

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

Name of School: Kwun Tong Government Secondary School

Contact Person and Position Held: HO Yuet Wah (Safety Committee in charge)

Checklist of Student Safety and Health Measures (20_25 / 26_ 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	• 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	Lai Fung Yee HO Yuet Wah CHOI Wai-shan	CO Teacher i/c of School Safety Committee Teacher i/c of Laboratories, Special Rooms and Workshop Safety	2 October 2025
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	WONG Man Wai	Assistant Principal	21 August 2025

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		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)			
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)	LUI Hin Ming, Oscar YUEN Kar Yee, Ida	HOD of STEM HOD of T & L	2 September 2025
c) General Studies for primary schools	3.4.1 Paragraph 2c	• “Safety Handbook for General 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)	TSUI Mei Ha	HOD of Visual Arts	2 September 2025
e) Physical Education, co-curricular physical activities, games day, swimming and athletics activities	3.4.1 Paragraph 2e & f	• “Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools” (2023)	LEUNG Fung Ying, Emmy	HOD of Physical Education	2 September 2025
f) Extra-curricular activities, outdoor activities and study tours	3.4.1 Paragraph 2g	• “Guidelines on Extra-curricular Activities in Schools” • “Guidelines on Outdoor Activities”	CHAN Wun Ling	Co-curricular Activities Mistress	2 September 2025

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		• “Guidelines on Study Tours Outside Hong Kong” • “Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong”	LIU Ngai Tsing	Exchange Programme and Sister School Programme in charge	
3. Handling accidents and medical emergency	3.4.2 & 3.4.3	• 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	LEUNG Fung Ying, Emmy	Teacher i/c of First Aid & Infectious Diseases	2 September 2025

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4. 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>	/	/	/
5. 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	LEUNG Fung Ying, Emmy	Health and Sex Education in charge	8 September 2025
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 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	LEUNG Fung Ying, Emmy	Health and Sex Education in charge	8 September 2025

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		consideration when conducting activities			
c) Healthy meals	3.5.5 Paragraph 1	• 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)	LUI Pui Ha	Teacher i/c of lunch boxes and tuckshop	2 September 2025
6. Discipline	3.6.1	• 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	LAI Yun Yan MAK Yuk Ming	Discipline Mistress and Master	2 September 2025

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7. 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: Handbook of aftermath intervention and psychological support (Applicable to injury and death of students and staff)”	LAW Man Sze TSUI Mei Ha	SEN Coordinator Counselling Mistress	26 September 2025
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 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	LEUNG Fung Ying, Emmy	Health and Sex Education in charge	2 September 2025
c) Bullying	3.7.6	Adopt a “Whole School Approach” to	LAI Yun Yan	Discipline	2 September

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		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”	MAK Yuk Ming	Mistress and Master	2025
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	• 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: NA Boarding Section: /	School Section: NA Boarding Section: /	School Section: / Boarding Section: /
9. Boarding service of aided special schools (if applicable)	3.8.4 Paragraph 4	• 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	School Section: / Boarding Section: /	School Section: / Boarding Section: /	School Section: / Boarding Section: /

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		limited to: - 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 - 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			

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		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 - maintain related records to complement the above operational needs			
10. 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	WONG Man Wai LEUNG Fung Ying, Emmy	Assistant Principal HOD of Physical Education	1 September 2025
11. Security measures	8.3.1	• Ensure that the school has sufficient	MAK Yuk	Discipline	25 August

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in schools		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	Ming	Master	2025
12. 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 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	MAK Yuk Ming LAI Fung Yee	Teacher Clerical Officer	15 September 2025

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		requirements for the use of naked flame on school premises			
13. 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	/	/	/
14. Crisis management	3.7.1 & 8.4	- 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	WONG Man Wai	Assistant Principal	25 August 2025
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 18/11/2025 (dd/mm/yyyy).



School Chop

Signature of School Principal : IP Lai Hung

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Date : 18/11/2025