



Five Districts Business Welfare Association

Cheung Chuk Shan Nursery School Kindergarten

International Safe School
Designation Application

Contents

I	Brief Introduction	p.1
II	School Demographics	p.2
III	Safe School Program Implementation Progress	p.3
	3.1 The Campus Environment	p.3
	3.2 Introduction of the School	p.3
	3.3 School's Objectives	p.4
	3.4 Wong Tai Sin District Health and Safe City	p.4
	3.5 Hong Kong Safe and Healthy School	p.5
IV	Safe School Criteria	p.7
	4.1 Indicator One	p.7
	4.2 Indicator Two	p.15
	4.3 Indicator Three	p.17
	4.4 Indicator Four	p.40
	4.5 Indicator Five	p.51
	4.6 Indicator Six	p.60
	4.7 Indicator Seven	p.62
V	Other	p.66

I. Brief Introduction

School Name	Five Districts Business Welfare Association Cheung Chuk Shan Nursery Kindergarten
School Address	Level 5 Commercial Complex Lung Poon Court, Diamond Hill, Kowloon, Hong Kong.
Zip/Post Code	N/A
Phone	852-23273317
Fax	852-23513152
E-mail :	fd@ccsn.edu.hk
Website :	http://www.ccsn.edu.hk
School District	Hong Kong
Principal Name	Chow Wai Chun
Safe School Contract Name	Chan Shuk Ping
Safe School Contract Title	Vice Principal

II. School Demographics

Number of Student Enrolled	120
Age Range	2-6 years of age
Number of Full-time Teacher	14
Number of Teacher Aids	2
Number of Classified Staff	9
Do you have on-site health staff	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No; Full time: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Type of School	<input checked="" type="checkbox"/> Pre- Primary <input type="checkbox"/> Primary <input type="checkbox"/> Intermediate <input type="checkbox"/> Secondary <input type="checkbox"/> Post-Secondary <input type="checkbox"/> University
The School agrees to have its data (school name not associated) included in cross-national studies. <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	

III. Safe School Program Implementation Progress

3.1 The Campus Environment

Five Districts Business Welfare Association Cheung Chuk Shan Nursery Kindergarten (the School) is located in Wong Tai Sin, a district situated in Kowloon with 420,000 residents, who are mainly from the lower class. 85% of them live in public housing estates or private apartments constructed by the government. Wong Tai Sin has the highest percentage of elderly residents in Hong Kong, which is about 16.7% of the total population. The area is full of Chinese traditional culture such as the famous Wong Tai Sin Temple and Chi Lin Nunnery whereas Nan Lian Garden and Wong Tai Sin Culture Park are demonstrations of ancient Chinese architecture.

There are 26 secondary schools, 33 primary schools, 32 kindergartens and 5 special schools in the district. 3 public hospitals and 4 clinics are in service together with a few non-governmental clinics to provide medical, dental, recovery services and elderly care.

The School is situated in Lung Poon Court, a private housing estate built by the government, where MTR, bus and taxi stations are nearby. There are a commercial centre, a parking lot and game facilities inside the estate.

3.2 Introduction of the School

The School was founded by Five Districts Business Welfare Association in 1988. The school has been serving the community for 26 years. As a non-profit making group, the association has been providing medical services and maintaining the daily living standards for the poor and needy since 70 years ago. In 1954, it officially registered as a charity organization to cope with the rapid development of the society. With the motto 'caring for the aged and the young, promoting education and nurturing talent,' the association focused on social welfare and started 2 secondary schools, 3 primary schools and 2 nursery schools.

The School aims to provide all-rounded development to young children, which includes:

- Child day-care service: to provide quality learning environment and creative activities ; to inspire children’s development of multiple intelligence ; to develop healthy living style and set base for future learning.

- Occasional child care service: to provide care and education for children whose guardians are unable to take care of them occasionally due to sudden engagements.

- Integrated programme for mildly mentally handicapped children: with an emphasis on early interfering, to provide personal training to slow learners and mildly mentally handicapped children.

- Extended service: to provide service extension for working parents who cannot pick up their children during service hours.

The School spans 420 sq. meter, with 3 classrooms, one physical activity room, one music room and one art room for children’s learning activities. There are also a kitchen, washrooms for children and adults, a storeroom and a staff room.

120 students, aged from 2 to 6, are divided into 4 classes. There are 1 principal, 15 teachers, 6 school workers and 1 clerk.

3.3 School's Objectives

The School stresses both the mental and physical health of children and staff and strives to provide a safe and healthy learning and working environment. With the establishment of the International Safe School Designation, the School can enhance communication with the community, train the staff for better understanding of occupational safety and promote the importance of safety and health. The School thus organizes regular and non-regular safety and health education programmes for parents and staff members, as well as employs other measures to advance children’s health development.

3.4 Wong Tai Sin District Health and Safe City

Wong Tai Sin District had met the 6 criteria of the ‘International Safe District’ of World Health Organization (WHO). The district was certified as the 8th ‘International Safe District’ in Hong Kong and the 227th one internationally on 29th January 2011. The School often participated in the

district activities on healthy and safe community such as seminars on safe community and carnivals to promote health and safety messages to the public.

3.5 Hong Kong Safe and Healthy School

On 16th December 2008, the School was certified as the Hong Kong Safe and Healthy School with excellent performance by the Hong Kong Alliance for Safe and Healthy School, which comprises the Occupational Safety and Health Council (OSHC), the Centre for the Alliance for Health Education and Health Promotion of the Chinese University of Hong Kong and the Hong Kong Childhood Injury Prevention and Research Association.



In June 2008, the school was also awarded silver prize in the Healthy School (Pre-school) Award Scheme organized by the Centre for Health Education and Health Promotion of the Chinese University of Hong Kong. This scheme was approved by WHO Regional Office for the Western Pacific, which ensured the school met WHO's standards. The school was also elected as the leading school for 'Safe School Campus 2009-10'.



In 2010, The School was certified as the International Safety School by WHO(CCCSP). Under the framework of WHO's International Safety School Programme, the School will ensure the safety of students, staff and visitors through promulgation. It will also provide a healthy and safe environment that can foster safety awareness and healthy living style among students during their juvenile education.



IV. Safe School Criteria

4.1 Indicator One – An infrastructure based on partnership and collaborations, governed by a group of teachers, pupils, technical staff and parents that is responsible for safety promotion in their school; the group should be chaired by a School Board (representative of school policy governance) representative, with the Headmaster as a co-chairperson.

Safety and Health Organization

1. Scope

In order to create and promote occupational safety and health management system, the School set up the Safety and Health Management Committee led by professionals appointed by the principal.

2. Description

The school states precisely its structure and the duty and responsibility of every staff member to ensure the safety and health management policies are carried into effect.

3. Rights and Responsibility

a. The Officer works as the school representative. His duty includes:

- To plan, carry out, control and monitor the safety and health management work at school including safety management system and coordinate internal operation; to function as a bridge between school management team and frontline teachers and staff ; to report directly to the principal the execution of the safety management system
- To monitor and control the safe operation of campus facilities; to ensure staff members receive adequate resources and support
- To assure the effective operation of the system
- To arrange trained staff for safety examination
- To ensure the corrections being done in a mutually agreed period
- To promote safety and health in the community

b. Each committee member is responsible for managing safety and health,

instructing frontline teachers and employees to follow guidelines and reporting to the officer the execution of the system

c. Each teacher and employee must follow the procedures set up according to the system

4. Safety and Health Position, Person-in-charge and Responsibilities

Position	Person-in-charge	Responsibilities
Chairperson	Ms Chow Wai Chun, Principal	<ul style="list-style-type: none"> ◆ To provide a safe and healthy environment ◆ To provide adequate resources (including financial resources), information and training ◆ To establish a system for monitoring the enforcement of the safety and health policies ◆ To ascertain the observation of safety and health relevant laws ◆ To provide and maintain, externally and internally, exchanges on safety issues; to liaise with Safety and Health Management Committee, Safe and Health Officer, external safety consultants, governmental departments, OSHC and other professionals ◆ To provide and maintain a communication system for responding to suggestions from Safety and Health Officer and staff and safety comments from government officials ◆ To provide an effective and efficient safety and health promotion scheme continuously ◆ To establish a risk management system to detect, assess and eliminate dangers; to minimize potential hazards during work ◆ To ensure the development, maintenance and review of the school's safety rules, procedures and measures

<p>Safety and Health Officer</p>	<p>Ms Chan Shuk Ping, Vice Principal</p>	<ul style="list-style-type: none"> ◆ To assist in detecting danger and assessing risks at work ◆ To propose measures for reducing and controlling dangers to senior management staff ◆ To assist in solving safety and health related matters at school ◆ To carry out safety and health examination for evaluating the school's safety performance and suggest corresponding amendments to senior management staff and class representatives ◆ To investigate accidents and suggest improvement and prevention measures ◆ To manage the safety performance of the school ◆ To consult the managing team and employees on changes potentially hazardous to the safety and health of staff members ◆ To report safety and health performance regularly to senior managing team and Safety and Health Managing Committee
----------------------------------	--	--

<p>Infection Control Officer</p>	<p>Ms Lam Mei Yuk</p>	<ul style="list-style-type: none"> ◆ To supervise and coordinate the execution of diseases prevention and control measures ◆ To release the latest diseases prevention guidelines to staff and students; familiarize the new employees with the policies ◆ To assist the supervisor in arranging training for the staff team ◆ To assist the supervisor in monitoring and measures on personal, environmental and food hygiene as suggested in the diseases prevention guidelines ◆ To supervise the sterilization of toys, game facilities and other equipment and proper disposal of contaminated clothes and other wastes ◆ To assist the supervisor in providing necessary individual protective equipment for the staff team; instruct and monitor the staff on the correct use of the equipment ◆ To observe symptoms of infectious diseases among students and the staff team; to assist the supervisor in reporting the suspected to the Health Department regional office; assist the Health Department in investigating and carrying out controlling measures for precaution ◆ To assist the supervisor in assessing the risk of an outbreak; discuss regularly with the staff team and consult the Health Department for drawing up prevention measures and reducing the risk of further spreading of the disease
----------------------------------	-----------------------	--

<p>Safety and Health Management Committee</p>	<p>Advisory Consultant, Principal, Vice principal, Officer, Teachers, Parents, Staff</p>	<ul style="list-style-type: none"> ◆ To monitor the Safety and Health Policy; evaluate the effectiveness of the implementation ◆ To assess continuously of the arrangements of safety measures ◆ To draw up procedures to process dangers at work promptly and effectively ◆ To assist in developing safe work procedures and systems ◆ To review statistics on accidents/occupational diseases to note the trend and monitor the safety performance; report findings to senior management team and give advice ◆ To review Safety Assessment Report and report findings to the senior management team ◆ To assure sufficient and efficient employee training ◆ To assure sufficient promotion of safety and health in school ◆ To organize safety promotion activities such as safety competition, exhibition, safety award scheme and safety proposal ◆ To maintain contact with the community for their views on safety and health
---	--	---

Executive Officer	Ms Chan Yuk Yee	<ul style="list-style-type: none"> ◆ To assist senior management team in implementing Safety and Health measures ◆ To assist senior management team in danger detection and risks assessment and control ◆ To ensure staff's adherence to safe and correct work procedures ◆ To ensure effective consultation on safety and health issues ◆ To investigate accidents at work ◆ To arrange necessary safety and health training for staff (including pre-work training, recapitulation, law training) ◆ To respond to the suggestions from the Safety Supervisor/Safety and Health Officer or employees and advice from the government ◆ To deliver information on potential dangers to employees effectively; stay informed with updates on safety and health laws and information ◆ Unless completed by corresponding department/staff, report to senior management team regularly on safety and health statistics and observations
Team Leaders	Ms Ma Ho Yee, Ms Lai Tung Suen, Ms Lai Mei Fong, Ms Sun Wai Hung	<ul style="list-style-type: none"> ◆ To assist management team in carrying out the safety and health responsibilities ◆ To check the campus regularly and assist in improving safety conditions ◆ To monitor the staff team to ensure safety and the proper enforcement of rules ◆ To notify the management team the performance of the staff team ◆ To promote safe work at school ◆ To report to the management team the school's safety performance

<p>Teachers and Other Staff</p>	<p>Teachers and other staff</p>	<ul style="list-style-type: none"> ◆ To observe safety regulations while at work ◆ To follow strictly the safety preparations and instructions; ensure safety and health of every worker in the working environment ◆ To advise on the efficiency of safety measures at school ◆ To provide suggestions for improvements ◆ In case of danger, report to the management team and alert other workers ◆ To report any injuries and accidents to the management team ◆ To attend safety training, conference and other related activities
---------------------------------	---------------------------------	---

5. Safety and Health Structure



4.2 Indicator Two – Safe School policies decided by the School Board (representative of school policy governance) and the Community Council in a Safe Community setting.

Five Districts Business Welfare Association

Cheung Chuk Shan Nursery Kindergarten

Safe School Policy

1. The aims of the Safe School Policy at Five Districts Business Welfare Association Cheung Chuk Shan Nursery Kindergarten are to promote the message of safety and health, build up a safety and health framework and set up corresponding policies and measures.
2. The school provides a safe and healthy working environment for the staff and advocates proper view on occupational safety and health. The safety and health policy is effectively enforced and aims to reduce accidents and to build a safe and healthy learning environment with school members and the community.
3. Every teacher and employee should have a sense of responsibility regarding safety and health issues. The school's management team and its safety and health management committee are responsible for supervising, coordinating and promoting safety and health affairs.
4. The school will implement the following measures to ensure the safety and health of staff, students and visitors at school:
 - (a) To ensure the safety of employees, students and visitors in entering or leaving the school and using school facilities by the provision of a safe workplace;
 - (b) To confirm the potential dangers during school functions and design control measures to remove or minimize them;
 - (c) To remind every employee and student complying with the safety guidelines and the target of 'nil accidents';
 - (d) To provide every employee and student necessary information, guidelines, training and a suitable working environment; monitor and ensure his/her safety and health;
 - (e) To ensure the safety of the building, structure, equipment and system;

- (f) To follow regulations laid down by the government on occupational safety, fire safety and emergency measures;
- (g) To request teachers, workers and students to use personal protective equipment to ensure their safety and health;
- (h) To ensure the machines, utensils and facilities used by employees meet the international safety and health standards;
- (i) To ensure the teaching materials, toys and machines used by employees and students meet the government and the international safety and health standards;
- (j) To ensure every person at school is familiar with and have access to necessary safety materials, equipment and system;
- (k) To provide suitable first aid equipment and health care services;
- (l) To review this policy every 2 years and ensure continuous improvements.

4.3 Indicator Three – Long-term, sustainable, operational school programs covering genders and all ages, environments, and situations.

To achieve the target policy of continuous advancement of occupational safety and healthy, the school affirms the benefits of safety training for the staff team. The school promotes the message of safety to staff and students, encourages staff’s participation in training, to work and learn safely through advanced safety awareness.

1. Assessment of Safety and Health Education Training Demand

The principal, vice principal and group leaders are responsible for assessing the workers’ training needs, providing on-the-job training, assessing its effectiveness as well as setting up an annual assessment plan. The School will organize training workshops with different organizations or arranging staff to attend safety training courses provided by other organizations. After the courses, staff will submit the training report and share the experience and learning with other staff during the staff meeting. The training report will be signed and documented by the principal.

Analysis of Safety and Health Education Training Demand

	Induction Training on Safety and Health	First Aid	Fire Safety	Use of Computer at work	Manual Handling	Safe work in Kitchen	Cleaning Safety	Infection Control	Chemical Safety	Use of personal protective equipment	Health Education	Crisis Management
Clerk	✓	✓		✓	✓			✓				✓
Receptionist	✓	✓		✓	✓			✓				✓
Teacher	✓	✓	✓#	✓ *	✓			✓		✓	✓	✓
Cleaning staff	✓	✓			✓		✓	✓	✓	✓		
Cook	✓	✓	✓		✓	✓		✓		✓ *		

Others	✓	✓	✓ #	✓ *	✓ *			✓	✓ *	✓ *		
Parents/Visitors		✓	✓					✓				

* - Applicable to staff handling the equipment/materials/work : #- Applicable to the appointed

2. Safety Training Courses and Content

(a) New Employees' Safety Training

Course Content

- School's Introduction
- School's safety and health policy
- Employer/Employees' responsibilities
- General safety rules
- Provision of safety trainings to staff
- Procedures for handling accidents
- First aid
- Contingency plan

(b) Qualified First Aid Staff

Course Content

- First aid principles, breathing and circulation systems, airway obstruction
- Asphyxia and resuscitation techniques
- Wounds and bleeding , first aid equipment
- Handling of wounds bleeding, casualties of dizziness and syncope, techniques to assess injuries
- Burns and scalds, dressing and bandage
- Use of triangular bandage and dressing
- Unconsciousness, gauze bandage
- Muscle, bones and joints, fracture handling
- Poisoning, other diseases, handling techniques for other injuries

(c) Fire Safety

Course Content

- Common causes of fire in commercial buildings (e.g. electrical appliances, office equipment and chemicals)
- Classifications of fire and fire extinguishers

- Building structures for fire safety
- Fire detection and sprinkler systems
- Evacuation routes, fire prevention and contingency plan
- Propagation of heat
- Structure and operation of fire extinguishers
- Practical session for using fire extinguishers

(d) Office Safety

Course Content

- General Office Safety
- Effect of lighting and noise on health
- Ventilation systems and indoor air quality
- Working posture
- Hazards of office equipment to users
- Design of work stations

(e) Manual Lifting and Handling

Course Content

- Anatomy and function of back and waist, affect on waist while lifting
- Basic ergonomics
- Causes of manual-lifting injury
- Method of correct manual lifting
- Basic treatment of back and waist muscles

(f) Office Ergonomics

Course Content

- Issues related to office ergonomics
- Arrangement on office space and working procedure
- Design of work stations
- Matching of operator and equipment
- Issue on lighting
- Others: noise, temperature, humidity, ventilation system, etc.

(g) Cooking safety

Course Content

- Sanitary provisions and management

- Food storage and transport
- Employee facilities and hygiene
- Pest control
- Ventilation/drainage system
- Occupational hazards and safety measures for cooks

(h) Safety for Cleaners

Course Content

- Common causes of injuries and health hazards arising from cleansing work
- Safety in working-at-height
- Safe handling of chemicals
- Proper manual handling
- Safety precaution for biological hazards

(i) Infection Control

Course Content

- Hand hygiene
- Use of masks
- Use of bleach
- Common symptoms of communicable diseases
- Prevention of communicable diseases
- Handling of suspected outbreak of communicable diseases

(j) Safe Handling of Chemicals

Course Content

- Hazards of chemicals
- Labeling of chemicals
- Mode of entry into the human body
- Safety precautions
- Use of personal protective equipment
- Emergency procedures

(k) Personal Protective Equipment

Course Content

- Introduction of the relevant legislation
- Classification of personal protective equipment

- Choosing the proper personal protective equipment
- Demonstration of using personal protective equipment
- Maintenance of personal protective equipment

(l) Health Education

Course Content: 10 themes on health

- Personal health
- Food and Nutrition
- Mental health
- Family and sex education
- Disease prevention
- Smoking, alcohol and drug abuse
- Consumer health
- Safety and first aid
- Environmental health and protection
- Life, aging and death

(m) Crisis Management

Course Content

- School crisis management, handling and prevention of incidents
- General crisis management at school
- Communication with parents
- Media management and techniques
- Handling and prevention of communicable diseases
- Crisis prevention
- Teachers' responsibilities and negligence

3. Staff Training Scheme and Execution

The school jointly organized training programmes with different organizations in the community and provides other safety and health training courses for the staff members. Upon completion of the programme, the staff member should fill out a training report and share the course content and benefits with his colleagues. The report would be signed by the principal and archived.

Course Title	Target	Photo/Description
<p>Understanding fire equipment</p>	<p>All staff</p>	  <p>The workshop was conducted by a current fireman annually to enhance staff's fire safety awareness and understanding of fire equipment's usage.</p>
<p>Overseas Exchange Tour in Seoul</p>	<p>Principal and 6 teachers</p>	<p>In May 2014, the principal and 6 teachers visited 3 kindergartens in Seoul, South Korea, to learn about the environmental</p>

		<p>safety facilities in the country. They also visited the safety experience centre for developing innovative safety policies.</p>  
<p>Certificate Course for First Aid</p>	<p>Teachers</p>	<p>The School encouraged teachers to attend first aid certificate course and paid the training and examination costs for those who passed the test. This ensured sufficient qualified first-aid staff at school. Teachers also attended the cardio-pulmonary course and external defibrillation provider course organized by Hong Kong St. John Ambulance.</p>
<p>Crisis Management Training</p>	<p>Crisis Management Team</p>	<p>To raise the team members' awareness of crisis, teachers joined the 'Handling and Prevention of Crisis</p>

	<p>Teachers</p>	<p>prevention at Kindergartens' organized by The Boys' and Girls' Clubs Association of Hong Kong every year. It also aimed to enhance staff's confidence in managing crisis and to think of effective precaution measures .</p> 
<p>Occupational Safety and Health Course for Kindergarten Workers</p>	<p>All staff</p>	<p>The Hong Kong Council of Social Service was invited to provide training on the staff development day. Training topics included workplace violence and occupational safety and healthy for kindergarten workers.</p>
<p>5-S Management Course</p>	<p>All Staff</p>	 <p>5-S instructor conducted seminars on '5-S of School-based Occupational Safety and Health'.</p>
<p>Nutrition Workshop for Food Preparers</p>	<p>Teachers who Designed Menus, Cooks and</p>	<p>Teachers who designed menus, cooks and assistant cooks were assigned to join the 'Nutrition Workshop for Food Preparers' course held by Department of Health to strengthen their</p>

	Assistant Cooks	knowledge on children nutrition.
Food Safety Management	Cooks and Assistant Cooks	Teachers who designed menu, cooks and assistant cooks were assigned to join the 'Catering Safety' course held by OSHC to enhance their understanding on hazards and control measures.
Occupational Safety for Cleaners	Cleaners	Cleaners were assigned to join the 'General Safety for Cleaners' course held by OSHC to understand common causes of injuries and health hazards arising from cleansing work to heighten their awareness.
Handling and Prevention of Communicable Diseases amongst Children	All staff	<p>Dr Tse Wing Yee, consultant of the Safety and Health Committee, shared with staff and parents on 'Prevention of communicable diseases amongst children'.</p> 

4. Promotion of Students' Safety and Health Education Programme

The school schedules safety and health education programme according to the children's development so that through games and activities, students learn to incorporate the lectures' content into daily life.

Course Title	Photo/Description
<p>Fire Safety Angels</p>	 <p>Students learnt about fire safety from the 'Fire Safety Programme – Fire Safety Angels' held by the Fire Services Department and shared their learning with families.</p>
<p>Spine Protection School Campaign</p>	 <p>The School promulgated the concept of spine protection, of which students did regular spine protection exercises everyday to strengthen their spine and develop the habit of spine protection.</p>
<p>Love Your Teeth Programme</p>	 <p>Students visited 'Brighter Smile Playland', Department of Health. They learnt about oral care and teeth brushing skills through stories, interactive learning and 'Love Teeth with Your Kids Programme'.</p>

<p>Road Safety Programme</p>	 <p>The visit to Road Safety Town enhanced students' knowledge on road safety and facilities. It aimed to achieve 'Zero Accidents on the Road, Hong Kong's Goal' through road safety education.</p>
<p>Electrical and Mechanical (E&M) Safety Ambassador Outreach Programme</p>	 <p>The Electrical and Mechanical Services Department promoted E&M safety at school. Students learnt about various E&M safety messages in a lively fashion through story telling, games and demonstrations.</p>
<p>Prevention of Diseases</p>	 <p>Through videos and role-playing games, the programme targeted to strengthen student's knowledge on impact on physical function, prevention of diseases, the aim and procedures of medical consultations.</p>

<p>Healthy Eating Programme</p>	 <p>Students understood the benefits of a balanced diet through role-playing games and examples from daily life. Parents were encouraged to be 'Healthy Eating Ambassadors' to promote healthy eating habits to children.</p>
<p>Joyful Fruit Day</p>	 <p>The School participated in Department of Health's Joyful Fruit Day Campaign every year. It helped to nurture students' habit of fruit eating and healthy eating style by recording their daily activities and food intake.</p>
<p>Money Management Programme</p>	 <p>Students learnt about the concepts on money management – relationship of money and products, spending behavior and proper attitudes on financial management – through the programme held by Hong Kong Mandatory Provident Fund Schemes Authority.</p>

Zippy's Friends



Zippy is a caterpillar in the story 'Zippy's Friends' and a good friend of children. They faced problems like friendship, bullying, dealing with changes and loss, etc. Students could share their feelings and emotions with Zippy at the sharing corner.

Eco-Friendly Life



Children learnt to treasure the limited resources on earth through stories and visits. They could learn to care for the environment through the activities and daily-life practices.

5. Safety and Health Promotion to Parents and Community

a. 'StartSmart@school.hk' Campaign (2012 – 2014)

The school participated in the 'StartSmart@school.hk' campaign organized by Education Bureau and Department of Health to nurture a culture of healthy eating and regular exercise in campus via family activities, education, award scheme and health information and for the development of pre-school children.



b. Spine Protection School Campaign (2013 – 2016)

The School participated in the 'Spine Protection School Campaign' organized by Children Chiropractic Foundation. The campaign included 3 stages: Spine Protection Campus, Accreditation Programme and Outstanding Spine Protection Programme. The School aimed to be the pioneer school in the community through deeper understanding on chiropractic and spine protection for children. Through active participation in different spine protection activities in 2013-14, which included the World Spine Day, the Kowloon District Joint-School Spine Protection Day, Hong Kong Spine Care Day and its fund raising

programme, Joint-School Competition for Spine Protection, the School was invited to be the certified school of spine protection in 2014-15.



c. Interschool Foot Health and Spine Care Competition and Programme (27-7-2013)

The School was a part of the 'School Tour on Foot Health and Spine Care' in 2013 to equip children with knowledge on foot and spinal health as well as the relevant exercises. On 27th July 2013, student and parent representatives competed in the Interschool Foot Health and Spine Care Programme.





d. Children Weight Control Programme : Children Nutrition Consultation Programme

'Children Weight Control Programme' has been in place since 2012. Teachers recorded children's height and weight every month. With reference to the Weight-for-Height Chart, underweight and overweight students would be identified. Their parents would be notified and the students would be recommended to join the Children Nutrition Consultation Programme to maintain a balanced diet for weight management.



e. Family Game Day on 'Home Safety' (14-4-2012 & 13-4-2013)

The School held the Family Game Day on 'Home Safety' for two consecutive years to promote the importance of home safety, equip parents and children with knowledge on home safety and heighten their awareness on incidents.



f. Safety and Health Education Seminar for Parents

Medical professionals and psychologists were invited to conduct seminars for parents for better understanding of the prevention of children's communicable diseases, children's oral care and psychological development.

	
<p>Parent Seminar : Influenza 17 – 10 – 2011</p>	<p>Know More about Communicable Diseases 11 – 3 – 2012</p>
	
<p>Workshop on Enneagram March 2012</p>	<p>Parent Teacher Association Inauguration Ceremony and Special Lecture on Handling and Prevention of Children Diseases 10 – 11 – 2012</p>
	
<p>Parent Seminar : Healthy Cooking 2013 – 10 – 27</p>	<p>Parent Seminar : Children Oral Care Annual Event</p>



HOPE-20 Parent Education Training
Programme
January – June 2013



Parent Seminar : Enhancing
Children's Concentration
2013-10-12

6. Training Records and Assessment

Teachers upon completion of training submitted their training records to the principal and shared the training content and their comments with the staff team every month, thus to build up a sharing culture at school.

The school documented all training records, which included staff training, children's safety and health education programmes and safety and health activities for parents and the community, for reviewing and follow-up the next year.

The school assessed the effectiveness of the trainings through course review, surveys and meetings and filed the relevant records.

7. Safety and Health Regulations and Guidelines

a. Publishing and Revision of Safety Guidelines

The Safety and Health Kindergarten Committee members drew up guidelines that are carried out and monitored by each functional group.

The guidelines included : Campus Environment Management Guidelines, Emergency and Crisis Management Guidelines, Fire Safety Guidelines, Activity Safety Guidelines, Environment Management Guidelines, Healthy Diet Guidelines, Occupational Safety Guidelines, Handling and Prevention of Communicable Diseases Guidelines, Nursing and First Aid Guidelines, On-duty Staff Members Guidelines, Guidelines for Using Electrical Appliances, Toys and Hand tools, Support and Counseling Guidelines.

b. Display Posters and Guidelines at prominent places



Sport equipment safety guidelines are posted in fitness activity room.



First aid and use of medical room guidelines are posted at medical room.



Notices and reminders are posted on the door outside laundry room to forbid children’s entry and to be cautious of manual handling.



Display use of electrical appliances guidelines.



Post the storage diagram on the fridge door to indicate the location of different food and remind staff to store raw and cooked food separately.



Remind staff the operation procedures by displaying the flowchart on the dishwasher.



Usage and safety reminders are posted on gas appliances.



Display of 5 steps for proper hand washing at toilets as a reminder to staff and students.

8. Safety and Health Promotion Activity

a. Distribution of Safety Leaflets on Safety

Safety tips were given to parents regularly to strengthen their understanding on safety and health as well as their awareness.



b. 5-S Little Soldiers

The school taught children the concept of 5-S for tidying. Children took charge to tidy up the activity corner, library books and drawers in the classrooms.



c. Building up a Love-and-care Culture

i. The school promoted the concept of respect, love and care to students through activities with elderly and family game days.



- ii. The school organized the 'Little Leader Project' and the 'Big Brother - Big Sister Mentoring Programme' to teach students the message of honesty, respect and friendship.



- iii. The School organized 'The Community Chest Dress Casual Day' with charities to encourage children donate red packets and pocket money and care for the minority.



4.4 Indicator Four – Programs that target high-risk groups and environment, and programs that promote safety for vulnerable groups.

Targeting at high-risk work, the School analyzed its hazards and laid down control measures to minimize the threat brought to the staff. The school extended its hazards control to contractors to ensure their service would not affect staff members' safety and health. The School also identified possible emergent situations and design contingency plans and organizes regular drills.

1. Analysis of Hazards at work

The School executes hazard recognition and risk assessment to distinguish and assess the safety and health hazards faced by staff, students and parents during work or school functions. The School has measures to reduce the chance of accidents.

The Hazard Recognition and Assessment Control team members are responsible for the risk assessment at school venues, which include the general office, classrooms, music room, group activity room, fitness activity room, art room, kitchen, laundry room and storeroom. Risk assessment is a careful and detailed work, which aims to differentiate and assess the potential hazards to workers' health during activities at the workplace; to formulate corresponding control measures. Risk assessment includes the following steps.

2. Hazards Identification

This step is to identify the potential hazards at work, during activities and the operation of system and machinery. Each identified hazard should be listed on the 'Workplace/activity/equipment list'. (Reference: Sample Risk Assessment List)

3. Analysis of the causes of hazards and the possible harm

The causes and outcome of hazards should be listed and analyzed. Verbal explanation should be provided to state the causes and outcome of each activity, operation of systems and machinery in 'Causes/Outcome'. (Reference: Sample Risk Assessment Chart)

4. Identification of the Affected Employees

This is to identify the employees affected by hazards at work. Besides employees having direct contact with hazards at work, those working nearby such as cleaners, students and contractors may also be affected. They should also be listed in 'Affected Employees'. (Reference: Sample Risk Assessment Chart)

5. Risk Quantification

Risk quantification helps expressing clearly the level of risk (e.g. high, medium, low). It can also be prioritized to help the school manage provision resources for improving working conditions. Risk assessment includes two major factors: probability of harm and severity of hazard.

Severity of Harm

Severity of harm	Description
1. Slightly harmful	Superficial injuries; minor cuts and bruises; eye irritation from dust; nuisance and irritation (e.g. headaches); ill-health leading to temporary discomfort.
2. Harmful	E.g. incised wound, burn, concussion, severe sprain and strain, mild fracture, deafness, dermatitis
3. Extremely harmful	Amputations, severe fracture, severe burn, multiple injuries, death, occupational cancer

Classification of Probability

Probability	Description
A. Very likely/frequent	Occurs repeatedly/event only to be expected
B. Quite likely	Often occurs
C. Likely	Occasionally occur
D. Unlikely	Rather remote, though conceivable
E. Highly unlikely	So unlikely that probability is close to zero

Risk = Probability of hazards X Severity of Hazards

Risk Assessment Chart

Severity Probability	1. Slightly harmful	2. Harmful	3. Extremely harmful
A. Very likely/ frequent	High	High	High
B. Quite likely	Medium	High	High
C. Likely	Low	Medium	High
D. Unlikely	Low	Low	Medium
E. Highly unlikely	Low	Low	Medium

5. Suggestions for Control Measures

The school aims to achieve a more accurate risk assessment and emphasizes on the sufficiency of present control measures. Extra control measures will be in use if the current measures prove inadequate. The extra measures are listed in ‘Suggestions for Improvement’ column.

Sample Risk Assessment Chart

Work Location/ Activity/Equipment	Mopping	Handling of blood/vomit	Steamer
Hazards	Slipped on the floor	Infectious Diseases	Scalds caused by steam
Causes	Slippery	Improper treatment of blood and vomit	Improper use of steamer
Outcome	Falls	Spread of diseases	Critical scalds
Affected Employee	All	All	Staff working in kitchen
Current Measures	Wearing Non-slippery shoes; Fencing the cleaning area	Wearing personal protective clothes when cleaning; keep good	Compulsory training for cooks and assistant cooks before using

		ventilation	steamers
Probability	B	D	D
Severity	1	3	3
Risk Assessment Level	Medium	High	Medium
Person-in-charge	Occupational Safety Group Leader	Infection Control Officer	Occupational Safety Group Leader
Suggestions for improvements	<ul style="list-style-type: none"> - Cleaners cannot clean an oversized area - Display warning notice at significant locations 	<ul style="list-style-type: none"> - Educate staff on handling of blood and vomitus - Sterilization; Crowd Evacuation 	<ul style="list-style-type: none"> - Train all kitchen workers on the safe use of steamers in case of absence of cooks and assistant cooks - Stick safety reminders to raise staff's awareness

*The above information is for reference only.

7. Areas of Risk Assessment include:

a. Occupational Safety

- Work injury
- Work-at-height
- Use of chemicals
- Assessment of display screen equipment

b. Infection Control

- Handling of blood/vomit
- Handling of sick children

c. School Crisis Management

- Flammable gas and liquid
- Electric power supply system
- Violence
- Food hygiene

d. School Functions

- School venues
- Outdoor activities

8. Hazard Abolishment and Minimization Programme

a. 5-S Management Programme

The school applies the 5-S principles (frequent organizing, restoring, cleaning, regulating and self-discipline) in campus management and to all staff members. Each activity room and function room has its own supervisor (e.g. kitchen, storeroom). To inspect the campus environment, the school sets up 5-S Assessment Chart and holds 5-S assessment activity every season.

Other than staff members' participation in the assessments, members of Parent Teacher Association and Safety and Health Kindergartens are also invited so that the School's environment management quality can be raised through parents and the school's cooperation. The School will also follow up with the comments raised in the assessments.



Parents are invited for assessment
using 5-S principles.



Evaluation and discussions after
an assessment.

b. Fire Escape Arrangement and Fire Drills

The School provides adequate fire fighting equipment. They are under regular inspection and maintenance to ensure its functionality. Every year the staff receives training on the use of fire fighting equipment and the evacuation procedures. A clear escape route map is displayed at every activity room. Fire drills are held every month and its process is recorded to familiarize staff and children with the evacuation procedures.

c. Food Safety Programme

The school has established a management team in promoting and monitoring the food safety programme. Its aim is to build up a healthy and hygienic eating environment, to help students develop a healthy eating habit in daily life through education and promotion to teachers and parents.

The school implemented a set of healthy eating policies and guidelines to build up a healthy and hygienic eating environment. The guidelines are subjected to regular supervision and amendments. The content includes guidelines on food control, food utensils' cleanliness, balanced diet for children and personal hygiene. Daily menus are designed according to the Guidelines on Children's Meal Arrangements, Department of Health, with low oil, salt, sugar and free of MSG and additives as the major principle. Food is kept at a suitable temperature. The School provides a comfortable environment and sufficient meal time for staff and students. To ensure its quality, the food is under regular testing by staff and parents. Their opinions are collected through questionnaires for investigating food quality and kitchen's hygienic situation and for further improvement.

d. Health Protection Programme

i. Communicable Disease Control Programme

The School cleaned and sterilized furniture, toys, food utensils and activity venues regularly. Sewage and garbage are treated properly, including tools contaminated by vomitus and excretion. The School would also approach the government for hygiene and cleanliness matters in the surrounding.



Utensils are sterilized everyday.



Beds are cleaned every week.



Different colour gloves are used according to work tasks.

The School promoted hygiene knowledge to students, parents and staff through different activities such as class activities, healthy tips, seminars and workshops. They learnt to build up a healthy living style, to train children's awareness of environmental hygiene and to minimize the transmission of diseases.

To reduce the chances of catching infectious diseases, 'Influenza Vaccination Scheme' and 'Chickenpox Vaccination Scheme' were held at school for staff, students and parents. The School paid for all staff to encourage their active participation in the programmes.



The School set up a quarantine programme, requesting children's body temperature measure everyday and mandatory sick leave in case of fever or under suspicion of infection. A contingency plan is adopted to deal with the outbreak of infectious diseases and to monitor its expansion by noting staff and students' sick-leave records. The School also paid closed attention to the situation in the community and would notify the Education Bureau and the Centre for Health Protection in case of an outbreak.

ii. Children Dental Care Service

The University of Hong Kong Department of Dentistry provided out-reach dental services for students. Oral examination and preventive dental treatment were performed for all students. Dentists would base on clinical needs to provide silver diamine fluoride treatment and give out oral examination reports to parents.



Dentists conducted a seminar for parents on oral health and care to heighten their awareness toward children's oral health.



iii. Children Foot Health Programme

Allied Health Rehabilitation Centre provided students with foot examinations. The examination would be sent to parents for better understanding of the children's foot development and treatment/prevention in case of diseases. Teachers would also have a more thorough understanding on children's foot development and diseases.



iii. Staff Medical Care Programme

All staff participated in the annual body check exercise subsidized by the School. The exercise was conducted by registered doctors, which included chest X-ray and Salmonella test. Other service items included measuring blood pressure, heartbeat and backbone. The results were recorded and referral services would be provided if necessary.



e. Personal Protection Measure Programme

The School provided suitable equipment and facilities for staff facing actual or potential hazards to reduce the harm. To ensure their proper usage of the equipment, the School kept the records and regularly monitored the situation.

- ◆ Cleaners: provision of masks, gloves and water boots;
- ◆ Cooks and Assistant Cooks: Provision of aprons, sanitary caps, masks and gloves;

f. Crisis Management

The School established an emergency response team to devise comprehensive emergency response measures and guidelines, stating the schools procedures and the distribution of labour and resources for potential emergent situations. The adequacy of the safety measures will also be evaluated.

Regular training and workshops are held to enhance teachers and parents' contingency in dealing with emergent situations, e.g. the aim of monthly fire drills is to ensure all workers and students understand how to react when a fire occurs. The School keeps a record of staff members with a valid first aid certificate and encourages staff to take first aid qualification examinations to enhance their skills in handling accidents.

In case of emergency and unexpected situations at school, the emergency response team will immediately discuss the appropriate response measures. The principal is responsible for reporting the details and progress to the Education Bureau Joint Office for Pre-primary Services and Five Districts Business Welfare Association; the School will contact Social Welfare Department to provide counseling for students, parents and personnel in need. The School will notify all staff members and parents through meetings (staff meetings and parents-teachers meetings), notices and regular publications to enhance communication and cooperation. If there is any unexpected incident in Hong Kong or in the community, the school will hold precautionary

meetings if necessary to draw up precautionary measures and guidelines.

g. Contractor Selection, Assessment and Control

The School requires quotations from potential contractors before outsourcing practices. 'Safety Assessment List for Contractor Candidates' is used to assess its safety and health performance, which includes its safety structure, distribution of responsibility, safety plan, safety management system and training standards. This is to select a contractor with good knowledge in safety and recommendable records.

Designated contractors are subjected to extra examinations, e.g. the School will inspect the construction site during the construction and liaise with the contractor throughout the process to collect opinion from contractors and employees, and to discuss the construction progress. After the completion of the construction, the contractor needs to give an account on the project for the School's assessment. All assessments will be filed for future reference. Projects that fail to meet the School's requirement will be filed for record.

4.5 Indicator Five – Programs that document the frequency and causes of injuries – both un-intentional (accidents) and intentional (violence and self-directed).

The School investigated and recorded all accidents to determine the causes. Improvement measures will be adopted to prevent recurrence of similar accidents. The School regularly gathered and analyzed statistics on accidents, including monitoring injuries and diseases, to prevent future recurrence.

1. Report and Investigation of Accidents or Incidents

- (a)** In case of accidents, staff should report immediately to the Emergency Response Team and notify senior staff for help.
- (b)** Emergency Response Team members and responders should immediately assist in life support.
- (c)** In case of severity, the School should request support from the Police Department, Fire Services Department and Ambulance Depot.
- (d)** The person reporting the accident should fill in the Accidents Report Chart; the details are recorded for future follow-up.
- (e)** Accidents research group will investigate into individual accidents. Detailed report will be submitted to the safety committee for discussion and review. The school will exercise its suggestions in research reports to prevent future recurrence.

2. Emergency Response Team and Contact Numbers

The school appoints the following people as the group members of emergency response team. In case of emergency, please contact any person listed:

Name	Telephone
Ms Chow Wai Chun, the Principal	9XXXXXXX
Ms Chan Shuk Ping, the Vice Principal	9XXXXXXX
Ms Chan Yuk Yee	9XXXXXXX
Ms Lam Mei Yuk	9XXXXXXX
Ms Yiu Ming Yan	9XXXXXXX

3. Structure of the Emergency Response Team



4. List of the Emergency Response Team Members and Responsibilities

Position	Name	Roles
Team Leader	Ms Chow Wai Chun, Principal	<ul style="list-style-type: none"> - Assess the incident - Call for Crisis Management Team meeting - Draw up contingency plan - Liaise with Fire Services Department, Housing Department, Ambulance, Five District Business Welfare Association, Education Bureau, Social Welfare Department, etc. - Be the only spokesperson for announcement and clarification

		<ul style="list-style-type: none"> - Draft the letter to parents, press release, speeches for media, teachers and students - Conduct evaluation of the crisis plan
Liaison Officer	Ms Chan Shuk Ping, Vice Principal	<ul style="list-style-type: none"> - Contact person for staff and parents - Arrange and assist in staff debriefing meeting - Collect data for the principal to answer media enquiries - Update information of the incident - Division of labour - Draft summary notes for teachers' debriefing - Support colleagues in need - Coordinate support for the victim's family - Contact the students and parents being affected - Prepare and distribute the letter to parents - Answer parents' enquiries; organize a debriefing for parents if necessary
First Aid	Ms Chan Yuk Yee	<p>Coordinate for the on-site first aid arrangement, including resources such as hoarding, first aid materials and venue, taking care of the injured and the affected, filling in the record for the injured and hospitalization, accompanying staff and parents to hospital if needed.</p>
Clerk	Ms Lam Mei Yuk	<ul style="list-style-type: none"> - Coordinate the response for external parties - Handle enquiries and interviews from press and external parties, hospitality, data collection, e.g. name, media company - Arrange news conference and restrict journalists' access to school facilities and washrooms - Draft speeches - Identify questions from media and pass the list to the principal - Monitor the situation at school - Remind parents not to answer media enquiries - Support the affected employees - Contact/record visitors
Care Team Leader	Ms Yiu Ming Yan	<ul style="list-style-type: none"> - Act as the community liaison officer - Keep a record of the community resources - Familiarize with the services and the referral procedures of different organizations - Identify staff and students being affected, provide

		<ul style="list-style-type: none"> counseling and follow-up with their situations - Prepare the 'crisis management tips' (placed inside each classroom) - Refer the affected staff, students and parents to external organizations for supports - Keep in touch with the external organizations for follow-up and support at school
Class Teacher	Teacher	<ul style="list-style-type: none"> - Take care of the injured - Identify students with unusual changes in behavior and emotion, provide counseling to them - Collect the information and belongings of the victim/injured - Phone the parents whose children have unusual changes in behavior and emotion, beware of their behavior at home - Accompany children to hospital - Rearrange timetable if necessary

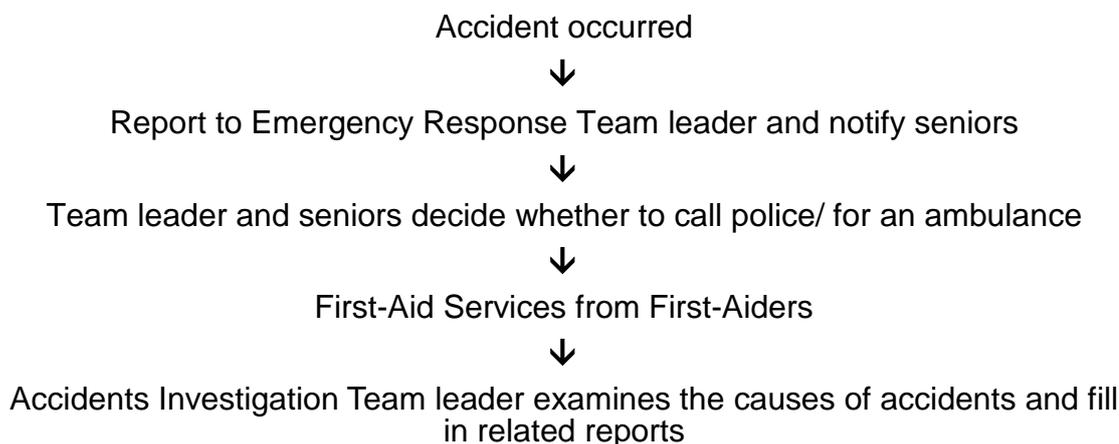
5. Other Emergency Contacts :

Name	Telephone Number
Emergency Hotline	999
Wong Tai Sin Police Station	2352 9300
Ngau Chi Wan Police Station	2320 0292
Wong Tai Sin Fire Station	2329 5733
Tsz Wan Shan Fire Station	2726 6200
Grand Hope Fire Plumbing-Electrical Engineering Company	2625 1355
Chubb Hong Kong Limited (Computers)	2745 0656
Hong Kong St. John Ambulance	2713 5555
Queen Elizabeth Hospital	2958 8888
Ambulance Central Control Centre	2735 3355
China Light and Power Company Limited	2728 8333
The Hong Kong and China Gas Company Limited (TownGas)	2963 3388
TownGas Accidents/Incidents	2880 6999
Social Welfare Department	2835 2719
Education Bureau	3107 2166
Housing Department (Lung Poon Court)	2326 0609
Department of Health	2739 3855
Consultant: Dr Tse Wing Yee	2958 6741
Dr Wan Siu Lun (Lung Poon Court)	2321 3121

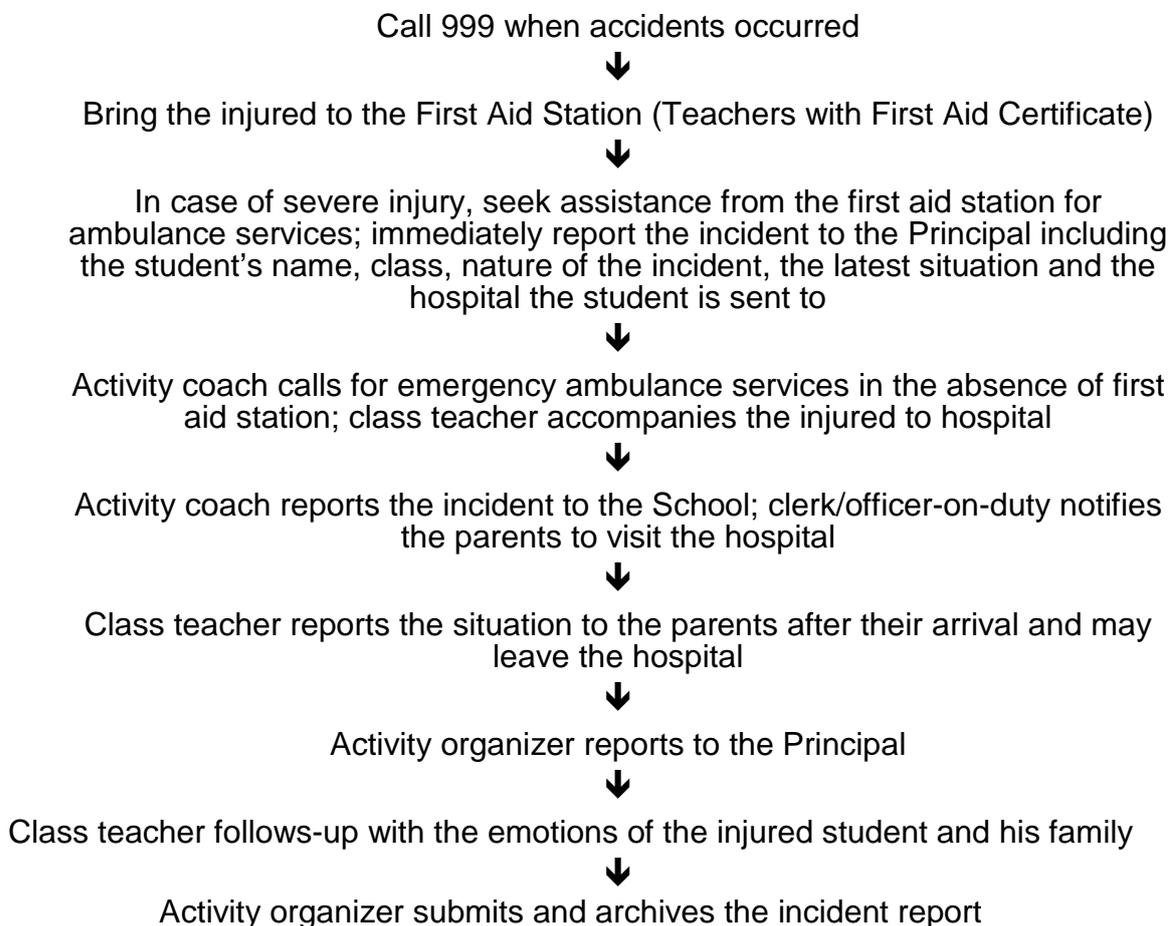
6. Steps of Reporting Accidents

In case of accidents or emergency, witness (es) should follow these steps to report the accident:

(a) Handling of accidents occurred at school



(b) Handling of accidents occurred outside school



8. Accident Investigation Report

The Officer or Safety and Health Management Team leader should fill in and return to the principal in seven days after the accident.

Particulars of Injured	
Name of Injured :	Position :
Place of Accident :	At/off work; Location:
Date and Time of Accident : / / (YYYY/MM/DD), (am/pm)	

Investigation Results

A. Unsafe Situations (Please circle the correct number, may circle multiple numbers)	1-Uneven, non-smooth 2-Improper design 3-Old, worn-away 4-Lack of protective equipment 5-Problems with protective measures 6-Improper Clothes/Shoes 7-Improper/Lack of protective measures 8-Improper Ventilation	9-improper lightings 10-noise 11- Improper/Insufficient procedures 12-Insufficient space 13-Unsafe working plan/arrangement, transportation or working procedures 14- Unsafe working procedures or working styles 15- Overload	16-Improper management of venues 17-Closed Environment 18-Bad Weather 19-Lack of Warning System 20-Problems with equipment, machinery or materials 21-Others (please specify)
B. Unsafe Behaviour (Please circle the correct number, may circle multiple numbers)	1-Unauthorized Works 2-Not taking protective measures 3-Invalid safety system 4-Treatment of mobile/dangerous equipment 5-Use of unsafe equipment or improper use of equipment	6-Unsafe working location or gestures 7-Unsafe work/operation 8-Unsafe installation, storage or mixing 9- Not using individual protective measures 10-Playing	11-No warning 12-Insufficient assistance 13-Improper/ No use of entrance/exit 14-Others (please specify)
C. Personal Factors (Please circle the correct number, may circle multiple numbers)	1-No attention to warning 2-Insufficient knowledge/skills	3-Body shortcomings 4-Unsafe Behavior of others 5-Tiredness	6-Negligence 7-Others (please specify)

D. Number of Days of Granted Sick-leave: Day(s); Number of Lost Workdays: Day(s).	
Comments on Investigation Results	
Suggestions for preventing or eliminating hazards at work	
Name of Respondent: _____	Occupation: _____
Signature of Respondent: _____	Date: _____
Comments and suggestions from Principal:	
Signature of Principal: _____	Date: _____

4.6 Indicator Six – Evaluation measures to assess school policies, programs processes and the effects of change.

1. Internal Assessment

The School reviewed its safety and healthy policies every two years. Every safety and health plan will be evaluated to assess its efficiency and execution progress. To adapt to external changes, the policies and programmes will be modified if necessary.

The review is conducted by the School Safety and Health Committee in April/May usually. The procedures are:

- ◆ Confirm the meeting dates: the first meeting is for setting up the self-assessment plan and division of labour; the second meeting is for evaluation of the assessment results. The committee will set up another meeting to evaluate the assessment progress if deemed necessary.
- ◆ Collect opinions on each policy and guidelines through questionnaires, site-visits and interviews.
- ◆ Each team leader reviews and evaluates the effectiveness of the safety and health programme. In case of unsatisfactory performance, they will identify the causes and improvement measures of their respective areas. The assessment and review report will be submitted to the Safety and Health Committee.
- ◆ The Safety and Health Committee monitors the progress of the assessment regularly.
- ◆ Based on the analysis of assessment results, the Safety and Health Committee modifies the policies and guidelines, provides recommendations and draws up plans for the upcoming safety and healthy plan.

2. External Assessment

External reviews can effectively assess and improve the Schools' Safety and Health Programme and provide us with more objective opinions. Thus, the School will invite members of Hong Kong 5-S

Association for site-visits and audit each project. This helps build up a safety system at school and implement effective policies and measures.



Site visit of the Hong Kong 5-S Association

4.7 Indicator Seven – Ongoing participation in Safe Schools networks – at community, national and international levels.

Members of the community should maintain a good relationship with the community besides making good use of the available resources. The School actively promoted safety and health message in the community to create a safe learning environment for effective education of students and parents. They thus understood the meaning and its importance of the interaction between the School and the community. Other members of the community could also learn more about the School.

Since 2009, the School has participated in the following exchange activities in the community:

1. OSHC Seminar – International Safe School, OSH Management Sharing (12-04-2011)

The Principal presented the management experience of the International Safe School such as prevention of injury to ensure the safety and healthy of staff, students and visitors.



2. Visit of Beijing Kindergarten Representatives, China – Sharing on the Development of Safe School (12-05-2011)

Supervisors from the Beijing kindergartens visited the School to learn about developing a safe school environment. The Principal introduced the implementation of safety measures to the visitors during the visit.



Ms Chow Wai Chun,
Representatives from The Hong
Kong 5-S Association and the
supervisors from kindergartens
in Beijing, China

3. Wong Tai Sin District Healthy & Safe City - Sharing on the application process of 'Hong Kong Safe and Healthy School Accreditation Programme' (20-04-2012)

In order to promote the 'Hong Kong Safe and Healthy School Accreditation Programme', the Wong Tai Sin District Healthy and Safety City, Tung Wah Group Wong Tai Sin Hospital and OSHC co-organized the 'Seminar for Hong Kong Safe and Healthy School Accreditation Programme'. The vice principal, Ms Chan Shuk Ping, was invited to share the experience in the seminar.



Ms Chan Shuk Ping, the vice-principal, presented in the seminar and received the certificate of appreciation on behalf of the School.

4. The Administration of Work Safety of Guangdong Province visited the 'Safe Community' in Wong Tai Sin District and the School. (19-06-2012)

The Principal, Ms Chow Wai Chun, and the Vice-principal, Ms Chan Shuk Ping, shared the experience of the 'International Safe School' and the safety facilities at school.



Visit of the representatives from Wong Tai Sin District Healthy & Safe City and the Administration of Work Safety of Guangdong Province

5. Visit of the Jianghai Education Bureau, Jiangmen, China (19-10-2012)

The Education Bureau of Jiangmen, China visited the school. The principal shared with the visitors the method of building a safe and healthy learning environment.



Mr Chu Sek Lam, Ms Chow Wai Chun and the staff from the Jianghai District Education



6. Hong Kong Institute of Education

On 22 June 2013, the School was invited to share the experience as the International Safe School and the future development of a safe and healthy learning environment.



Other

How can your school help spread the message of the positive effects of safe schools?

The School spread the message by notice boards, leaflets, posters, exhibition boards, parents' meetings and sharing sessions.

How does the International Safe Schools Movement Support your school?

The School is motivated to promote the message of safety and health more actively and to adopt it as the direction of sustainable development.

Are you willing to set up e-pen pals with other International Safe School Classrooms / Schools / Communities? Yes No

Would your school be willing to host a regional training for International Safe Schools Trainers or Community Information? Yes No

Would your school be willing to host or assist in hosting a national, regional, or international meeting on safe schools? Yes No

Please suggest other ways your school or members of your school community can participate in Safe Schools Networks, support the International Safe Schools and International Safe Communities Movements of the WHO, and gain valuable professional development opportunities.

To conduct seminars for experience sharing.