To: Chief School Development Officer, Central and Western District School Development Section

Name of School: Raimondi College

Contact Person and Position Held: Li To Vice Principal

Checklist of Student Safety and Health Measures (2026 /27 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	Mr. W.Y. Yau Mr. K.W. Yu Mr. H. Wong	General Affairs Master Lab Technician Head of Science KLA	2/9/2026
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	Mr. W.Y. Yau	Discipline Master	2/9/2026

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			Ms. C.Y. Chan Mr. W. Leung	Assistant Discipline Mistress Assistant Discipline Master	
c) Inclement weather	3.4.1 Paragraph 1f	• Formulate a contingency plan	Mr. T. Li	Vice Principal	9/11/2026
2. During lessons and school activities					
a) Subjects under Science Education Key Learning Area	3.4.1 Paragraph 2a	• 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 • Formulate or revise laboratory safety policies and laboratory rules, and the emergency plan for laboratories • Ensure that risk assessment has been conducted before conducting practical activities to evaluate the potential hazards in practical activities and ensure appropriate control measures have been taken • Give clear instructions to students before each experiment, and remind them of the potential hazards and safety precautions to take	Mr. H. Wong Mr. T.K. Chau Mr. T. Li Mr. T.C. Yip	Head of Science KLA and Biology Department Head of Integrated Science Department Head of Physics Department Head of Chemistry Department	16/11/2026

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		• Note the health conditions of students as far as possible so that precautions can be taken where appropriate • Give sufficient supervision and guidance to students during experiments • "Science Education - Laboratory Safety 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) • "Handbook on Safety in Science Laboratories" (2013) • "Safety Guidelines on Microbiology and Biotechnology Experiments in School Laboratories" (2021)			
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. T. Li Mr.T.Y. Wong	Vice Principal Head of I.C.T Department	17/11/2026
c) Visual Arts	3.4.1 Paragraph 2c	• "Guidelines on Safety for Visual Arts in Primary Schools" (2023) • "Guidelines on Safety for Visual Arts in Secondary Schools" (2023)	Ms. H.Y. Law	Head of V.A. Department	5/10/2026

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d) Physical Education, co-curricular physical activities, games day, swimming and athletics activities	3.4.1 Paragraph 2d & 2e	• "Safety Guidelines on Physical Education Key Learning Area for Hong Kong Schools"	Mr.W.Y. Yau	Head of P.E. Department	31/8/2026
e) Outdoor activities and study tours outside Hong Kong	3.4.1 Paragraph 2f	• "Guidelines on Outdoor Activities" • "Guidelines on Study Tours Outside Hong Kong" • "Guidance Notes for the Arrangement of School Visits to Historic Monuments and Archaeological Sites in Hong Kong"	Mr.W.Y. Yau Ms.Y.K. Ng Ms. S. Leung	Head of P.E. Department ECA Mistress Head of student Exposure Team	31/8/2026

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
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	Mr. T.K. Chau Ms. M. Yip Mr. H. Wong	Advisor of Red Cross Vice principal Head of Science KLA	
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	N.A.		

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
		• "Guidelines for Ensuring Safety of Pupils on School Transport Vehicles"			
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	Ms. W. Chiu	Student Affairs Mistress	2/9/2026
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 consideration when conducting activities	Ms. M. Yip Mr.W.Y. Yau Ms.Y.K. Ng	Vice Principal Head of P.E. Department ECA Mistress	2/9/2026
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	Ms. W. Chiu	Student Affairs Mistress	2/9/2026

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
		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)	Ms.C.Y. Chan	Student Affairs Member	
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	Mr. W.Y. Yau Ms. C.Y. Chan Mr. W. Leung	Discipline Master Assistant Discipline Mistress Assistant Discipline Master	2/9/2026
7. Serious student behavioural problems					
a) Suicidal behaviours	3.7.1	• Formulate school-based policies and measures for early identification of and support for students with suicidal risk	Ms. M. Yip	Vice Principal	2/9/2026

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
		• "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)"	Mr. C.Y. Lo	Guidance Master	
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	Ms. M. Yip Mr. C.Y. Lo	Vice Principal Guidance Master	2/9/2026
c) Bullying	3.7.6	• Adopt a "Whole School Approach" to formulate and implement anti-bullying strategies, take positive measures to ensure the safety of students and against	Mr. W.Y. Yau	Discipline Master	2/9/2026

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		bullying in school • EDBC18/2008 "Creating Harmonious School"	Mr. C.Y. Lo	Guidance Master	
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: Ms. M. Yip Mr. H. T. Lui Boarding Section: N.A.	School Section: Vice Principal SENCO Boarding Section:	School Section: 2/9/2026 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	School Section: N.A.	School Section:	School Section:

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
		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: - 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	Boarding Section:	Boarding Section:	Boarding Section:

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		- 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 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	Mr. W.Y. Yau	General Affairs Master	2/9/2026

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		of roof playground, arrangement of gymnastics/ other form of physical education, assembly of students and furnishing of classrooms are properly observed		and Head of P.E. Department	
11. Security measures in schools	8.3.1	• Ensure that the school has sufficient security measures in place to protect school property from misuse, damage, theft, and burglary • Formulate school-based security policy • Assign staff members as "security officers" • Comply with the "Guidance on the Use of CCTV Surveillance" published by the Office of the Privacy Commissioner for Personal Data	Mr. W.Y. Yau	General Affairs Master	2/9/2026
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	Mr. W.Y. Yau	General Affairs Master and Crisis Management team member	2/9/2026

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
		classrooms and dormitories • Conduct fire drills at least once every six months and ensure that all members of the school participate • Ensure that when an alarm is sounded on one fire alarm bell, it is immediately relayed to all other alarm bells • Adhere to the restrictions and requirements for the use of naked flame on school premises			
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	Mr. W.Y. Yau	General Affairs Master	2/9/2026
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	Mr. T. O. Ho Ms. M. Yip Mr. W.Y. Yau	Principal Vice Principal Crisis Management team member	2/9/2026
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 ___29/10/2026_____(dd/mm/yyyy).



School Chop

Signature of School Principal : _____

Name of School Principal : Mr. Ho Tai On

Date : 23/11/2026