sang	VP Discipline Mistress	25 Sep 2023
8. 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	Ms Chow Siu Fung Ms Tam Sau Fong Novel	VP Campus Management Assistant	16 Oct 2023
9. 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 “Guidance on CCTV Surveillance and Use of Drones” published by the Office of the Privacy Commissioner for Personal Data	Ms Chow Siu Fung Ms Tam Sau Fong Novel Mr. Mok Yue Fai	VP Campus Management Assistant Campus Management Committee Member	16 Oct 2023

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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 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 flame on school premises 	<p>Ms Chow Siu Fung</p> <p>Ms Tam Sau Fong Novel</p> <p>Ms Chau Chui Shan</p> <p>Ms Ho Chung Sang</p>	<p>VP</p> <p>Campus Management Assistant</p> <p>VP</p> <p>Discipline Mistress</p>	25 Sep 2023
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 	<p>Ms Chow Siu Fung</p> <p>Ms Tam Sau Fong Novel</p>	<p>VP</p> <p>Campus Management Assistant</p>	16 Oct 2023
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 	<p>Mr. Kwan Hon Cheung Francis</p>	Principal	31 Aug 2023

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		<ul style="list-style-type: none"> • Conduct drills periodically 			
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 15/11/2023 (dd/mm/yyyy).



Signature of School Principal :

Name of School Principal :

Kwan Hon Cheung
Francis

Date :

20 Nov 2023