

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 (2024 /25 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	<p>Properly install and maintain school equipment</p> <p>All hazardous chemicals/ poisons should be clearly labelled and kept in locked rooms / cupboards</p> <p>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”</p> <p>Students are only allowed to enter science laboratories in the presence of and with the permission of teachers</p> <p>The preparation rooms and chemical storerooms should not be accessible to students and unauthorised staff</p> <p>Develop clear usage guidelines</p>	Ms YM Cheung	Laboratory Safety Team Leader	<ul style="list-style-type: none"> 26 Aug 2024 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

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					<p>cupboards.</p> <ul style="list-style-type: none">• 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.• All radioactive sources have been disposed of safely with the approval of the Radiation Board. No such sources are kept by the school.• Laboratory technicians are reminded to follow the safety guidelines in

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					science laboratories regularly.
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	Ms H Ching Ms J Kwok	Discipline Head Executive Officer	<ul style="list-style-type: none"> TSS, TA, janitors and teachers were assigned to be on duty and patrol the school premises. Starting from 2 Sep 2024, general office will extend its service hours from 5 p.m. to 5:30 p.m.
c) Inclement weather	3.4.1 Paragraph 1e	Formulate a contingency plan	Ms E Chan	Vice Principal	See the attachment (marked with *)
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,</p>	Ms SY Liu	Vice Principal (Academic Coordinator)	<ul style="list-style-type: none"> 4 Oct 2024 Science teachers have explained the safety rules to students in the laboratories during the first Science lesson. General safety rules and fire

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		<p>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>“Science Education - Laboratory Safety and Management” webpage</p> <p>“Code of Practice on the Use of Sealed Radioactive Sources for Teaching Purposes in Schools”</p> <p>“Safety Handbook for Primary Science” (2024) (Chinese version only)</p>			<p>escape routes are posted on the notice board in the 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 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

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					mentioned before conducting the experiments in the laboratories.
b) Subjects under Technology Education Key Learning Area	3.4.1 Paragraph 2b	“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"> • 13 Sept 2024 • 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	3.4.1 Paragraph 2c	“Safety Handbook for General	NA	NA	NA

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for primary schools		“Studies for Primary Schools” (2011)			
d) Visual Arts	3.4.1 Paragraph 2d	“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"> • All potential hazards of art materials, tools and equipment are kept in storeroom which will be locked during breaks. • Students will not have access to the storeroom unless they get teacher’s permission. • Art teachers have explained the safety rules in the first Art lesson to students.
e) Physical Education, co-curricular physical	3.4.1 Paragraph 2e & f	“Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” (2023)	Ms WY Chu	PE Panel Head	<ul style="list-style-type: none"> • 18 Oct 2024 • PE teachers and coaches follow the safety

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activities, games day, swimming and athletics activities					<p>guidelines on Physical Education Key Learning area for Hong Kong Schools to conduct PE lessons and Sports activities.</p> <ul style="list-style-type: none"> • The measures to Prevent Excessive Sun Exposure, Measures against Excessive Exposure to Ultraviolet Radiation ..etc. are included in the guideline. • PE teachers and coaches have explained the safety rules in the first PE lesson and training. • Students can't access to the PE

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					storeroom or use PE equipment unless they get teacher's permission.
f) Extra-curricular activities, outdoor activities and study tours	3.4.1 Paragraph 2g	<p>“Guidelines on Extra-curricular Activities in Schools”</p> <p>“Guidelines on Outdoor Activities”</p> <p>“Guidelines on Study Tours Outside Hong Kong”</p> <p>“Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong”</p>	Ms E Chan	OLE Head	<ul style="list-style-type: none"> • 12 Sept 2024 • 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

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					as the tour coordinator, will assist the administrative and logistic affairs.
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 use</p> <p>Provide a suitable room for medical inspection and first aid</p>	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

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					report form on accident during school activities for record.
School bus services	3.4.4	<p>Choose and supervise school bus services properly</p> <p>Draw up guidelines for ensuring safety of pupils on school transport vehicles for stakeholders' adherence</p> <p>Every school bus and school private light bus provides an escort while in operation</p> <p>“Guidelines for Ensuring Safety of Pupils on School Transport Vehicles”</p>	NA	NA	NA
Students' health matters					
a) Students' health records	3.5.2 Paragraph 1	<p>Issue a circular letter annually to parents to solicit their co-operation in reporting the medical history of their children</p> <p>Keep students' health records properly</p> <p>Handle students' health records in accordance with the Personal Data (Privacy) Ordinance</p>	Ms S Cheng	Vice Principal (Pastoral Coordinator)	<ul style="list-style-type: none"> 16 Sep 2024 A parent notice “Students' Health Conditions” is issued at the beginning of each school year to ask parents to report to the school the

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					<p>students' health conditions and precautions needed for physical activities.</p> <ul style="list-style-type: none"> 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	<p>Advise student's parents/ guardians to submit a medical certificate issued by an attending physician</p> <p>Follow doctors' advice to arrange appropriate amount of physical exertion for students</p> <p>Comprehend student's conditions</p>	Ms S Cheng Ms WY Chu	Vice Principal PE Panel Head	<ul style="list-style-type: none"> 16 Sept 24 Students who request allowances for exemption from physical

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		<p>and medical history and be watchful for the health conditions of students Take Air Quality Health Index into consideration when conducting activities</p>			<p>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. 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

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					outdoor activities who will make arrangements according to the EDB guidelines.
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>	Ms C Pun	Student Health Head	<ul style="list-style-type: none"> • 16 Sep 2024 • Lunch boxes inspections will be carried out 4 times per year (21-25 Oct 2024, 18-22 Nov 2024, 3-7 March 2025, 7-14 April 2025) to ensure the lunch boxes fulfill the nutritional requirements. • Fruit Day will be carried out on 13 Dec 2024 to enhance the awareness of the importance of attaining a balanced diet.

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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 prevent students' behavioural problems, such as bullying, discrimination and sexual harassment, etc., and cultivate a safe and orderly learning environment for the students</p> <p>“Student Guidance and Discipline Services” webpage</p>	Ms SY Liu Ms WY Yu Ms H Ching	Vice Principal Assistant Principal Discipline Head	<ul style="list-style-type: none"> • 30 Sept 2024 • 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

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					arouse the awareness of students' health and safety <ul style="list-style-type: none"> • Reminders to students are given through regular assemblies and talks • Close communication with the Police Liaison Officer and seeking advice if needed
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 “A Resource Handbook for Schools: Detecting, Supporting and Making Referral for Students with Suicidal Behaviours” “School Crisis Management:	Ms S Cheng Ms I Chan Ms M So	Vice Principal Guidance Head SENCO	<ul style="list-style-type: none"> • 16 Sep 2024 • Staff are reminded of the procedures of handling cases at risk by the VP while the observations of students' needs, skills of

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		Handbook of aftermath intervention and psychological support (Applicable to injury and death of students and staff)”			<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

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					<p>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.</p> <ul style="list-style-type: none"> Preventive measures, such as form teachers' periods, cross-curricular activities, screening tests, etc., are organized.
b) Drug taking and trafficking	3.7.2	Formulate a school-based Healthy School Policy with an anti-drug	Ms I Chan	Guidance Head	<ul style="list-style-type: none"> 27 Sept 2024 Drug education

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		<p>element to institutionalise a drug-free school culture, review the preventive measures regularly and evaluate effectiveness</p> <p>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</p> <p>“Healthy School Policy” webpage</p>	Ms C Pun	Student Health Head	<p>related programmes will be held, e.g. lunch time game booth and drug talk in S2 form teacher’s period to provide accurate information about the dangers and effects of drug use and to equip students with the knowledge to resist peer pressure and make informed decision.</p>
c) Bullying	3.7.6	<p>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</p> <p>EDBC18/2008 “Creating Harmonious School”</p>	Ms H Ching Ms I Chan	Discipline Head Guidance Head	<ul style="list-style-type: none"> • 30 Sept 2024 • Talks, workshops and sharings in morning assembly will be held in form teacher’s

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					<p>periods of various forms, e.g. positive relationship, bullying issues and the safe use of internet. Both discipline and counselling team will take up cases related to bullying and aim to promote harmonious school environment.</p>
<p>Guideline on the use of physical restraint or seclusion to handle students with special educational needs having serious emotional and behavioural problems (if applicable)</p>	<p>3.8.4 Paragraph 3</p>	<p>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</p>	<p>School Section: M So</p> <p>Boarding Section:</p>	<p>School Section: SENCO</p> <p>Boarding Section: NA</p>	<p>School Section:</p> <ul style="list-style-type: none"> • 2024-2025 school year • Staff will be reminded of the procedures of handling cases at risk and preventive measures adopted will be shared by by EP and SENCO.

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					Boarding Section: N/A
Boarding service of aided special schools (if applicable)	3.8.4 Paragraph 4	<p>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:</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</p>	<p>School Section: NA</p> <p>Boarding Section:</p>	<p>School Section: NA</p> <p>Boarding Section:</p>	<p>School Section: NA</p> <p>Boarding Section:</p>

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		<p>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> <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</p>			

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		boarding sections of aided special schools: formulate school-based policies and guidelines for handling respective incidents maintain related records to complement the above operational needs			
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 E Chan	Vice Principal	<ul style="list-style-type: none"> • 12 Sept 2024 • 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 will do spot checks twice per year.
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	Ms J Kwok	Executive Officer	<ul style="list-style-type: none"> • CCTV Policy approved by IMC in Nov 2019) was continuously implemented. • Stock list &

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		<p>officers”</p> <p>Comply with the “Guidance on CCTV Surveillance and Use of Drones” published by the Office of the Privacy Commissioner for Personal Data</p>			<p>write-off list are reviewed yearly by designated staff/teachers and approved by the IMC.</p> <ul style="list-style-type: none"> • Keys are kept in a keyboard with lock. • 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 Principal. • All visitors have records in a logbook. • Janitors patrol whole school to ensure that gates, doors and windows are locked at

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					<p>the end of the school day.</p> <ul style="list-style-type: none"> Security system such as door controllers are installed.
Fire prevention measures	8.3.3	<p>Keep exits from classrooms and the school premises free from obstruction at all times</p> <p>Ensure that all fire services installations and equipment, including fire extinguishers, are in good condition and easily accessible</p> <p>Provide additional buckets of water 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>	<p>Ms E Chan</p> <p>Ms SY Liu</p> <p>Ms YM Cheung</p>	<p>Vice Principal</p> <p>Vice Principal</p> <p>Laboratory Safety Team Leader</p>	<ul style="list-style-type: none"> 12 Sep 2024 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 ensure all staff

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					and students understand the escape route
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	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> • 12 Sep 2024 • We have finished the installation by late August.
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>	<p>Ms S Cheng</p> <p>Ms I Chan</p> <p>Ms M So</p>	<p>Vice Principal</p> <p>Guidance Head</p> <p>SENCO</p>	<ul style="list-style-type: none"> • 16 Sep 2024 • School-based Guidelines (Appendix, Chapter 15) are updated every year and the latest one is disseminated to all teachers every Sep. • EP's advice on the guidelines and drills are sought whenever necessary. A crisis took place in Oct 2023 and the mechanism was put into practice. The latest guidelines were reviewed based on that

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					case.
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 5 Nov 2024 (dd/mm/yyyy).

School Chop

Signature of School Principal : _____

Name of School Principal : HUNG Yuk Yee

Date : _____

***Checklist of Student Safety and Health Measures (2024 /25 school year)**[Please submit on or before 30 November]

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General safety					
c) Inclement weather	3.4.1 Paragraph 1e	Formulate a contingency plan	Ms E Chan	Vice Principal	<ul style="list-style-type: none"> • 12 Sept 2024 • 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.