

Work Plan of the Health, Safety and Energy Saving Committee

Risk management principles

1. Teachers / staff members should remain calm and advise students to stay calm.
2. For minor injuries, immediate treatment can be given, or the injured student can be accompanied by the male / female class monitor to the school general office where treatment is given by general office staff.
3. In the case of a serious incident, the male class monitor should be asked to report the incident to the general office, while the female class monitor should seek help from an adjacent classroom. Students should be immediately evacuated to a safe location if necessary.
4. The general office should notify the Health, Safety and Energy Saving Committee of the incident immediately. An emergency meeting will be convened.
5. Teachers / staff members should attempt to bring the situation under control as much as possible. This may involve fire extinguishment and crowd control, for example. Crowds are to be evacuated if necessary.
6. Once the incident has been resolved, relevant teachers / staff members should complete a record form for review and future improvement.

Contingency measures for class suspension due to special circumstances

When tropical cyclones affect Hong Kong:

Weather conditions	Corresponding measures
When Tropical Cyclone Warning Signal No. 1 is issued	<input type="checkbox"/> School is to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal No. 3 is issued	<input type="checkbox"/> School is to operate as usual unless advised otherwise.
When Tropical Cyclone Warning Signal Pre-No. 8 / No. 8 or above is issued*	<input type="checkbox"/> Classes are to be suspended.
When Tropical Cyclone Warning Signal No. 8 or above is replaced by Signal No. 3	<input type="checkbox"/> Unless previous announcement has been made to the effect that classes will be suspended for the entire day, schools is to resume if Tropical Cyclone Warning Signal 3 has been issued by 5:30 a.m.

* All arrangements are subject to the EDB circular / announcement.

* If students have already set out for school when the Pre-No. 8 / No. 8 signal is issued, school should activate the contingency plan to ensure that school premises will be open and staffed until proper arrangements are made for arriving students to return home at an appropriate time.

In the event of rainstorms:

Rainstorm Warning Signal	Corresponding measures
AMBER	<input type="checkbox"/> Unless the EDB has made special announcement on suspension of classes, School is to operate as usual unless advised otherwise.
RED or BLACK	
(i) Issued before 6:00 p.m.	<input type="checkbox"/> Classes are to be suspended all day. <input type="checkbox"/> School implement contingency measures and arrange staff to look after the students who might arrive and ensure that conditions are safe before allowing students to return home.
(ii) Issued between 6:00 a.m. and 8:00 a.m.	<input type="checkbox"/> Classes are to be suspended. <input type="checkbox"/> School premise is open until the end of the normal school hours and arrange staff to look after those students who have arrived at school. They ought to ensure that conditions are safe before allowing students to return home. <input type="checkbox"/> Students who have not left for school should stay home.
(iii) Issued between 8:00 a.m. and 10:30 a.m.	School should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(iv) Issued between 10:30 a.m. and 11:00 a.m.	School should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(v) Issued between 11:00 a.m. and 1:00 p.m.	Schools should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.
(vi) Issued after 1:00 p.m.	School should continue the lessons until the end of the normal school hours and ought to ensure that conditions are safe before allowing students to return home.

* All arrangements are subject to the EDB circular / announcement.

Staff duty arrangements under a typhoon or black rainstorm warning

- (1) If a typhoon signal number 8 or a black rainstorm warning is issued before 7:15 am:
- (2) The security guard on night shift and a special duty staff / worker will be on duty until the typhoon signal number 8 or black rainstorm warning is no longer in force. Other staff members and workers will be released from duty.
- (3) If a typhoon signal number 8 is hoisted after 7:15 am:
- (4) Special duty staff and workers will be on duty that day until the typhoon signal is no longer in force. Other staff members and workers will be released from duty.
- (5) If a black rainstorm warning is issued during school duty hours: The principal or teacher responsible will make relevant arrangements.
- (6) If the typhoon signal number 8 or black rainstorm warning is cancelled during school duty hours: Staff and workers must report to work as soon as possible. In case of difficulty, contact the teacher responsible immediately.

Members of the Health and Safety Committee

Chairperson	(NKY)	Counselling Committee	(TWM)
Coordinator and special rooms	(LKW / Ivy)	General office	(Rainy / Maggie / other staff)
Student Affairs	(HMF)	Administration	(CKL)
Laboratories	(SKL / KCM)	Rainstorm and tuck shop	(Ivy)
Disciplinary Committee	(CSK)	Website	(OYHC)

Flowchart for risk management

