國際安全學校
認證計劃指引

International Safe Schools
Program Guide

職 業 安 全 健 康 局
OCCUPATIONAL SAFETY & HEALTH COUNCIL

目 錄

1. 引言

1.1 「國際安全學校」的理念

「國際安全學校」計劃在世界衛生組職(世衛)安全社區的框架下,通過學校及社區的傷患預防推廣計劃,以保障教師、職員、學生及訪客的安全和健康。而一個安全及健康的學校環境讓學生於青少年時期開始接受安全及健康的教育,培養安全健康意識,從小懂得愛惜健康,事事安全為上,長大後不論從事哪種行業,都能注重安全健康,這對推動整個社會的安全及健康文化建設,有深遠的意義。

1.2 「國際安全學校」的準則

世界衛生組織認可的國際安全學校,需具備以下7個基本準則:

1.2.1　成立一個由教師、職員及家長代表(備註:在實際許可情況下,應包括學生代表在內)所組成的架構,以夥伴合作模式,來負責統籌學校的安全推廣和傷患預防事宜;該架構應由校董會代表或校長或校長的代表來主持;

1.2.2　制訂安全學校政策,清晰地闡述學校對安全與健康的承諾;

1.2.3　須長期、持續地執行各項推廣計劃,並照顧學校不同年齡、性別、環境及處境的人士;

1.2.4　安全推廣計劃須關注高風險的組群及環境,以及較易受傷人士的安全問題;

1.2.5　須設立機制以記錄傷患發生的次數及其成因;

1.2.6　須設立適當的指標以評估政策及推廣計劃的成效及其影響;及

1.2.7　積極參與本地及國際安全學校網絡的經驗交流活動

2. 職業安全健康局 ─「國際安全學校認證中心」

2.1 香港安全社區及安健學校確認計劃

職業安全健康局(職安局)是一個法定機構，致力於改善工作環境的健康與安全，保障香港寶貴的人力資源。從1999年開始，職安局積極推廣世界衛生組織所提倡的「安全社區」概念，並於2000年成為世界衛生組織全球第六個「安全社區支援中心」。一個成功的「安全社區」通過團結社區內各個不同組織，包括政府部門、商業機構、學校、醫院及社會服務團體，運用各自的資源及服務，為區內居民提供一個既安全又健康的工作及生活環境，減少社會需承擔因傷患而產生的醫療及其他社會成本。「安健學校」是職安局創建安全社區的一個重點推廣計劃。於2005年，職安局與香港中文大學醫學院健康教育及促進中心和香港兒童安全促進會合作推出香港「安健學校」確認計劃，鼓勵學校實施安全管理制度，從而提升學生和教職員的安全健康水平，並制訂了包括14項元素的「香港安健學校確認計劃指引」，以協助學校開展其安全管理工作。至今香港已超過20間中、小學及幼稚園成功成為香港「安健學校」。

2.2 國際安全學校認證中心

鑑於在香港推動「安健學校」的工作成績和經驗，職安局於2009年被世界衛生組織任命為「國際安全學校認證中心」。自此，職安局於本港及亞洲地區，以至國際層面，在安全學校的推動工作上，擔當積極的角色。

職安局在總結香港推行「安健學校」確認計劃的經驗基礎上，根據世界衛生組織「國際安全學校」的7項確認準則，編寫了此「國際安全學校認證指引」，為有志成為「國際安全學校」的幼稚園、中小學和大專院校提供實用指引。同時，職安局亦會加強有關安全學校的經驗交流和標準借鑑的工作，提供相關的培訓及編製宣傳刊物以協助參與「國際安全學校認證計劃」的學校掌握推展「安全學校」的要點，最終獲得確認。

3. 認證申請

3.1　申請程序

有興趣申請成為「國際安全學校」的學校，可向國際安全學校認證中心 — 職安局遞交意向書，並派員參加職安局所指定的國際安全學校訓練工作坊，此參與式工作坊的內容包括，安全社區的概念及國際安全學校的宗旨和準則；如何制訂和執行安全學校的政策和長期而可持續發展的傷患預防計劃；如何應用傷患監察系統去記錄所有意外的發生和原因，同時亦會講解如何準備認證報告和有關文件以及為特許評核員的實地視察作準備。

與此同時，申請學校應成立"安全學校督導委員會"，會員包括教師、職員和家長代表(備註：在實際許可情況下，應包括學生代表在內)，主席應由校董會代表或校長或校長的代表來擔任，並根據"國際安全學校"七大準則，制訂政策和長期而可持續發展的工作計劃，定期評估其成效，並積極與本地學校和國際安全學校交流分享經驗，計劃的重點應照顧不同年齡、性別、環境及處境的人士；並且關注高風險的組群及環境，以及較易受傷人士的安全問題。當創建工作取得成效，並達致成熟階段時(一般約二年時間)，申請學校可向職安局提交書面認證申請書，並附上有關証明文件。

3.2　認證評核和準則

當職安局收到認證申請書時，將派出特許評核員對文件進行評估並給予意見，評核員將進行實地確認考察，以確認申請學校是否達到國際安全學校標準。當學校通過認證評核，將獲頒發確認證書，加入世界衛生組織"國際安全學校網絡"。

3.3　再確認程序

獲確認的「國際安全學校」將列入"國際安全學校網絡"名單，每隔5年進行再確認程序，以確保已認證的「國際安全學校」能維持長期持續進行的各項傷患預防計劃，提升學生、教師、職員以及整個社區的安全健康水平。

3.4 國際安全學校認證申請流程圖

1
- 向職業安全健康局 – 國際安全學校認證中心遞交意向書

2
- 成立"安全學校督導委員會"，會員包括教師、職員和家長代表(備註：在實際許可情況下，應包括學生在內)，主席應由校董會代表或校長或校長代表來擔任

3
- 派員參加職安局指定的國際安全學校訓練工作坊

4
- 根據"國際安全學校"七大準則，製訂政策和長期而可持續發展的工作計劃

5
- 實施計劃和定期評估其成效，並積極參與本地學校和國際安全學校經驗交流與分享活動

6
- 創建工作取得成效，達致成熟階段（一般約二年時間）
- 向職安局提出書面認證申請書並附上有關証明文件

7
- 職安局派特許評核員根據所提交文件進行評估並給予意見
- 評核員進行實地確認考察，確認達到國際安全學校標準，並頒發確認証書

8
- 列入"國際安全學校"名冊，並每隔5年進行再確認程序

4. 主要準則的實施指引

根據「國際安全學校」的7項基本準則，學校應制訂、發展、組織、實施、量度、評估和檢討安全學校政策和計劃。每個主要準則的實施指引詳列如下：

4.1 安全學校組織架構 — 國際安全學校準則(一)

準則概要：

學校須成立一個如下的組織架構：

- 由教師、職員及家長代表(備註：在實際許可情況下，應包括學生代表在內)所組成
- 會議應由校董會代表或校長或校長的代表來主持
- 以夥伴合作模式，負責統籌學校的安全推廣事宜

要建立一個安全及健康的學校環境，必須要先設立一個組織架構，讓安全資訊可更有效傳遞，與及讓用於改善安全的資源可更有效分配及運用。此外，學校應成立一個由各方代表所組成的「安全學校督導委員會」，委任相關人員負責執行安全措施，並跟進成效。

4.1.1 安全及健康的責任及架構

學校應清楚界定各個階層員工、學生及家長在安全健康上的責任，確保學校於安全健康方面的承諾及決策在學校內得以落實執行。

■ **一般和特別的安全及健康責任**

- 應有適當的文件及圖表詳細描述學校內員工（包括高級管理階層、教師及前線員工）、學生與及家長於安全健康方面的責任與及架構
- 定期檢討各人的安全健康責任及作適時的修改
- 訂明個別人事負責以下的事項
  - ✓ 計劃安全健康
  - ✓ 監察安全健康的表現
  - ✓ 接收及傳遞安全健康資訊
  - ✓ 與社區保持聯繫

■ **安全及健康責任的實施**

- 學校委任一名管理層以整體的責任去統籌及監察所有的安全及健康事宜包括教育及健康促進活動
- 有效的安排去確保負責督導的人士有足夠能力妥善處理安全及健康事項
- 有足夠的資源調配以達致政策目標及安全健康法例的要求

4.1.2 安全學校督導委員會

學校應成立其「安全學校督導委員會」，負責統籌學校的安全及健康推廣事宜，並為負責員工提供一個溝通的平台，讓他們能認真提出安全及健康方面的問題及採取適當的行動，以達致安全學校管理的目標。委員會成員應能有足夠代表性以代表學校內各個運作單位。他們必須對學校的安全及健康有所承擔及賦予所需的支援，使其能有效地履行職責。安全學校督導委員會應有效地將決定及行動傳達至負責執行的人員。學校應與家庭及社區建立緊密聯繫，並定期開會討論及計劃促進安全及健康的活動。

■ **規則**

- 安全學校督導委員會應有相關的書面規則，以監管其授權的範圍及會議程序
- 安全學校督導委員會應定期開會，例如最少每三個月開會一次
- 應有保留足夠的安全學校督導委員會會議記錄

■ **成員**

- 應設立渠道以達致管理層及員工有雙向的溝通
- 安全學校督導委員會應包括教師、職員及家長代表(備註：在實際許可情況下，應包括學生代表在內)，並確保校內各部門均有代表被委任
- 安全學校督導委員會應由校董會代表或校長或校長的代表來主持

■ **辨認、建議及檢討措施**

- 高級管理層積極參與安全學校督導委員會
- 制定有效的安排去確保安全學校督導委員會討論學校內有關的安全及健康問題，與及統籌學校的安全推廣事宜
- 安全學校督導委員會有在適當時監察安全及健康表現及提供建議
- 學校在合理可行的情況下執行安全學校督導委員會建議的措施

4.2 安全學校政策 — 國際安全學校準則(二)

準則概要：
學校須制訂安全學校政策，清晰地闡述學校對安全與健康的承諾。

學校應制定其「安全學校政策」，清晰地闡述學校對安全與健康及成為安全學校的承諾。當中包括文件記錄如何與不同人士及社區溝通、實施及維持政策的程序。

4.2.1 書面説明的安全學校政策

- 學校制定一份書面説明的安全學校政策並由學校的高層例如校長簽訂
- 表明學校對符合法例要求的承諾，最低標準是達到現行的安全及健康法例及其他相關要求
- 安全及健康責任及一般性責任有包括教職員、學生及其他人士在內
- 此書面的安全學校政策表明學校對建立安全學校的承諾

4.2.2 責任分配與安排

- 承諾在安全及健康方面提供足夠及適當的資源來實施政策
- 安全學校政策清晰地傳達到教師及所有員工，使他們能夠明白、執行及維持政策
- 校方就安全學校政策的承諾及實施諮詢教職員

4.2.3 承諾

- 安全學校政策內容有為持續改進安全健康規則及標準方面的發展作出承諾
- 持續改進有包括定期檢討現行的政策及管理制度

4.3 安全計劃的推廣及實施 ─ 國際安全學校準則(三)

準則概要：
學校須長期、持續地執行各項推廣項目，並照顧學校不同年齡、性別、環境及處境的人士。

學校必須向其教職員推廣及教育安全訊息，讓他們有能力安全地進行工作。由於學生於課堂上亦有機會面對安全危害（例如是使用電腦、實驗室、設計與工藝室、家政室時），相關的安全訊息亦應向他們教育。作為社區的一份子，學校亦應進一步向家長與及其他社區人士推廣安全訊息。安全訊息可透過提供培訓、編寫規則及指引與及其他形式的活動作推廣。

4.3.1 安全及健康培訓及教育

安全及健康培訓可幫助教師、職員得到應有的技能、知識及態度，從而使他們安全及健康地工作及履行其安全及健康的職責。其他為教師、職員、學生及家長提供的安全及健康教育及推廣活動可以增進他們對安全及健康、衛生及環境方面的知識。

■ **培訓需要分析及培訓計劃**
- 應就教師、職員及學生的安全及健康培訓需要作出詳細分析
- 應根據培訓需要分析所得的結果來制定安全健康培訓及健康教育計劃
- 應提供適當的安全及健康培訓設施及足夠的培訓輔助器具

■ **健康教育**
- 學校應鼓勵教師、職員參與健康教育培訓,並將健康教育列入教師在職培訓政策,例如:
  - ✓ 資助教師、職員參與健康教育培訓
  - ✓ 安排健康教育工作坊或培訓
- 學校應就健康教育資源編制更新及恰當保養資源目錄表
- 學校應記錄及分析健康教育資源的使用情況

■ **家庭成員及社區人士的健康促進**
- 學校應積極舉辦健康教育及健康促進活動予:
  - ✓ 學生的家庭成員參與;
  - ✓ 社區人士參與
- 學校應提供與健康相關的資訊或資源,供學生的家庭成員或社區人士參考、使用和借閱

■ **記錄及成效評估**
- 應記錄所舉辦過的安全健康訓練及健康教育的達標情況
- 應定期評估安全及健康訓練及健康教育的成效

4.3.2 安全及健康規則及指引

安全及健康規則及指引供校內工作員工有一個認知其職責及責任,以達致安全管理目標。如有需要,應記錄、評估及檢討安全及健康規則及指引,同時也將規則及指引傳達至學校內各教師、職員、學生、家長及其他人。

■ **準備及修訂**
- 應對學校作出辨認安全及健康規則及指引需要的調查
- 所有安全及健康規則及指引應妥善地記錄
- 應定期檢討所有安全及健康規則及指引,並在需要時作出修改
- 學校的安全及健康規則及指引應被傳達及知會予各教師、職員、學生及其他人士

■ **實施**
- 應張貼有關於安全及健康規則及指引的告示及標誌,包括危害警告標誌
- 應執行有關的安全及健康規則及指引

■ **符合準則及檢討**
- 應作出有效的措施去檢視校內有關人士遵守安全及健康規則及指引
- 應設有處罰制度確保校內有關人士遵守安全及健康規則及指引
- 如適用,應有獎賞制度去表彰合乎安全及健康規則及指引的人員
- 應有一套評估及修訂安全及健康規則及指引的制度

4.3.3 安全學校推廣計劃

為了在學校進行推廣安全及健康，學校必須建立安全及健康的文化。可用一些簡單的方法，例如展示安全學校政策、海報或其他視像物品及舉辦一些安全及健康講座或影帶會等。為學生提供個人健康生活技能推廣活動亦是安全學校的重要課題。此計劃亦會在校園內宣揚互相關懷和友好的環境及互相尊重這個重要訊息。

■ **安全及健康意識推廣計劃**

- 學校應提供及設置安全健康通訊版
- 應張貼安全標準及海報於顯眼的地方
- 學校應設有中央檔案去記錄所有安全及健康推廣計劃活動

■ **個人健康生活技能**

● **推行策略**

- 學校應舉辦以健康為主題的課程統整
- 學校應成立以促進學生整體健康為宗旨的學生組織或課外活動小組，如健康學會、健康大使等

● **個人健康技能推廣**

- 學校應積極舉辦健康促進活動予學生參與
- 學校應為有關健康教育的課程或活動：
  - ✓ 搜集有關健康教育的最新資訊
  - ✓ 作需求評估
  - ✓ 制定有系統的全年健康教育計劃書
  - ✓ 制定有關健康教育的評估指引
  - ✓ 作會議討論及檢討
- 學校應設有足夠體育課外活動和運動隊伍讓學生參加
- 學校應為學生測量體適能狀況並跟進在學生體適能方面的特別個案
- 學校應運用學生體適能的測量結果作以下的評估:
  - ✓ 作為健康教育之評估
 - ✓ 作為學生體適能狀況之評估
- 學校應為學生進行健康行為調查並建立學生個人健康行為記錄檔案

■ **校風/人際關係**

● **互相關懷和友好的環境**

- 學校應透過活動向學生灌輸友愛、坦誠相處及和平的訊息
- 學校應舉辦師生同樂的活動

- 學校應舉辦教師、職員聯誼活動
- 學校應推行措施，顧及教師和職員的需要
- 學校應推行措施去預防及處理學生的行為問題，例如:
    - ✓ 預防及處理濫用藥物或吸毒
    - ✓ 預防及處理性騷擾問題
    - ✓ 預防及處理欺凌行為
    - ✓ 預防及處理偷竊行為
    - ✓ 預防及處理打架行為
    - ✓ 預防及處理逃學或曠課
    - ✓ 預防及處理參與不合法組織
- 學校應為有需要協助的學生、教師及職員制定相關機制，例如：
    - ✓ 有生理問題的學生
    - ✓ 有適應問題的學生
    - ✓ 有特殊學習需要的學生
    - ✓ 有吸食毒品的學生
    - ✓ 有高危行為的學生
    - ✓ 有家庭問題的學生
    - ✓ 曾受虐待的學生
    - ✓ 違規、暴力行為的學生
    - ✓ 有心理、情緒問題的學生
- 學校應為學生的需要提供評估、輔導服務及轉介服務
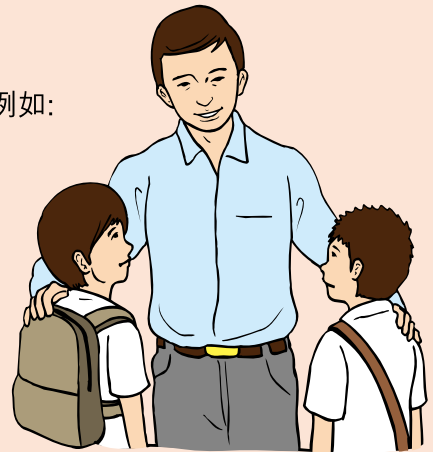
- **互相尊重的環境**
    - 學校應給予教師及職員指引及執行程序，並要求他們要以公平原則對待所有的學生、教師及職員
    - 學校應透過周會專題或活動中，鼓勵學生、教師及職員尊重及包容個人的獨特性，如傷健、不同性別、宗教和種族等
    - 學校應透過活動、專題學習、課堂習作等，向學生介紹不同的民族文化，以教育學生尊重及包容不同民族文化上的差異

4.4 關注高風險族群及環境 — 國際安全學校準則(四)

準則概要：
安全推廣計劃須關注高風險的組群及環境，以及較易受傷人士的安全問題。

學校應針對高風險的工作進行工作危害分析,並制定控制措施以盡量減低甚至消除危害對相關人員的威脅。危害的控制亦應伸延至承判商,以確保他們所提供的服務不會影響校內人員的安全健康。此外,學校應識別有機會發生的緊急情況,為此等危機制定應變計劃與及定期進行演習。

4.4.1 工作的危害分析

有效管理是要主動去評估有關工作或工作地方的一切,以預測及防止危險事故的發生。學校應實施有關的危害辨認、風險評估,及發展控制危害的方法,以減低安全及健康的風險。經檢討的結果,會用作發展安全及健康規則及指引之用。

■ 危害辨認及風險評估

- 學校應有清單記錄學校內需要進行的所有工作
- 應對所有的工作進行危害辨認及風險評估
- 應對危害及風險評估作足夠的文件記錄
- 應制定程序去檢討及更新危害辨認及風險評估
- 所有危害辨認及風險評估的工作都應由合適人士進行

■ 風險控制

- 風險控制措施應有參照危害辨認及風險評估的結果來制定
- 應有書面詳述如何應付各類危害的控制措施
- 所有風險控制措施應傳達給有關人士

■ 監察與檢討

- 應有特定的程序去監察風險控制措施的執行
- 當發現風險控制措施有違規之處時,應進行適當的改善行動
- 應作出有效安排去定期檢討風險控制措施

4.4.2 消除及控制危害計劃

計畫目的是在工人暴露在任何惡劣的工作環境前控制意外及消除危害。計劃幫助找出學校的潛在危害及確保所有控制措施已經建立及執行。

■ 實驗室安全

- 學校需要確認所有與實驗室安全有關的規例、工作守則及指引
- 制定安排以確保實驗室的安全
- 制定適當溝通其渠道定期討論實驗室的安全及健康事宜
- 為實驗室編寫安全守則,及作定期檢討
- 制定實驗室安全訓練計劃及為教職員與學生提供定期安全訓練

- 作出安排去制定、執行及檢討緊急應變計劃去應付緊急事故，及定期進行疏散演習
- 配備足夠及合適的個人防護裝備以供教職員及學生在進行實驗時使用
- 提供及維持合符法例要求數目的合資格急救員當值及急救設備供應
- 為實驗室作出安排進行定期檢查包括化學品儲存、滅火設備保養、個人防護裝備、急救設備、抽風櫃及通風項目等，並改善所有不合規格的項目
- 委任已受訓及有經驗的人士為實驗室作定期檢查
- 作出適當地監察以確保安全檢查中的改善建議已執行

■ 安全使用放射物質
- 學校需要確認所有有關放射物質安全使用、貯存及運輸的規例、工作守則及指引
- 讓有關的人士清楚了解有關放射物質的危害及處理時應注意的事項
- 為放射物質的購置、貯存、所有密封放射源的正確使用，以及放射廢料的處置制定適當的安排
- 制定安排去確認及更新學校中所有的放射物質及資料更新
- 學校需制定程序確保按實際需要，盡量貯存放射強度較低的密封放射源及在任何情況下，實驗室所存放的放射物質不得超出學校的豁免上限
- 所有密封放射源需要存放於上鎖的金屬箱裡，金屬箱的表面貼有標籤標示放射核素的類別及在指明日期的放射性強度，而且只有學校授權人士才可處理
- 建立制度去減少放射物質的放射及暴露或有適當步驟去減少人員接觸的需要
- 委任已受訓及具經驗的人士出任督導人員，負責監管密封放射源在校內的使用
- 在取用放射源時使用特備的鉗子或鑷子
- 制定安排以監管法例或指引所需檢查放射源監察儀器的效能，以及利用適當的試驗方法檢查所有密封放射源，並記錄所有結果
- 制定程序以報告於檢查中所發現的錯誤
- 制定適當的監察以確保安全檢查的改善建議已執行
- 建立一套處理有關放射物質的緊急應變程序
- 為放射源的損壞、遺失及棄置作出安排

■ 安全使用激光器材
- 學校需確認有關激光器材的安全使用的規例、工作守則及指引
- 為激光器材編寫安全守則及操作程序，並讓教職員及學生清楚了解其內容
- 制定安排以確認及更新學校中所有的激光器材
- 委任已受訓及具經驗的人士負責監管校內激光器材的安全使用
- 在實驗室及激光器材上顯眼處張貼安全守則、警告標誌及字句
- 配備合適及足夠的個人防護裝備以供操作激光器材之人員及附近之人員使用

- 為激光器材作定期檢查
- 制定程序以報告於檢查中所發現的錯誤
- 制定適當的監察以確保安全檢查中的改善建議已執行

■ **有害物質**

- 學校有準備一張清單以列明學校所使用對健康有害的物質及其特質、危害健康的資料及安全處理的要點
- 備有關於有害物質對健康的危害及所需的預防措施的足夠資料，例如物料安全資料表
- 對有害物質進行風險評估
- 提供足夠訓練及指引予使用有害物質的教職員及學生
- 為所有有害物質貼上正確標籤及妥善貯存
- 執行有害物質之控制措施
- 提供足夠及適當之個人防護裝備及確保該裝備有妥善保養及被使用
- 對化學廢物的分隔、包裝、標籤、貯存及收集制定安排

■ **易燃液體及氣體**

- 確認所有關於使用、儲存及運送易燃液體及氣體的法例及工作守則的要求
- 制定安排以識別易燃液體之使用如電油、天拿水、油渣、石油氣及乙炔或其他可引致火警的物質
- 為這些安排作記錄及更新。
- 為儲存、處理、運送易燃液體及氣體制定安排
- 當易燃液體及氣體存儲量多於法例的豁免量，學校需要取得適當的牌照
- 於所有貯存可燃物料或易燃物料的位置張貼 "不准吸煙" 的告示
- 所有安裝或維修氣體裝置或用具均交由註冊氣體工程承辦商所聘用的註冊氣體裝置技工負責
- 制定程序以確保使用石油氣時，必須保持室內空氣流通
- 清楚標示氣體供應開關掣的位置
- 制定氣體洩漏的緊急程序及進行演習

■ **生物安全**

- 制定安排以確認及更新學校中所有的生物性危害
- 制定程序以確保學校中有可能接觸生物性危害之教職員及學生的安全
- 委任已受訓及有經驗的人士為學校的生物性危害作定期檢查
- 為接觸生物性危害之教職員及學生提供足夠及適當之個人防護裝備
- 制定一套消毒程序供接觸生物性危害之教職員及學生跟從

- 制定程序去處理血液及其他具生物性危害物質的濺溢物
- 制定安排以確保所使用之物質及設備均處於良好的備用狀態
- 制定程序以報告於檢查中所發現的錯誤
- 制定監察以確保安全檢查中的改善建議已執行
- 對具生物性危害的廢物棄置作出安排

■ 校內環境及場地整理

- 學校應為具有潛在風險的活動制定守則及指引，校方亦應向教職員及學生講解這些守則及指引
- 在工作室、實驗室及家政室等地方張貼安全標示及警告
- 制定程序確保學校能保持整齊清潔
- 所有進出入口、行人通道及樓梯經常保持暢通
- 保持校內的梯級、樓梯及樓面狀況良好及不存在跌倒之危險
- 妥善地儲存和擺放所有材料、用具及設備
- 定期進行場地整理的安全檢查，並作記錄
- 在有需要地方提供適當及足夠照明
- 在校內提供適當的通風及為通風系統進行定期清潔保養
- 制定適當的安排確保學校環境不會受到噪音滋擾
- 正確地安裝及保養電器裝置
- 有提供足夠的消防設備及妥善標明逃生路徑
- 制定適當安排防止公眾或其他人士擅自進入學校範圍
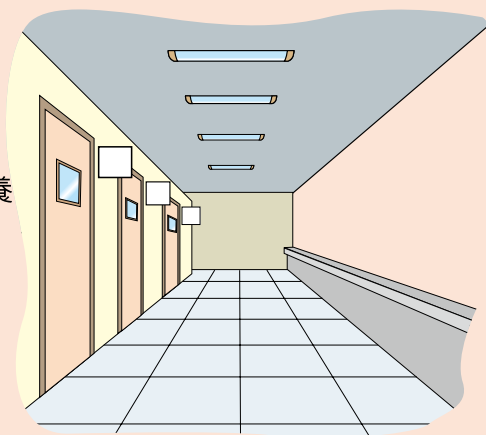
■ 高空工作

- 學校應確認所有有關提供安全通道及工作位置，如棚架等的規例、守則或指引
- 提供安全上落通道設施，例如樓梯及梯具等
- 提供安全工作台，或當不能提供工作台時，提供防止下墜裝置例如全身式安全帶
- 所有樓邊、樓梯及工作台已提供適當的安全設施，例如：圍欄及踢腳板
- 委派具足夠訓練及經驗的人士定期檢查棚架及工作台確保其穩定及安全
- 建立有效程序迅速處理檢查時發現的不安全情況

■ 下墮或翻倒物件

- 制定程序確保有效地減低物件從高處墜下的風險或翻倒，或因此而引起的受傷
- 制定安排提供足夠保護，例如尼籠網及遮篷等於學校外牆防止物件下墜
- 制定監察系統確保經常檢查有關防止物件下墜的保護設施，沒有空隙、孔洞或積存垃圾
- 提供有蓋行人通道以保障校內人士

- 為工作台及樓邊提供適當的踢腳板防止物件下墜
- 提供防止物件或手工具下墜的安排（例如：要求高空工作時使用工具繩），與及防止物件翻倒的安排（例如：要求物件安全堆疊及放置）。

■ **校舍、設備及裝置之檢查及保養**
- 為教職員及學生提供所使用的設備及裝置之安全指引
- 為教職員及學生提供新購置設備及裝置的使用示範
- 在設備及裝置上當眼地方張貼安全標示及警告
- 為以下項目作定期檢查及保養的安排：
  - ✓ 校舍建築(樓宇結構)
  - ✓ 學校範圍內的斜坡
  - ✓ 升降機
  - ✓ 石油氣或煤氣喉管
  - ✓ 電線及電路
  - ✓ 水箱 (包括清潔水箱)
  - ✓ 空調設備
  - ✓ 防盜系統
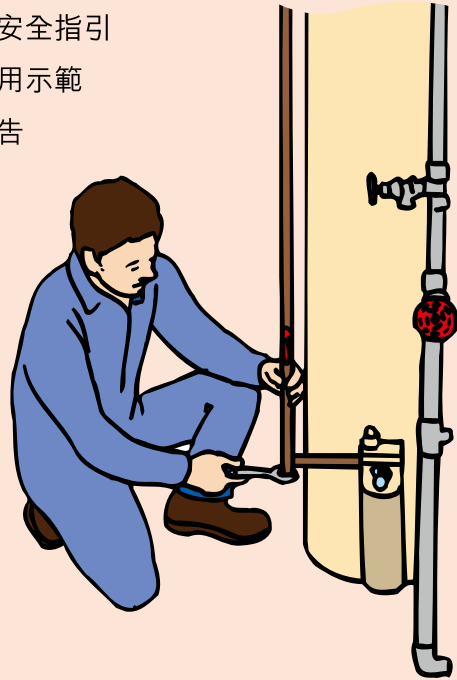
■ **火警安排**
- 制定安排確保提供足夠滅火設備及建立處理火警程序
- 提供合適的滅火筒，尤其是較易發生火警的地點，而且為滅火筒作定期保養和檢查
- 定期檢查消防警鐘
- 校內各位置均設有走火通道及有清楚地標示所有走火出口的路線
- 委派教職員協調防火，滅火及逃生程序
- 為教職員及學生提供有關滅火技巧及使用滅火筒的訓練
- 計劃定期舉行走火警演習及緊急疏散程序
- 確保教職員及學生認識有關火警逃生及緊急疏散的程序

■ **電力供應系統**
- 識別有關應用在學校及辦公室用電之規例、守則及指引的要求
- 所有有關電力供應系統及電力裝置工程均由合資格電工進行
- 張貼有關觸電的警告標示及字句
- 為電力供應系統已安裝漏電斷路裝置及作定期保養
- 在使用所有電力裝置前(包括電箱、電線插座、電掣)作出檢查、測試及記錄，並定期進行檢查
- 電力供應系統及電力裝置有否被阻塞

■ **機械設備及裝置**
- 識別出所使用的機械設備及裝置的規例、守則、製造商建議等的要求
- 操作員執行有關工作前先接受有關訓練及指導
- 為機械設備及裝置作維修保養的安排
- 為所有危險部份裝上有效的安全護罩
- 在可行情況下，為機械設備及裝置裝上緊急停機掣
- 有建立系統以確保只有受訓練及授權人士才可使用該等機械及設備
- 派發合適的個人防護裝備給所有操作人員及確保其使用
- 為操作人員提供有關於機械設備安全的訓練及指導
- 確保所有裝嵌砂輪之人員已接受適當培訓及已評核為合資格去進行該類工作，及以書面委任該工人進行此類工作
- 所有打磨機械應刻有該機械的最高轉速
- 所有砂輪或磨碟已適當地選擇及刻上最高許可轉速
- 在張貼在每部機械設備上張貼警告標示及字句

■ **手提工具**
- 制定程序定期檢查手提動力工具，動力包括電力、氣動等。及備存工具維修的記錄
- 為所有操作人員提供有關安全使用手提動力工具的指示及訓練
- 經常保持手提動力工具及手提工具在安全的工作狀態
- 提供適當之防護衣服/裝備給動力工具操作員及確保他們使用該防護用具

■ **交通安全**
- 為校內車路制定合適之車輛時速限制及張貼於當眼處
- 學校路面的闊度、斜度及路面情況應保持在安全狀況
- 學校的道路應適當地劃分及將人車分隔開
- 提供泊車地點給學校車輛、訪客及送貨車輛停泊使用，令學校道路不會被阻塞
- 提供指定及足夠位置供車輛倒車，以避免在學內隨處倒車

■ **校車控制**
- 學校成立專責小組負責監察校車服務(包括學校私家小巴、學校巴士或學校租用汽車等)
- 確保車輛持有「學生服務」或「學校私家小巴服務」證明書
- 制定及派發安全指引供學校巴士服務營辦商、司機、跟車褓母、家長或監護人及學生參考
- 在上、下課及午飯時於鄰近道路採取特別的交通及道路安全措施
- 定期監察學生上落校車的安全
- 定期與家長及/或學生檢討校車的安全及其他運作事宜
- 在校內停車場張貼了安全標示提醒駕駛者及行人安全

■ **戶外活動**
- 在計劃戶外活動之時為活動進行風險評估及作出相應措施以便把風險減至最低
- 作出適當的師生比率安排以確保所有參與戶外活動的學生均得到教職員的指導。
- 制定適當的安排確保在舉辦戶外活動前，知會警方及有關政府部門有關活動的詳情
- 在活動舉行前安排由教職員進行實地考查
- 學校有在戶外活動舉行前緊急應變計劃
- 作出安排以確保已帶備戶外活動所需要的物資
- 制定安排確保所有參與戶外活動的學生及教職員均了解活動的地形環境、潛在危險、安全措施及緊急應變計劃
- 當天氣變壞或不穩定時，學校需要為戶外活動作出特別安排

■ **暴力事故**
- 為校內之暴力事故作預防、控制及輔導的安排
- 制定程序確保所有暴力事故能被迅速報告及記錄
- 負責暴力事故調查及報告的人員應已曾接受正式培訓
- 調查報告應包括事發經過，暴力事故成因及建議，以防止同類意外再次發生
- 制定程序確保對調查結果迅速採取行動
- 制定程序確保調查結果及採取的行動已通知學校及家長
- 制定安排對引致暴力事故的原因及趨勢進行分析，以防止同類事故再次發生

■ **飲食安全**
- 學校應成立小組負責推行及監管校內的健康飲食
- 學校應鼓勵或為有關教職員安排營養教育或食物安全的培訓
- 學校應發出有關安全、健康及衛生的指引予食物部、膳食供應商或學校飯堂
- 制定安排監察食物的品質、營養價值、衛生及安全
- 學校應定期與食物部、經營膳食供應商或學校飯堂的人員作檢討
- 提供足夠和衛生的進膳地方以供學生和教職員
- 設置飲水機給學生使用，並安裝了合格的淨水設備及定期進行保養檢查，以確保食水安全及衛生

4.4.3　健康保護計劃
計劃應包括辨別健康危害例如體力處理操作、操作顯示屏幕設備及傳染病爆發等，確保所有控制措施已實行，將健康危害消除或減少。計劃亦應包括為學生提供健康服務及為有需要的教職員及學生提供輔導服務。

■ **教職員之體力處理操作**

- 學校應為體力處理操作工序進行風險評估及評估時考慮相關因素，例如：
  - ✓ 工作特性
  - ✓ 物件重量
  - ✓ 工作環境
  - ✓ 個人能力

- 應委任合適人士為體力處理操作進行風險評估
- 應為從事體力處理操作的教職員提供相關的安全及健康資訊及訓練
- 應為從事體力處理操作的教職員提供合適的輔助工具如手推車
- 應為從事體力處理操作的教職員提供合適的個人防護裝備及確保其使用
- 應有適當的安排以確保風險評估中的改善及控制措施已執行

■ **教職員之顯示屏幕設備操作**

- 學校應為顯示屏幕設備的操作進行風險評估及評估時考慮相關因素，最少包括：
  - ✓ 屏幕
  - ✓ 鍵盤
  - ✓ 工作枱面
  - ✓ 座椅
  - ✓ 腳踏
  - ✓ 照明
  - ✓ 反光及眩光
  - ✓ 噪音

- 應委任合適人士為顯示屏幕設備的操作進行風險評估
- 應為操作顯示屏幕設備的教職員提供相關的安全資訊及訓練
- 應有適當的安排以確保風險評估中的改善及控制措施已執行
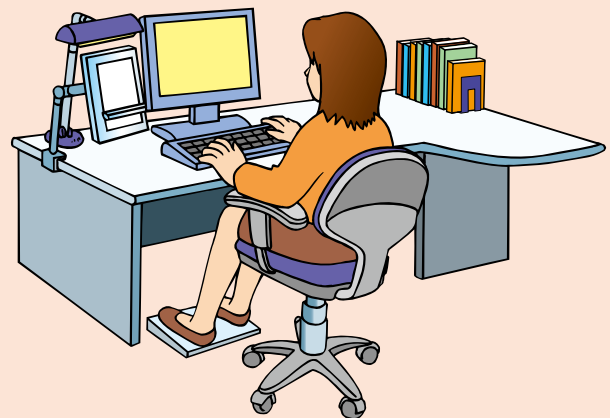
■ **傳染病控制**

- 學校應有檢視、留意及備存學生及教職員的最新病假記錄
- 校內應設置恰當的預防傳染病爆發的設備
- 學校應定時清潔及消毒傢俬和學校設施
- 學校應指導及監管校工或清潔公司的工作
- 學校應設立適當的檢疫機制，並制定應付傳染病爆發的緊急應變計劃
- 學校應設立適當的停課及復課機制

- 學校應設立及落實通報機制，與及當傳染病爆發時適時向政府有關部門作出通報
- 學校應推行預防傳染病的教育
- 學校應記錄了所有學生的免疫注射資料
- 學校應按相關機構所提供的疫苗注射服務，安排所有學生接受免疫注射。學校亦應為高危員工，例如是懷孕職員提供預防流感等傳染病的疫苗注射
- 學校應跟進未接受足夠免疫注射的學生，如接觸家長，進行了解及勸説工作、安排未接受足夠免疫注射的學生進行免疫注射等
- 學校應鼓勵未接受適當免疫注射的學生及教職員參加免疫注射計劃

■ **基本的學生保健服務**
- 學校應配合相關機構為學生提供身體檢查服務(如學童保健計劃、牙齒檢查服務)，並作統計
- 學校應追蹤跟進學生參加身體檢查服務的情況，並作相關跟進工作
- 學校應提供休息室或醫療室並安排合資格急救員當值照顧身體不適、生病或受傷的學生，並在有需要時(如家長未能陪同學生入院)陪同學生入院接受醫治或觀察
- 學校應有記錄學生及教職員使用休息室或醫療室的情況
- 學校應為患有慢性疾病或需要特殊照料的學生(如心臟病、哮喘、羊癇症等)進行登記及提供護理服務
- 負責提供護理服務及跟進的人員應接受相關的訓練

■ **學生健康狀況記錄**
- 學校應每年進行兩次或以上量度及記錄全校學生的身高及體重，並作統計
- 學校應把相關資料告知學生及家長，例如：
  ✓ 學生的身高體重記錄
  ✓ 學生的年齡組別的理想身高體重範圍
  ✓ 生長圖表並作分析
- 學校應就特別個案(如過重)與學生及家長進行跟進工作
- 學校應有明確的規則要求所有學生申報健康狀況
- 學校應為全校學生建立個人健康檔案，並為設立、保存及管理學生的個人健康資料訂下機制及執行相關程序

■ **輔導服務**
- 學校應安排駐校社工或經由曾受輔導學訓練的教職員為有需要人士提供輔導服務

4.4.4　個人防護裝備計劃

在考慮過其他風險控制方法之後，個人防護裝備是最後的防線。作為個人防護裝備計劃的一部分，學校需要指出實際及潛在身處的危害，選擇適當的設備來避免及減少危害、及確保裝備正確使用。學校亦需保留記錄、嚴格執行及定期監督使用情況，以確保使用人員遵守計劃所定的規則。

■ **個人防護裝備的要求**
- 應制定有效的安排例如根據危害辨認及風險評估，去辨認需要使用個人防護裝備的環境
- 應制定有效的程序去選擇及採購適當的個人防護裝備
- 應設立有效的制度去簽發及記錄個人防護裝備

■ **個人防護裝備的使用**
- 應有足夠經過小心選擇及適用的個人防護裝備的供應存量
- 應有保留足夠的文件記錄個人防護裝備的簽發、測試、維修及保養
- 應安排對個人防護裝備使用者提供足夠的訓練

■ **監察**
- 應監察個人防護裝備當需要時正確地配戴
- 應監察個人防護裝備的正確保養、儲存及清潔情況

4.4.5　危機處理

在安全管理系統中，發展及傳達有關危機處理的計劃是重要的一環。這包括建立程序去辨識、說明及反應緊急事故，舉行演習以測試及評核學校在危機出現時的處理方法，及作有關急救及對傷患者緊急治療的安排。

■ **危機反應計劃及急救**
- 應安排辨認所需要的急救設備
- 應安排去確保以下項目：
  - ✓ 足夠的急救員當值
  - ✓ 足夠的急救設備供應
- 應識別及編訂學校內所有潛在緊急情況的危機反應程序，例如火警、化學品的洩漏、惡劣天氣情況、傳染病爆發等
- 危機反應計劃應包括以下範圍：
  - ✓ 走火途徑
  - ✓ 任命危機反應統籌員及集合地點
  - ✓ 緊急燈光及電源的提供
  - ✓ 急救設施
  - ✓ 與緊急事故服務機構的聯繫
- 危機反應計劃的內容應有效地傳達到各有關人士

■ **測試危機反應計劃**

- 所有危機情況應有演習計劃

- 應定期(例如最少每年一次)進行危機情況的演習

■ **檢討危機反應計劃**

- 應針對所有危機情況的演習書寫評核報告

- 應有計劃去定期檢查緊急應變設備的可用性及有效性

4.4.6 承判商之挑選、評核及控制

確保所聘用的承判商完全知悉其安全義務,學校只聘用能夠履行義務的承判商。在開工前,清楚界定其在安全上的義務;讓他們充分了解安全規則、法例要求及安全施工的指示及程序及建立程序對承判商在進行安全上的表現作出評估。

■ **承判商之挑選**

- 應安排有效的程序例如根據候選承判商過往的安全及健康表現去挑選合適的承判商進行外判工作如密閉空間及維修保養等

- 應在挑選程序前提供足夠安全及健康簡介文件給候選承判商

- 應安排評估候選承判商遵守所有有關控制措施的能力

■ **承判商之評核**

- 應對承判商的安全及健康表現作出定期的評核

- 應記錄評核結果並會對將來的投標產生影響

■ **承判商之控制**

- 有關的合約要求應有足夠涵蓋職業安全健康責任、安全及健康規則及違規的懲罰安排

- 應設立有效的監察制度檢查承判商負責的風險控制措施是否足夠

4.5 意外事故的記錄及分析 ─ 國際安全學校準則(五)

> **準則概要:**
> 須設立機制以記錄傷患發生的次數及其成因。

為意外事故進行記錄及調查,可讓學校找出導致意外的成因,以及發展一套改善措施,防止同類事故再次發生。學校亦應定期為意外事故進行統計及分析,包括執行傷病監察,以提供建議避免再次發生。學校亦需要建立機制確保建議迅速地落實執行。

4.5.1 報告及記錄
- 應有足夠的程序去確保所有意外及事故得以盡快報告及作出適當及詳細的記錄
- 所有有關人士都應知悉報告的程序
- 應根據程序記錄所有意外及事故，並且進行傷病監察（例如使用職業安全健康局所研發之「社區傷害監測系統」）

4.5.2 調查及評估
- 應有書面記錄意外及事故的調查程序
- 應對所有意外及事故作出迅速及適當深入的調查
- 應根據調查結果採取迅速改善行動
- 應評估意外及事故的糾正行動功效

4.5.3 數據分析
- 應定期分析所有相關意外 事故的趨勢
- 分析的結果應在適當時用作預防意外的建議

4.6 安全指標 ─ 國際安全學校準則(六)

> **準則概要：**
> 須設立適當的指標以評估政策及推廣項目的成效及其影響。

安全指標包括「年度安全目標」與及「校園環境安全標準」。前者是單一或數個量化的目標，例如是減少意外率至某水平，其達成與否可反映安全政策及推廣項目的成效，與及推動安全表現之持續改善；而後者則是一系列的對校園環境及設施之安全要求，可透過進行定期視察以找出是否有所不符，並展開相應修正行動。

4.6.1 安全及健康目標
- 應每年為學校設定可量度的安全及健康事項目標
- 應定期跟進目標的達成進度，如發現有所不符，應找出原因並執行相關跟進行動

4.6.2 安全標準及視察計劃

■ **安全標準及視察計劃的發展**
- 應制定校園環境（包括其內的設備及物料）須符合的安全要求，並將之制定視察清單或其他表格，以便執行安全視察及記錄視察結果
- 應清楚訂明安全視察的計劃（例如執行者或頻次）與及進行步驟
- 應定期檢討安全視察計劃及於有需要時作出修訂

■ **視察計劃的實施**
- 應定期視察校園內所有範圍
- 應即時實施所有需要改善的行動
- 應跟進改善的行動的完成進度及成效

■ **視察結果的使用及趨勢分析**
- 應將視察的結果知會有關的高級管理層
- 應對視察的結果進行即時的風險評估
- 應定期對視察的結果進行分析

4.7 社區關係及經驗交流 — 國際安全學校準則(七)

準則概要：
積極參與本地及國際安全學校網絡的經驗交流活動。

作為社區的一份子，學校須與家長及其他區內人士保持緊密關係與及良好溝通，以促進校園甚至是整體社區的安全及健康。校方亦須與其他學校或相關組織分享及交流經驗，借鑒良好方法，改善彼此的安全表現。

4.7.1 社區關係

■ **家長與學校**
- 學校應成立家長教師會或家校合作小組
- 家長教師會或家校合作小組應定期舉行會議及討論有關學校健康教育及安全健康促進的項目
- 學校應設立不同渠道蒐集家長意見，鼓勵家長與學校保持溝通，邀請家長參與制定全年的健康促進計劃

■ **社區與學校**
- 學校應邀請社區團體或人士參與制定全年的健康促進計劃
- 學校在教授健康教育課程時應尋求政府部門、地方服務機構或社區團體的協助
- 學校在舉辦健康促進活動應尋求政府部門、地方服務機構或社區團體的協助
- 學校應與同區及其他區的學校建立關係網絡
- 學校應與社區團體或地方健康服務機構建立關係網絡

4.7.2 經驗交流
- 學校應積極參與本地、區域或國際有關安全學校的經驗交流活動
- 須盡量回應外界對學校安全事宜之查詢

5. 安全學校記錄文件存檔

5.1　記錄文件

認證計劃目的並不是令學校增加大量的文件記錄工作，但是一個系統化的文件存檔是必需的。當申請學校提交認證報告時亦須提供相關的證明文件，顯示其安全學校計劃已符合國際標準。證明可包括不同的形式，例如「國際安全學校」的架構圖、政策制訂和執行的文件存檔、現行的監測系統、改善行動的執行記錄、傷患分析和安全表現監察記錄等。

5.2　實地視察所需的文件

證明必須在評核員進行實地視察和評核時出示，評核過程的焦點在於確認該政策和計劃的持續性以及成效。

6. 法律責任

學校即使符合國際安全確認計劃指引，並不代表可免除法律上的責任。學校仍然有責任確保其符合相關的法例要求。

參考資料

1. Construction CHASE (Complete Health and Safety Evaluation, Health and Safety Technology and Management Ltd.

2. Health and Safety Guidance for School Governors and Members of School Boards, (HSE Books, UK)

3. Safe School Program, World Health Organization Collaborating Centre on Community Safety Promotion

4. Health Promotion School Program, World Health Organization Western Pacific Region

5. 職業安全健康管理制度確認計劃指引 - 職業安全健康局

CONTENTS

1. Introduction

1.1 The Concept of International Safe Schools Program

The objective of the International Safe School Program, under the framework of the World Health Organization (WHO) Safe Community initiative, is to apply the best practices of proven injury prevention programs to protect the safety and health of teachers, staff, students and visitors in school environment. A safe school environment can foster safety awareness among students during their juvenile education. This will help planting the seed of a positive safety culture in our community.

1.2 International Safe Schools Criteria

A school will be certified as a WHO International Safe School if the following 7 criteria are met:

1.2.1. An infrastructure based on partnership and collaboration, governed by a group of teachers, staff and parents (Note: students should be included if reasonably practicable) responsible for safety promotion in school; The group should be chaired by a School Board representative or a school principal or the school principal's representative;

1.2.2 Safe School policies, determined by the School Board and the Community Council in a Safe Community setting;

1.2.3. Long-term, sustainable operational programs covering genders and all school ages, environments, and situations;

1.2.4. Programs that target high-risk groups and environments, and ones that promotes safety for members of vulnerable groups;

1.2.5. Programs that document the frequency and causes of injuries;

1.2.6. Evaluation measures to assess policies, programs, processes and the effects of change;

1.2.7. Ongoing participation in Safe Schools networks – at community, national and international levels.

2. Occupational Safety and Health Council – International Safe Schools Certifying Centre

2.1 Hong Kong Safe Community and Safe and Healthy School Accreditation Scheme

The Occupational Safety and Health Council (OSHC) is a statutory body promoting safety and health at work, with the objective of safeguarding Hong Kong's valuable workforce. OSHC has actively advocated the Safe Community concept of WHO since 1999 in Hong Kong and entered an agreement with WHO to be its 6th Affiliate Safe Community Support Centre in 2000. A "Safe Community" is a place where people can live, work and play safely and healthily. This can be achieved when private and public sectors work in partnership to improve the safety and health of the workers and people in the community. Promotion of Safe and Healthy Schools is a key program implemented by OSHC in connection with the safe community development. In 2005, OSHC, Centre for Health Education and Health Promotion of the Chinese University of Hong Kong, and The Hong Kong Childhood Injury Prevention and Research Association jointly formed the Hong Kong Alliance for Safe and Healthy Schools, and launched the Hong Kong Safe and Healthy Accreditation Scheme. We have developed the guidelines which consist of 14 key elements for schools. The guidelines help schools to devise their own safety management systems for safeguarding the health and safety of students, teachers and staff. There are 20 of kindergartens, primary schools and secondary schools accredited as Safe and Healthy Schools under this Scheme.

2.2 International Safe Schools Certifying Centre

With the valuable experience we have gained in promoting safe and healthy schools, the OSHC was appointed by WHO being one of her International Safe Schools Certifying Centres in 2009.   We are playing a very proactive role in promoting the International Safe Schools Program in Hong Kong, Asia as well as internationally.

In order to implement the Program effectively, this booklet is prepared on the basis of the 7 International Safe Schools Criteria and experiences gained from the Safe and Healthy School Accreditation Scheme, to provide practical guidance to the participating schools. Experience-sharing seminars and training courses in relation to International Safe Schools program would be organized to facilitate the applicants in implementing their safe school projects and becoming a WHO International Safe School eventually.

3. Application for the designation of Safe Schools

3.1 Application Procedures

Any school wishes to become a WHO International safe School should submit a written application (i.e. Fill in the Letter of Intent in this Guide) to OSHC and then nominates her staff to attend the training workshop for getting familiar with the concept of safe community, the objectives of International Safe Schools Program, development and implementation of a safe school policy with long-term sustainable improvement injury prevention program, the injury surveillance system to record and analyze the frequency and causes of the injuries, as well as preparation of the application report and on-site assessment.

The school should establish an International Safe School Steering Committee which consists of representatives from teachers, staff and parents (Note: students should be included if reasonably practicable). The committee should be chaired by a school board representative or a school principal or the school principal's representative. The Committee is responsible for developing a safe school policy and long-term, sustainable programs with periodical evaluations of their effectiveness. The programs should cover genders, all school ages, environments and situations, and target on high-risk groups and environments. The school should also actively participate in Safe Schools Network for experience sharing and benchmarking. The school can apply for designation with supporting documents when her works comply with the International Safe Schools Criteria.

3.2 Designation Assessment

The assessor(s) appointed by OSHC will review the application report submitted by the applicant and provide the feedback if necessary after the receipt of an application. The on-site assessment will be arranged for the verification purpose. The school will be designated as a member of International Safe Schools Network if the International Safe Schools Criteria are met.

3.3 Re-designation

Five years from the date of the original designation, the school will be asked to participate in a review process that will lead to the re-designation status. This arrangement serves for the purpose of continual improvement on injuries prevention programs that enhance the safety and health standards of students, teachers, staff and even to the community.

3.4　Flowchart of Application for Safe Schools Designation

1
- Submit a written application (i.e. Fill in the Letter of Intent in this Guide) to the Occupational Safety and Health Council (OSHC) - International Safe Schools Certifying Centre

2
- Establish an International Safe School Steering Committee which consists of representatives from teachers, staff and parents (Note: students should be included if reasonably practicable). The committee should be chaired by a school board representative or a school principal or the school principal's representative

3
- Nominate staff to attend the International Safe School training workshop approved by the OSHC

4
- Develop the safe school policy and long term and sustainable injury prevention programs in accordance with the International Safe Schools Criteria

5
- Implement the programs and evaluate the effectiveness of programs periodically and participate in the safe schools network activities for experience-sharing and benchmarking.

6
- Submit the application report with supporting documents to OSHC when the preparation work of the candidate school has reached a mature phase.

7
- Review the application report submitted by the applicant and provide the comment to the applicant if necessary
- Conduct on-site assessment for the verification purpose.　The school will be designated as a WHO International Safe Schools when the criteria are met.

8
- Status of the registered International Safe School will be revalidated in every 5 years.

4. Guidance for meeting key criteria

The school should establish, develop, organize, implement, measure and review a safe and healthy school policy and plan. The guidance for implementing the 7 key criteria is set out in below.

4.1 Safety School Organization – International Safe School Criteria (1)

Summary of this criterion:

School should set up an infrastructure based on partnership and collaboration which is:

- governed by a group of teachers, staff and parents (Note: students should be included if reasonably practicable) responsible for safety promotion in school
- leaded by a School Board representative or a school principal or the school principal's representative

An infrastructure to enable effective communication of safety and health information, and also the effective allocation and utilization of resources for safety and health improvement, is necessary for creating a safe and healthy school environment. "Safe School Steering Committee" composed by staff from different levels is also necessary for effective implementation and follow-up of safety and health measures.

4.1.1 Safety and health responsibilities and organizational structure

Safety and health organization clearly defines the safety and health responsibilities of all levels of staff, students and parents to ensure that the commitments in safe and healthy school policy are being implemented.

- ■ **General and specific safety and health responsibilities**
    - Should have an appropriate document describing the relevant relationships between responsibilities of senior management, teachers, staff, students and parents (in a chart)
    - The document allocating safety and health responsibilities should be reviewed periodically, and revised as necessary
    - Define who is responsible for:
        - ✓ Planning for safety and health
        - ✓ Monitoring safety and health performance
        - ✓ Acquiring and communicating safety and health information
        - ✓ Communicate with community

■ **Implementation of safety and health responsibilities**

- An appointed person should be identified having overall responsibility for co-ordinating and monitoring all safety and health matters including health education and health promotion activities
- There should be effective arrangement to ensure that those responsible for supervision deal adequately with safety and health issues
- Sufficient resources should be allocated to meet legislative requirements and objectives on safety and health

4.1.2 Safe school steering committee

Safe school steering committee provides a forum for staff with safety and health responsibilities to formally address issues and take appropriate actions in relation to achieving the management objectives. Committee members should represent all aspects of the operation of the school. Committee members should also be committed and given the necessary support to others to ensure that they can effectively perform their duties. The safe school steering committee should effectively communicate its decisions and actions to the persons responsible for their implementation. Relationship between school and family and community should also be established and held meetings regularly in order to discuss and plan school's safety and health promotion and education activities.

■ **Rules**

- The safe school steering committee should be provided with an appropriate written statement of the rules governing its terms of reference and its meeting procedures
- The committee should meets at appropriate intervals and, in any event, at least once every three months
- Adequate records should be kept of all safe school steering committee meetings

■ **Members**

- There should be two-way communication between management and staff in the safe school steering committee
- The safe school steering committee should have representatives from teachers, staff and parents (Note: students should be included if reasonably practicable), and ensure that all departments have their representatives
- The safe school steering committee is chaired by school board representative or a school principal or the school principal's representative

■ **Identify, recommend and review measures**

- The safe school steering committee should have the active participation of senior management

- There should be effective arrangements to ensure that all matters relating to the safety and health in school, including safety and health promotion, are discussed in the safe school steering committee

- Safe school steering committee should monitors safety and health performance and recommend action where appropriate

- The school should implement, so far as is reasonably practicable, any measures recommended by the safe school steering committee

4.2 Safe school policy - International Safe School Criteria (2)

Summary of this criterion :

Safe School policies, determined by the School Board and the Community Council in a Safe Community setting.

School should establish a "Safe school policy" that states in clear and unambiguous terms about the school's approach and commitment to safety and health and becoming a safe school. It documents procedures for communicating, implementing and maintaining the policy to different people in school and the community.

4.2.1 A written safe school policy

- The school should produces a written safe school policy and signed by the top management to show the commitment

- The policy should have commitment for at least complying with current applicable occupational safety and health legislations and other requirements to which the school subscribes

- The policy should mention the safety responsibilities and general duty to teachers, staff, students, parents and others

- The policy should show the commitment to develop a safe school

4.2.2 Responsibilities and arrangements

- The policy should commit to provide adequate and appropriate resources to implement the policy

- The policy should be well communicated to all teachers, staffs and students in such a way that the policy is understood, implemented and maintained in school
- Teachers and staffs should be involved and consulted to gain commitment to the policy and its implementation

4.2.3 Commitment

- The policy should commit for continual improvements in the development of regulations and standards in safety and health
- Periodic review policy and management system should be included in the continual improvements

4.3 Promotion and implementation of safety program - International Safe School Criteria (3)

Summary of this criterion:
Long-term, sustainable operational programs covering genders and all school ages, environments, and situations.

School should equip its staff members with safety knowledge so that they are competent to conduct their tasks safely and healthily. Safety promotional and educational program should also cover students that may encounter safety risks while using display screen equipment, laboratories or other special facilities. As a member of the community, school should further extend its safety promotion to parents and other members in the community. Safety information can be promoted by training, distribution of rules and guidance or other types of activities.

4.3.1 Safety and health training and education

Safety and health training will equip teachers and staff with the knowledge, skill and attitudes necessary to perform their duties in a safe and healthy manner. It includes procedures to ensure that all personnel are given proper safety and health training that is relevant to their duties. Different promotion activities in safety and health education will benefit all staff, students and parents to improve their knowledge on safety and health, hygiene and environmental aspects.

■ **Training needs analysis and training plan**

- A comprehensive safety and health training needs analysis covering teachers, staff and students should be completed as the derivation of a documented formal training plan

- A training plan and health education plan should be established following a detailed safety training needs analysis

- Appropriate training facilities should be available and adequate training equipment aids are provided

■ **Health education**

- The school should encourage staff to enroll in health education training programs and this training is recognized in staff's in-service training, e.g.

  ✓ provides subsides for staff health education training

  ✓ arranges in house health education training or seminars

- The school should develop, update and well maintain a catalogue which including all items of health education resources

- The school should keep records and analyses the usage of health education resources

■ **Related health skills for family members and the community**

- The school should keen on organizing health education and health promoting activities

  ✓ for family members,

  ✓ for community members to participate

- The school should provide relevant health education resources for family and community members to refer, use and for loan

■ **Records and evaluation**

- The achieved results of conducted safety and health training and health education should be recorded

- The effectiveness of the safety and health training and health education should be evaluated regularly

4.3.2 Safety and health rules and guidance

Safety and health rules and guidance provide personnel in school with a common understanding of their obligations and responsibilities with respect to the achievement of the school's management objectives. Safety and health rules and guidance should be documented, reviewed and revised as necessary, and communicated to all teachers, staff, students, parents and others.

■ **Preparation and revision**

- A survey of the school should be made for identifying the requirements for safety rules and guidance
- All safety and health rules and guidance should be adequately documented
- All safety and health rules and guidance should be reviewed at appropriate intervals and revised as necessary
- All the safety and health rules and guidance should be distributed and communicated to all teachers, staff, students, parents and others

■ **Implementation**

- Safety signs, including hazard warning signs, are displayed. Notices and signs must comply with legislative requirements
- All safety and health rules and guidance should be in force

■ **Compliance and review**

- There should be effective measures to check compliance with safety and health rules and guidance
- There should be discipline arrangement for ensuring the compliance the safety and health rules and guidance
- If appropriate, there should be recognition arrangement to recognize those compliance with safety rules and guidance
- There should be a system for evaluation and revision of safety and health rules and guidance

4.3.3 Safe school promotion programme

By promoting a general awareness of safety and health, the school should try to develop a culture of safety and health. Relatively simple promotion techniques include displaying the safe school policy, posters or other visual material; and organising safety and health talks and video shows. Personal health skill development to students is an important promotion programme in safe school. To promote a friendly and caring environment and an environment of value and mutual respect is also an objective of this programme.

■ **Safety and health awareness programme**

- Safety and health bulletin boards should be provided and located so that everyone has a chance to see in school
- Safety signs and posters should be prominently displayed
- There should be a current central file of all safety and health promotion programme activities

■ **Personal health skill**

• **Strategic approach**

- The school should organize cross-curriculum programs on health education and health promotion elements
- The school should establish student health promoting organizations or extra-curricular activities, e.g. healthy club, health ambassador

• **Health skills promotion**

- The school should organize health promotion programs for students
- The school should carry out the followings before revising health education or health related activities:
  ✓ The school should collect relevant and updated health education information
  ✓ conducts need assessments
  ✓ develop a structural and systemic year plan for health education
  ✓ develop an evaluation guideline on health education
  ✓ hold meetings regularly on promoting and reviewing health education

- The school should provide enough sports related extra-curricular activities and sports teams for students to participate
- The school should perform physical fitness test for all students and follow up students' fitness test results on special cases
- The school should make use of the students' fitness test results as:
    - ✓ health education evaluation
    - ✓ students' fitness status evaluation
- The school should conduct student's health behavior survey and establish students' personal health behavior portfolio

■ **School social environment**

● **Friendly and caring environment**
- The school should convey messages of friendship, honesty and peace to students
- School should organize activities encourage sharing and mutual support among staff
- School should organize activities encourage for students and teachers to 'get together'
- The school should provide support for staff
- The school should develop measures to prevent and manage students' behavioral problem, e.g.
    - ✓ prevention and management of drug abuse
    - ✓ prevention and management of sexual harassment
    - ✓ prevention and management of bullying
    - ✓ prevention and management of pilfering
    - ✓ prevention and management of fighting
    - ✓ prevention and management of truancy
    - ✓ prevention and management of participation in illegal organizations
- The school should develop a mechanism to help students and staff, e.g.
    - ✓ who have physical need
    - ✓ who have adaptation needs
    - ✓ who have special learning difficulties
    - ✓ who have being drug abused

> ✓ who have high risk behaviors
>
> ✓ who have family problems
>
> ✓ who are being abused
>
> ✓ who have violent behaviors
>
> ✓ who have psychological and emotional problems

- The school should provide counseling services, assessment and referral services to related agencies for students

- **An environment of value and mutual respect**

  - The school should provide guidelines all staff that they are required to treat all students and other staff in a fair manner
  - The school should encourage its students and staff to be respectful and tolerant of personal differences (e.g. physical disabilities, differences due to sex, religion and ethnicity) so as to achieve equal opportunity for everyone
  - The school teach students to be respectful and inclusive of cultural diversities through the introduction of different nations and cultures

4.4   Concerns on high risk group and environment - International Safe School Criteria (4)

Summary of this criterion:

Programs that target high-risk groups and environments, and ones that promotes safety for members of vulnerable groups

Hazards from high risk tasks should be evaluated, in order to establish control measures to reduce or even eliminate them. The control strategies also should be extended to contractors, to ensure their services will not endanger people inside the school. Potential emergency situations should be identified, and relevant emergency response plans should be established and regularly practiced.

4.4.1 Evaluation of job related hazards

Effective management actively evaluates the job and job-site to anticipate and prevent harmful occurrences. The school should require safety and health risks to be reduced by using an evaluation process of hazard identification, risk assessment and development of risk control measures. The results of the evaluation will be used to develop safety and health rules and guidance if required.

■ **Hazard identification and risk assessment**
- There should be a documented list of all jobs being carried out in the school
- All jobs that need for hazard identification and risk assessment should be identified and listed
- There should be adequate records of all hazards and risk assessment activities
- A procedure for hazard identification and risk assessment should be reviewed and updated
- The hazard identification and risk assessment should be carried out by person(s) with sufficient training on safety and health

■ **Risk control**
- The development of control measures should be based on the results of process of hazard identification and risk assessment
- There should be written specification of the control measures for each hazard
- The risk control measures should have been communicated to the relevant personnel

■ **Monitoring and review**
- There should be effective arrangements for monitoring that required control measures are being followed
- Appropriate corrective action should be taken when monitoring identifies non-compliance with control measures
- There should be effective arrangements for reviewing control measures at intervals appropriate

4.4.2 Hazard elimination and control in physical environment

This programme's goal is controlling accidents and eliminating hazards before staff or students are exposed to any adverse physical environment. It helps to identify different potential hazards in school and ensure all control measures have been developed and implemented.

■ **Laboratory safety**
- School has to identify the requirements in regulations, codes of practice and guidance which apply to laboratory safety
- Establish arrangements to ensure the safety in science laboratories at school
- Establish proper channel to discuss health and safety matters in laboratories regularly.

- Set up written safety rules apply to laboratories and regularly review these rules
- Establish safety training plan and conduct laboratory safety training programmes regularly for school staff and student
- Establish arrangements to formulate, implement and revise the emergency plan for dealing with emergency cases; and conduct evacuation drills regularly.
- A sufficient stock of carefully selected and appropriate personal protective equipment is provided to those performing practical experiments.
- Maintain sufficient number of qualified first aiders, first aid facilities to legal requirement.
- Establish arrangements to carry out safety inspections regularly on the storage of chemicals, maintenance of fire-fighting equipment, personal protective equipment, first-aid boxes, fume cupboards, laboratory ventilation, etc., and to rectify any irregularities spotted.
- Appoint persons with training and experience to carry out the work and inspections.
- Establish a monitoring arrangement to ensure the corrective actions recommended in inspection reports are carried out.

■ Safe use of radioactive substances

- Identify all relevant requirements in regulations, codes of practice and guidance which apply to safe use, storage or transport of radioactive substances.
- Communicate the nature of the hazard and the degree of care considered necessary in the handling of radioactive substances to relevant person.
- Establish arrangements for the procurement, storage, issue and return of sources, the correct use of all sealed sources and the disposal of radioactive waste.
- Establish arrangements to identify and update the use of all radioactive substances at school.
- Establish a procedure to ensure the maximum amount the sealed sources kept in a school laboratory is the minimum practicable and shall in all cases be no greater than the exemption limit.
- All sealed sources have to be kept in a labeled and locked metal container together with the activity at specified date; and with limited access to authorized member of the school staff.

- Establish a system to reduce the emission or exposure to radioactive substances or appropriate steps to reduce the need for people to expose to radioactive substances.
- Appoint a person with training and experience to be the source custodian to supervise the use of sealed radioactive sources within the school.
- The specially designed by tongs or forceps for the safe handling of sources are available in laboratories.
- Establish arrangements in accordance with relevant legislation and guidance to regular check the efficiency and condition of monitoring instruments and all sealed sources by appropriate test; and all the results was entered into a logbook.
- Establish procedures for reporting faults discovered in the inspections.
- Establish a monitoring arrangement to ensure the corrective actions recommended in inspection reports are carried out.
- Establish a procedure for handling of emergency situations involving radioactive substances.
- Establish an arrangement for the damage to, loss and disposal of radioactive sources.

■ **Safe use of lasers**
- School has to identify all requirements in regulation, codes of practice and guidance apply to lasers.
- Establish safety rules and operating procedures for handling of lasers and these are well communicated to staff and students.
- Establish arrangements to identify and update all lasers equipment at school.
- Appoint a person with training and experience to be responsible for safe handling of lasers.
- Prominently display safety rules, signs and warning prominently in lasers equipment and laboratories.
- Provide adequate and sufficient personal protective equipment to those operating lasers equipment or in the proximity of the operation.
- Establish arrangements to check the lasers suitable for the work to operation.
- Establish procedures for reporting faults discovered in the inspections.
- Establish a monitoring arrangement to ensure the corrective actions recommended in inspection reports are carried out.

■ **Substances hazardous to health**

- School keep a register of hazardous substances which indicates the chemical and physical properties, health hazard information, precautions for use and safe handling information of individual hazardous substances at school.
- Obtain adequate information about the risks to health associated with the substances and precautions such as MSDS Materials Safety Data Sheet.
- Assess the risks arising from these substances.
- Provide training and instruction to staff and students that have to use these substances.
- Label and store all hazardous substances at school properly.
- Implement measures to control hazardous substances at school.
- Provide adequate and suitable personal protective equipment; and ensure they are properly maintained and used.
- Establish arrangements on the segregation, packaging, labeling, storage and collection of chemical wastes generated in school.

■ **Flammable liquids and gases**

- Identify all relevant requirements in regulations and codes of practice that apply to use, storage or transport of flammable liquids and gases.
- Establish appropriate arrangements for identifying the use of flammable liquids such as petrol, thinner, diesel, LPG and acetylene gases or other materials and substances which could be a high fire risk.
- These arrangements should be recorded and updated.
- Establish arrangements for storage, handling, transport of flammable liquids and gases.
- Obtain the appropriate licenses, where flammable liquids and gases stored exceeds the exempted quantities.
- Display "no smoking" signs in all locations containing readily combustible or flammable materials.
- All installation or repair work on fixed gas pipe work or appliances are carried out by registered gas installers employed by contractors registered with the government.
- Establish a procedure to ensure adequate ventilation is maintained when using LPG.
- The location of the main gas supply valve (with ON/OFF positions clearly marked) is prominently indicated.
- Establish an emergency procedure established and practiced for leakage of gas.

■ **Biological safety**
- Establish arrangements to identify and update all biological hazards at school.
- Establish a procedure to ensure the safety of people have contact with them.
- Appoint persons with training and experience carry out the work and inspections.
- Provide adequate and sufficient personal protective equipment to those come into contact with biological hazards.
- Establish a disinfection procedure for people have contacted with biological hazards.
- Establish procedures for handling spillage of blood or other substances of biological hazards.
- Establish arrangements to check the materials and equipment suitable for the work to be carried out.
- Establish procedures for reporting faults discovered in the inspections.
- Establish a monitoring arrangement to ensure the corrective actions recommended in inspection reports are carried out.
- Establish an arrangement for the disposal of substances of biological hazards.

■ **General environment & housekeeping**
- Establish written safety rules and guidelines for activities with potential risks and these guidelines should bring to the attention of all staff and students.
- Display safety signs and warnings prominently in all workshops, laboratories and needlework room and locations with potential risks.
- Establish procedures to ensure that housekeeping is properly maintained at school.
- All entrances, passageways, and stairs kept clear at all times.
- All steps, stairs and floors in the office should maintain in good condition and free from trip hazards.
- Safely store and stack all materials, tools and equipment
- Conduct regular housekeeping inspections.
- Provide suitable and adequate lighting to all places.
- Provide suitable and adequate means of ventilation and ensure they are regularly maintained.
- Establish arrangement to ensure no noisy disturbance within the school area.
- Properly install and maintain all electrical equipment.
- Provide sufficient fire fighting equipment and the means of escape are properly signed.
- Establish arrangement to prevent general public from entering or trespassing.
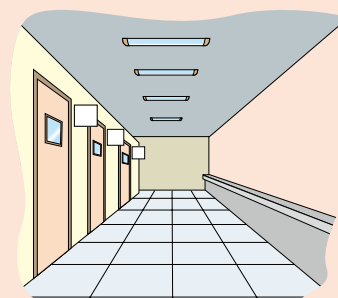
■ **Working at height**

- School should identify all the requirements in the regulations, codes of practice and guidance which apply to means of access and work positions (e.g. scaffolds).

- Provide a safe means of access and egress to the work area such as gangways, stairs and ladders etc.

- Provide a safe place of work such as provision of proper working platform or if not practicable, the use of the fall arresting system such as safety harness for all activities.

- All floor edges, stairways and working platforms should be provided with suitable guard-rail and toe-boards.

- Appoint person with adequate training and experience to carry out regular inspections of scaffold/ working platforms to ensure that they are stable and capable to support the weight of workers and materials.

- Establish a procedure for taking prompt action on faults identified by inspections.

■ **Falling and overturned objects**

- Establish a procedure to ensure that the risk of materials falling from height or overturn and injuries arising out of such risks are substantially reduced.

- Establish arrangements to provide adequate protection such as nylon mesh and catch-fan a guard against falling objects.

- Establish a system for monitoring the frequency of inspections to these arrangements to ensure that there are no gaps, holes or accumulated debris.

- Provide covered walkways to protect people at school.

- Ensure all working platforms and floors edges are provided with toe-boards to prevent materials from falling from height.

- Establish arrangements to prevent materials, hand tools etc. from falling from height (e.g. using tool rope when working at height), and to prevent materials from overturning (e.g. safe stacking of materials or secure objects that may overturn).

■ **Inspections and maintenance of school building, facilities and equipment**

- Establish safety guidelines of facilities and equipment for staff and students.

- Arrange demonstration for staff and students on new facilities and equipment introduced.

- Display safety signs and warnings prominently on these facilities and equipment.

- Establish arrangement for the regular inspections and maintenance of the followings in accordance with legal requirements and guidance:
  - ✓ School building
  - ✓ Slope inside school premises
  - ✓ Lift
  - ✓ Gas and piping
  - ✓ Electricity wiring and circuit
  - ✓ Water tank (include cleaning)
  - ✓ Air conditioning equipment
  - ✓ Security system
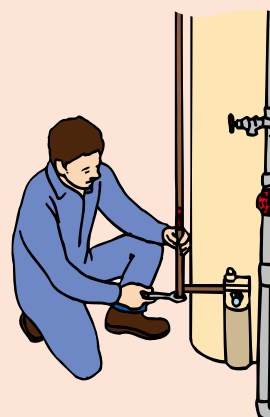
■ **Fire arrangements**
- Establish arrangements to ensure that adequate fire fighting appliances are provided, and procedures in case of fire are established.
- Provide fire extinguishers particularly near places of high risk and ensure they are regularly checked and maintained.
- Establish a means of raising fire alarm and it is regularly checked.
- Establish a safe means of escape from all sections of school and have all fire exits and routes clearly marked.
- Appointed a staff member to coordinate fire prevention, fire fighting and evacuation procedure.
- Provide training on fire fighting techniques and use of the fire extinguishers to staff and students
- Establish a plan on fire drill and evacuation procedure and practiced regularly.
- Ensure fire drill and evacuation procedure drawn to the attention of staffs and students.

■ **Electrical supply system**
- Identify all the requirements in regulations and codes of practice which apply to the use of electricity at school, in workshops and in offices.
- Ensure the electrical supply system and all subsequent alterations or extensions are carried out and certified by a registered electrical contractor / worker.
- Display signage/notice to warn people on electrical hazard.
- Install and maintain appropriate earth leakage protection devices for the electrical supply system.
- Establish arrangements to inspect, test and record details of all electrical installations including switch boxes, cables, sockets, switches before they are used, and again at regular intervals.
- Ensure the electrical installations and equipment are readily accessible for repair and maintenance works to be carried out.

■ **Machinery and equipment**

- Identify the safety requirement in regulations, codes or practice, manufacturer's recommendation in respect of the use of machinery, and equipment.
- Provide safety training and instruction to operators to carry out the work.
- Establish arrangement to maintain these machinery and equipment.
- All dangerous parts are effectively guarded.
- Ensure the equipment and plants are provided with emergency stop devices whenever possible.
- Establish a system to ensure that only trained and authorized personnel can use these equipment and plant.
- Provide appropriate personal protective equipment to the operatives and ensure their use.
- Provide safety training and instruction to all users of machinery and equipment.
- Ensure all mounters of abrasive wheels are trained, assessed as competent and given written authority to carry out their work.
- All grinding machines for the work should be marked with the maximum working speed.
- All abrasive wheels or discs are selected for their suitability and they are marked with their maximum permissible speed.
- Safety signs and warning notice in respect of use of machinery and equipment have been posted.

■ **Portable tools**

- Establish a procedure to inspect portable power tool including those operated by electric, pneumatic, petrol regularly and there is a record maintained.
- Provide safety training and instruction to all users of portable, power tools and hand tools.
- Ensure portable power tools and hand tools are stored and maintained in safe working conditions.
- Provide appropriate protective clothing/equipment to operators of power tools and ensure their use.

■ **Traffic safety**

- Ensure an appropriate speed limit is established for the designated route at school and it is prominently displayed.
- The route at school should be maintained in a safe condition both in respect of width, gradient and surface conditions.
- The routes should be properly demarcated and separated from locations where people have activities.

- Provide parking areas for vehicles, visitor and delivery vehicles so that routes are not obstructed.
- Establish designated and sufficient location for vehicles to reverse to avoid them from traveling in reverse.

◼ **School transport**
- Establish a committee responsible for monitoring of all types of school bus services.
- Ensure all school transport vehicles are licensed for the class of vehicles.
- Establish safety guidelines distributed to the contractor of school transport services, bus attendant, driver, parent/guardian and student for their reference.
- Establish arrangements on transportation safety and road safety before classes, during lunch hour and after school.
- Establish arrangements for monitoring of the safety during boarding and getting off the school bus.
- Establish arrangements for regular meeting with the contractor to review the school bus services and meeting with the parent / student to review the safety and other issues.
- Display safety signs and warning on the parking area to warn pedestrians and drivers.

◼ **Outdoor activities**
- Conduct risk assessment as part of the planning for outdoor activities and all necessary precautions have been taken accordingly so as to minimize all possible risks.
- Establish arrangements to ensure all outdoor activities are under the supervision of responsible school staff with a manageable ratio.
- Establish arrangements to communicate and coordinate the details of the outdoor activities with the police and other relevant department.
- Organise pre-trips to the field sites by staff before taking any students there.
- Establish contingency plans in advance of the outdoor activities.
- Establish an arrangement to ensure all the necessary items are brought along.
- Establish arrangements to ensure that the responsible staff and the participating students are aware of the terrain and other potential hazards, the necessary safety precautions and the contingency plan of the activities.
- Establish special arrangements for outdoor activities when the weather condition is considered unfavourable or unstable.

■ **Violence**

- Establish arrangements for prevention, control and counseling of violence at school.
- Establish a procedure to ensure that all occurrences of violence are promptly reported, recorded and investigated.
- The person responsible for handling of violence should receive a formal training.
- The investigation report should cover at least the circumstance, causes of accident and recommendations for preventing the occurrence of violence.
- Establish a procedure for ensuring that prompt actions are taken on the basis of investigation results.
- Establish a procedure for ensuring the results of investigation and actions taken are notified to school and parents.
- Establish arrangement for recording common causes and statistics in violence occurrence.

■ **Food safety**

- Establish a committee or group is in place to promote and monitor healthy eating in school.
- Establish an arrangement to encourage staffs to have training on food nutrition or food safety.
- Provide safety, health and hygiene guidelines for tuck shop, meal services provider / school canteen.
- Establish arrangements to monitor the food qualities, nutritional values, hygiene and safety.
- Establish regular reviews with tuck shop holder, meal services provider / school canteen owner.
- Provide adequate and hygienic places for student and staff to eat in.
- Ensure drinking fountains are available with certified purifying facilities, and they are regularly checked and maintained.

4.4.3 Health assurance programme

This programme should include identifying health hazards such as in manual handling, operation of display screen equipment and infection disease and ensure that all control measures are being carried out to eliminate or reducing the health hazards in such activities. The programme should also include the provision of health care services for students and psychological and counseling services to students and staff who needed if necessary.

■ **Manual handling of staff**
- Risk assessment for all manual handling should be prepared and risks of the following aspects of the operations should be assessed, e.g.
  - ✓ Characteristics of task
  - ✓ Loads
  - ✓ Working environment
  - ✓ Individual capability
- Competent persons should be appointed to assist in carrying out the risk assessment of manual handling operations
- Relevant safety and health information and proper training should be given to staff to undertake manual handling operations
- There should be handling aids such as trolleys provided for manual operations
- Personal protective equipment for manual operations should be provided and they are used
- There should be arrangement to ensure the control measures recommended in risk assessment reports are carried out

■ **Operation of display screen equipment of staff**
- Risk assessment for operation of display screen equipment should be prepared and risks of the following aspects of the operations should be assessed, e.g.
  - ✓ Screen
  - ✓ Keyboard
  - ✓ Work surface
  - ✓ Chair
  - ✓ Footrest
  - ✓ Illumination
  - ✓ Reflections and Glare
  - ✓ Noise
- Competent persons should be appointed to assist in carrying out the risk assessment of display screen equipment operations
- Relevant information and proper training should be given to employees to undertake display screen equipment operations
- There should be arrangement to ensure the control measures recommended in risk assessment reports are carried out

■ **Infection disease control**
- The record of surveillance of students' and staff's sick leave should be in place
- Appropriate facilities should be in place to prevent outbreak of infectious diseases

- The furniture and facilities in school should be cleaned and disinfected regularly
- The school should supervise and monitor workmen's or cleaning company's cleaning duties
- The school should set up infectious disease surveillance system, and establish emergency response plan to outbreak of infectious diseases.
- The school should set up appropriate suspension and resume classes system
- The school should set up and appropriately use the notification system, e.g. notify relevant government departments for any outbreak of infectious disease immediately
- The school should carry out infectious diseases prevention and education
- The school should maintain immunization records of all students (included new comers)
- The school should have arrangement for all students to be immunized according to the immunization scheme. The school should also provide immunization to staff at risk, e.g. pregnant staff, to protect them from influenza or other infectious diseases.
- The school should carry out the follow up actions to the students who are not immunized up to date, e.g. inform and advise their parents, arrange immunization for these students, etc.
- The school should encourage students and staff who are not immunized to be vaccinated against appropriate infectious diseases

■ **Basic health care services for students**
- The school should collaborate with related organization to provide health-screening services (such as body check, dental check) for students with a monitoring system in place
- The school should implement follow-up procedures on the uptake of health-screening services
- The school should provide rest room / medical room that have a competent first aider on duty to take care of the sick and injured. The school should escort students to hospital for medical advice if needed
- The school should keep records of the treatment room utilization
- The school should keep records of student who need special attention (e.g. cardiac diseases, asthma, epilepsy, etc) and provide nursing care
- Staff who needed to provide nursing care should received relevant training

■ **Record of student health status**
- The school should measure, record, comply and analyze all students' height and weight periodically
- The school should inform students and parents of the relevant information
  ✓ measurement records of height and weight
  ✓ normal figures of that particular age group
  ✓ growth charts
- The school should follow-up students with problems (e.g. overweight)
- The school should set up regulation that all students have to report their health status
- The school should keep individual student health records for all grades, set up specific system for establishing and keeping individual student health records

■ **Psychological and counseling services**
- The school should provide psychological and counseling service to someone if necessary by trained social worker or staff

4.4.4 Personal protection programme

After considering other control methods, personal protective equipment is the last line of defense. As part of the personal protection programme, the school should identify actual or potential exposure to hazards; select suitable equipment to prevent or reduce the hazards; and ensure the proper use of such equipment. The school should maintain records, enforce compliance and regularly monitor personnel to ensure they abide by the programme.

■ **Personal protective equipment (PPE) requirements**
- Effective arrangements such as hazard identification and risk assessment should be conducted to identify the circumstances where PPE will be required
- Procedure(s) for the selection and procurement of appropriate PPE should be established
- An effective system for issue and recording of PPE should be established

■ **Use of PPE**
- A sufficient stock of carefully selected and appropriate PPE should be provided
- Adequate records of issuing, testing, maintenance and repair of PPE should be kept
- Adequate training in the use of required PPE should be provided for the people

■ **Monitoring**
- PPE programme monitored effectively to check that PPE should be worn and used correctly
- PPE programme monitored effectively to check that PPE should be maintained, stored and clean correctly

4.4.5 Crisis management

A key part of the safe and healthy school management system is to develop and communicate crisis management plans for effectively managing emergency situations; establish procedures to identify, describe and respond to emergency situations; establish a programme of drills and exercises to test and evaluate the preparedness for emergency actions; and establish an effective programme to provide first aid and emergency treatment to accident victims.

■ **Crisis response plan and first aid**

- There should be arrangement for identification of the first aid requirements
- There should be effective arrangement to ensure
    ✓ adequate presence of first aid personnel
    ✓ adequate supply of first aid equipment
- The school should identify and document the crisis response procedures for all relevant potential emergency situations, such as fire, chemical leak, adverse weather conditions, outbreak of infectious diseases, etc.
- All the crisis response plans should cover an adequate range of issues in
    ✓ means of fire escape
    ✓ designation of crisis response co-ordinator(s) and gather points
    ✓ the provision of emergency lighting and power sources
    ✓ first aid facilities
    ✓ liaison with emergency services
- The contents of the crisis response plans should be effectively communicated to all relevant personnel

■ **Testing of crisis response plans**

- There should be a programme of drills and exercise for all crisis situations
- The programme of drills and exercise for all emergency situations should be conducted at appropriate intervals, such as at least once per year

■ **Reviewing of crisis response plans**

- There should be evaluation reports prepared in accordance with the drills for all emergency situations
- There should be programme to check regularly the availability and serviceability of emergency equipment?

4.4.6 Selection, evaluation and control of contractors

The school should ensure that contractors are fully aware of their safety and health obligations and the school only employs contractors who can meet these obligations. The school should clearly define the safety responsibilities and obligations of contractors before they start work; make contracting personnel aware of safety and health rules and regulations as well as instructions and procedures for safe working practices; and establish procedures to evaluate the safety performance of the contractors.

■ **Selection of contractors**
- There should be effective arrangement such as referring to previous safety and health performance of potential contractors to select a suitable contractor to carry out high risk activities such as confined spaces and maintenance works etc.
- All potential contractors should be required to supply adequate safety and health briefing documents.
- There should be an arrangement for the assessment of all potential contractors' ability to comply with all relevant control measures

■ **Evaluation of contractors**
- There should be a process to regularly evaluate the safety and health performance of contractors
- The results of the evaluation should be recorded and will affect the tendering in the future.

■ **Control of contractors**
- Contracts should include requirements covering definition of OSH responsibilities, documented work methods, OSH training, safety and health rules and penalties for non-compliance
- Effective monitoring arrangement should be carried out to check on contractors' compliance with all relevant risk control measure

4.5 Accident/incident reporting and analysis - International Safe School Criteria (5)

Summary of this criterion:
Programs that document the frequency and causes of injuries – both non-intentional (accidents) and intentional (violence and self-inflicted).

Record and investigate accidents and incidents give the school the means to find out what has caused an accident / incident and to develop arrangements to prevent recurrence. The School also should prepare accidents / incidents statistics and conduct injury surveillance, to identify the trend of accidents and implement follow-up actions. There should be a mechanism to ensure that any recommendations are implemented promptly.

4.5.1 Reporting and recording

- There should be procedures to ensure that all accidents and incidents are reported as soon as possible and recorded and at an appropriate level of details
- All relevant personnel should aware of the reporting procedure
- All accidents and incidents should be recorded according to the procedure. Injury surveillance should be conducted (e.g. using "Community Injury Surveillance System" software developed by the Hong Kong Occupation al Safety and Health Council).

4.5.2 Investigating and evaluation

- There should be an adequate, documented investigation procedure for accidents and incidents
- All accidents and incidents should be investigated promptly to an appropriate extent and depth
- Prompt actions should be taken on the basis of the results of the investigations
- Corrective actions resulting from accidents and incidents should be evaluated to determine their effectiveness

4.5.3 Analysis of data

- All relevant accidents/incidents data analyzed for trends at appropriate intervals
- The results from the analyses, where appropriate, as the basis for recommendations to prevent recurrence

Accident Investigation Procedures

4.6 Safety evaluation - International Safe School Criteria (6)

Summary of this criterion:

Evaluation measures to assess policies, programs, processes and the effects of change.

There are two aspects for the evaluation of the safety and health management of the school – "safety target" and "environmental safety standard". The former is a single or a number of measurable target(s), for example, reduction of accident rate, to reflect the effectiveness of safety promotion and advocate continual improvement; the later one is a series of safety and health requirements on school environment and its facilities. School should conduct regular inspection to identify if there are any non-conformances and implement corrective actions.

4.6.1 Safety and health target

- School should decide the annual safety and health target(s). The target(s) should be measurable.
- Progress for achieving the target(s) should be monitored periodically. In case of failing to achieve the target, reason should be identified and follow-up actions should be implemented.

4.6.2 Safety standards and inspection programme

■ **Development of inspection programme**

- Safety and health requirements on school environment (including facilities and materials therein) should be identified and summarized into checklists, to aid the safety inspection and result recording.
- Procedures for planning and conducting safety inspections should be clearly defined. Details such as responsible person and the inspection frequency should be specified.
- The inspection programme should be reviewed at appropriate intervals and revised as necessary

■ **Implementation of inspection programme**

- All areas should be inspected in an appropriate intervals
- All required corrective actions should be implemented promptly
- There should be follow-up actions to ensure the corrective actions completed

■ **Use of inspection results and trends analysis**

- The results of all inspections should be brought to the attention of the relevant senior management
- The results of inspections should be evaluated promptly to identify immediate risks
- Trends in failures to meet standards should be identified by analyzing the results of inspections at appropriate intervals

4.7   Community relationship and experience sharing - International Safe School Criteria (7)

Summary of this criterion :
Ongoing participation in Safe Schools networks – at community, national and international levels.

As a member of the community, the school should maintain a close relationship and good communication with parents and other members in the community, to improve the safety and health of the school and the entire community. The school should also share its experience for promoting safety and health with other schools or related organization, so that safety and health performance can be improved by benchmarking.

4.7.1 Community Relationship

■ **Family and school**

- Parent-teachers association or parent group should be established
- Parent-teachers association or parent group should hold meetings regularly and discuss school's safety and health promotion and health education activities
- The school should set up various communication channels to collect parents' opinions and invite parents to participate in developing the annual plan for health education and health promotion

■ **Community and school**

- Community groups should involve in the development of school's annual health promotion plan
- The school should seek help and/or advice from government departments, local agencies and community groups when teaching of health related subjects
- The school should seek help and/or advice from government departments, local agencies and community groups when carrying out health promoting activities
- The school should build relationship networks with other schools
- The school should build relationship networks with local health service bodies or community groups

4.7.2 Experience sharing

- The school should proactively participate local, regional or international activities for sharing experience of safe and healthy school.
- The school should reply external enquiries for its safety and health aspects whenever possible.

5. Safe School Documentation

5.1   Documentation System

The Program is not intended to make schools producing a large amount of paperwork. However, a systematic documented system is needed to ensure that the management can identify key tasks, assign competent personnel to perform the system effectively.

The application report should be submitted with related supporting documents as evidence to demonstrate the applicant has complied with the required criteria. The evidence can be in various forms, such as an organization chart of the steering committee, safety school policy statement, or records of action taken to effect specific improvement.

5.2   Documents required for on-site assessment

Evidence must be provided during the on-site assessment. The assessment process will focus on ensuring that the safe school policy and injury prevention programs are implemented and evaluated accordingly.

6. Legal Obligations

Compliance with this guidance does not exempt the schools from their local legal obligations related to safety and health matters.

References
1. Construction CHASE (Complete Health and Safety Evaluation, Health and Safety Technology and Management Ltd.
2. Health and Safety Guidance for School Governors and Members of School Boards, (HSE Books, UK)
3. Safe School Program, World Health Organization Collaborating Centre on Community Safety Promotion
4. Health Promotion School Program, World Health Organization Western Pacific Region
5. Guidelines for Recognition of Occupational Safety and Health Management System, Occupational Safety and Health Council

參加國際安全學校認證計劃意向書
Letter of Intent to Participate in the International Safe Schools Program

致 ： 職業安全健康局 — 國際安全學校認證中心
To ： Occupational Safety and Health Council - International Safe Schools Certifying Centre

我們有興趣參與國際安全學校認證計劃
We are interested to participate in the International Safe Schools Program

學校名稱 Name of School	
學校類別 Nature of School	☐ 幼稚園　　　☐ 小學　　　☐ 中學　　　☐ 大專院校 　　Kindergarten　　Primary　　Secondary　　Tertiary Institute
	☐ 其他 Others (請註明 Please specify : _____)
地址 Address	
	國家/地區 Country/Region

聯絡人姓名 Contact Person		職位 Post	
電話 Telephone No.		傳真 Fax No.	

電郵 E-mail Address	

申請學校負責人的姓名及簽署 (例如：校長或副校長) Name and Signature of the Authorized Person of the Applying School (e.g. Principal or Vice Principal)	簽署 Signature : _____ 姓名 Name : _____ 職位 Post : _____	日期 Date	

我們會派出以下代表參與「國際安全學校訓練工作坊」
We will send the following representatives to attend the Training Workshop on the International Safe Schools Program.

姓名 Contact Person	職位 Post	電話 Telephone No.	電郵 E-mail

請將此表以傳真 / 郵寄 / 電郵方式送交職業安全健康局鍾立仁先生
This form should be sent to Occupational Safety and Health Council by Fax / by Post /
by E-mail (Attn: Mr. Jimmy Chung)

地址: 中國香港北角馬寶道28號華匯中心19樓
Address: 19/F, China United Centre, 28 Marble Road, North Point, Hong Kong SAR, China
電話 Tel: (852) 2739 9377　　　　　傳真 Fax: (852) 2739 9779
電郵 Email: oshc@oshc.org.hk　　　　網址 Website: www.oshc.org.hk