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## **Chapter 8 School Premises and Safety**

### **8.1 Introduction**

1. The SMC is responsible for maintaining the school premises in a safe and hygienic condition for the conduct of all school activities. In addition, the school should ensure that the school premises are fully utilized in a well-planned way for the delivery of quality school education.
2. The SMC is also responsible for furnishing and fitting out the school with all necessary furniture and other equipment, maintaining and managing the school premises, and arranging maintenance works as necessary for the purpose of running school activities.
3. Schools should consider setting up a committee, preferably headed by a senior teacher, to look after matters such as safety and security, repairs and maintenance, and coordination of the use of the school premises.
4. The SMC should ensure compliance with the requirements set out in the Education Ordinance and the Education Regulations, the COA and any other relevant Ordinances, in particular the Occupational Safety and Health Ordinance.

## **8.2 Use of school premises**

### **8.2.1 Current requirements in the Codes of Aid and legislations**

1. The premises of a school shall be used for the approved activities except as may be permitted by the Permanent Secretary for Education (PSEd). The relevant sections of the Codes are as follows:
  - S48 of the COA for Primary Schools
  - S48 of the COA for Secondary Schools
  - S52 of the COA for Special Schools (Vol. I)
  - S53 of the COA for Special Schools (Vol. II)
2. The classrooms and ancillary facilities should be made available at the request of PSEd for the non-profit making school operators commissioned by EDB to operate the evening courses. PSEd will take into consideration any special difficulties and existing commitments, and will fully consult the school concerned. Appropriate remuneration will be given to the school in respect of electricity charges and hire charges.
3. Approval by PSEd shall be sought on change of room use involving structural alteration, as stipulated in S20 of the Education Ordinance and R10 of the Education Regulations. The school should also apply for approval by PSEd for changes such as additional premises, alternative premises and deletion of premises.
4. Schools should note the restrictions on the use of roof playground, arrangement of gymnastics/ other form of physical education, assembly of students and furnishing of classrooms, as laid down in R12 to R14 and R16 to R20 of the Education Regulations.
5. Schools should be aware of the requirements of boarding schools as stipulated in R56 to R57 of the Education Regulations.
6. In accordance with S21 of the Education Ordinance, if in the opinion of the Director of Fire Services and Building Authority any changes in the design, structure or use of school premises may increase the fire risk of the school, PSEd may require the school to comply with the provisions considered necessary by the Director of Fire Services and Building Authority. For details, please refer to [EDBC032/2001 “Fire Service Installation and Equipment”](#).

### **8.2.2 Hire of accommodation**

1. As aided school premises are maintained by public funds, the hiring of school accommodation should be taken as a service to the community to foster better cooperation between the schools and the community. Hence, the nature and purpose of the activity organized by the applicant should be carefully examined. It is not desirable to hire out the premises for activities not connected with education,

recreation or community services. The activities of the hirers should, in no case, hinder the normal school activities.

2. It should be noted that no organization should make use of the facilities in an aided school without being charged, as this represents a hidden subsidy to the organization. Schools should refer to the rates recommended in [EDBC009/2005 “Hire of Accommodation in Aided Schools”](#).
3. Applications for hire of school accommodation should be vetted by a committee in accordance with the principles and procedures endorsed by the SMC.
4. The holding of public performances in school halls is subject to the Licensing Regulations currently in force. These regulations are administered by the Commissioner for Television and Entertainment Licensing and his/ her prior approval is required.
5. Those who hire the school accommodation should be advised to enquire from the Commissioner of Inland Revenue whether or not entertainment tax is chargeable in respect of any concert or performance for which an admission fee is proposed.
6. Receipts should be issued to the hiring organizations and copies should be retained for auditing.
7. A log book should be maintained to record details of all hirings (whether free or chargeable).
8. Justification should be given for free hiring of school premises. The log book is subject to inspection by the audit inspection team of EDB. A specimen of the maintenance record is at Appendix 1. The log book for hiring accommodation should be submitted to the SMC regularly, say on a quarterly basis.
9. The profit received from hiring out school premises shall be credited to the school accounts as determined by PSEd as set out in S14, S16, S19 and S16 of the COA for Secondary Schools, Primary Schools, Special Schools (Vol. I) and Special Schools (Vol. II) respectively.

### **8.2.3 Proper use of lockers**

Schools should draw up and implement effective and applicable measures and safety precautions according to their own circumstances to ensure the proper use of lockers by students. The following guidelines are set out as reference:

#### **1. Locations**

Lockers should be installed in appropriate locations easily accessible to pupils and should not obstruct the means of escape.

## **2. Records**

A record on the allocation of lockers to respective pupils should be kept by the school.

## **3. Keys**

- a. A locker key should be issued free of charge to each pupil user. The key should be returned to school at the end of the school year. A duplicate key should be retained by the school.
- b. Pupils should be reminded to keep safe custody of their keys. A sum of not more than \$5.00 may be charged for each replacement key. These charges should be credited to the School & Class Grant Account or General Funds Account as appropriate.

## **4. Use of lockers**

Proper guidance should be given to pupils, particularly those of lower classes, on use of lockers. Pupils should be informed that the provision of lockers in schools is to obviate the need for their carrying certain textbooks, exercise books, stationery items, art materials, equipment, water bottles and other relevant articles to and from school every day. Lockers should not be used to store items not intended for this purpose.

## **5. Inspection**

Schools should conduct regular inspections to ensure that the lockers are properly used.

## **8.3 Security and safety measures**

### **8.3.1 Security measures in schools**

1. The School head is entrusted with the responsibility for safeguarding the property in his/ her charge and guarding against wastage, damage, theft and burglary. He/ she needs particularly to ensure that
  - a. unauthorised persons are not allowed to trespass on the school premises or use the school facilities without prior permission;
  - b. valuable or dangerous items are under lock and key and that the keys are kept in a safe place;
  - c. minor staff secure all gates, doors and windows after school hours and during school holidays ; and
  - d. minor staff residing in the school know what action to take in case of emergency.
2. Schools should formulate their security policy based on an environmental analysis and take appropriate security measures that fit their situation best. However, some security measures are recommended below to safeguard the day-to-day security of the school :
  - a. Good perimeter lighting provides an effective deterrent to scaling attacks on fencing or walls. Regular maintenance checks should be conducted to ensure that goods are not stacked on either side of the fence or wall. Entry or exit points on the perimeter should be kept to a minimum. Gates should afford the same security protection as the perimeter on which they are set. Clear direction signs should be used to indicate reception areas for visitors.
  - b. Windows which are easily accessible are best protected by mild steel window bars properly grouted into surrounding masonry. Umbrella spikes should be fitted to exposed piping to prevent scaling access to upper floors.
  - c. Where possible, secure storerooms should be created for more expensive equipment and teaching aids. Where large amounts of audio-visual equipment are widely distributed, they should be mounted in security frames.
  - d. Some sort of marking such as school names may be painted/ embossed on a conspicuous part of valuable items. Valuable equipment such as computers and video cassette recorders should be clearly marked and identified as school property. Serial/ model numbers should also be recorded to assist in recovery in the event of theft.
  - e. Members of staff should be designated as “security officers” to ensure that doors and windows are locked at the end of the school day.
  - f. Schools should appoint key-holder(s) who will return to schools to see to the situations in the event of alarm activations.
  - g. Petty cash (Government portion and school portion, if any) kept in schools should not exceed the limits prescribed in the relevant EDB circular currently in force. It is

also advisable that collections and payments should be made through bank accounts as far as possible, to minimize the risk of cash losses. Cash collections, if any, should be banked as soon as practicable to reduce the risk of keeping or transporting cash in large sums.

- h. Schools should consider security arrangements in transporting cash, e.g. assigning enough staff to escort the transportation of large sums of cash. Some suggestions for security measures are at Appendix 2.
- i. Please refer to Appendix 3 for the procedures for assessment and settlement of claims for damage or destruction of standard items or loss of school assets.
- j. Any loss of property or damage must be reported to the police and the relevant Senior School Development Officer (SSDO) immediately.

### **8.3.2 Security measures in classroom**

#### **1. Physical security**

Ceiling mounted projectors and other fixed equipment may be secured in place using mild steel brackets, which can deny its removal whilst still permitting operational adjustment. Brackets should be fitted with bolts, with the ends burred over. Such measures can effectively counter theft from unattended classrooms and extend the time required to effect a burglary (an unattractive prospect for the intruder seeking to steal several items) and are cheaper to install than the window bars, solid doors and mortise deadlocks required to secure classrooms per se.

#### **2. Property marking**

The use of permanent marking, via chemical etching, serves as a deterrent to theft by rendering the re-sale of stolen property difficult. Permanent markings are difficult, if not impossible, to erase or remove and represent an easy, practicable and cost-effective security measure which can also facilitate inventory control. This security tool is already employed by many schools to protect computer equipment. The costs involved in extending its application to audio visual equipment may therefore be further reduced in many cases.

#### **3. Intruder Alarms**

The deployment of intruder alarm systems affording extensive coverage of school premises and commercial monitoring is acknowledged as impractical. However, simple, magnetic contact based system with on-site audible alert should be considered for classrooms where expensive audio visual equipment is deployed. These can serve as a useful deterrent to theft from unattended classrooms and, where caretakers reside on-site overnight, can also be linked to an alert panel at their residence.

### **8.3.3 Fire prevention measures**

- 1. Fire safety talks will be conducted by the Fire Services Department upon request to school staff and students in order to strengthen their fire safety knowledge and raise

their awareness of the importance of fire precautions in their daily life. For details, please browse the [“School Safety & Insurance” webpage](#) and refer to [EDBC001/2001 “Fire Safety Talks in School Safety and Insurance”](#).

2. Exits from classrooms and the school premises should be free from obstruction at all times.
3. All schools, as required by the Director of Fire Services, shall be equipped with fire extinguishers which should be kept in easily accessible places and be properly maintained. All fire services installation or equipment in school premises must be kept in good condition at all times. Laboratories shall in addition be supplied with buckets of sand and water.
4. Fire escape routes should be displayed in all classrooms and dormitories. Fire drills, when all pupils must leave the school building and roll calls be taken, should be carried out at least once every six months and records kept in a log book. Fire drills shall also be held for the boarding section.
5. The responsibility for sounding a fire alarm in a school should not be delegated to one individual. It should be the duty of any person discovering or suspecting an outbreak of fire to give the alarm. Where a school has more than one fire alarm bell, arrangements should be made to ensure that when an alarm is sounded on one, it is immediately relayed to all other alarm bells. Fire alarms and drills shall always include clerical, kitchen and maintenance staff, as well as teachers and pupils.
6. No cooking or naked flame is allowed on the school premises, except in specifically designed and constructed kitchens approved by the Director of Fire Services.
7. “Points to Note for Organizing Barbecues and Hot Pot Activities in School” are at Appendix 4.
8. Smoking should be prohibited in schools. Visitors should be asked not to smoke.

#### **8.3.4 Safety measures**

Stair wells or other kinds of light wells on school premises might pose a risk for students or school users in falling from height. Schools should construct safety nets on every floor for the sake of the safety. For details, please refer to [EDBC023/2001 “Safety Nets at Stair Wells in School Premises”](#).

## 8.4 Crisis management

### 8.4.1 Common crises

The following table lists the common crises that may happen in schools and the relevant paragraphs that cover the preventive measures and handling procedures:

- Handling Accidents Para. 3.4.2
- Handling incidents of infectious diseases Para. 3.5.4
- Student suicide cases Para. 3.7.1
- Gas leakage Para. 8.4.2
- Bomb calls Para. 8.4.3

### 8.4.2 Gas leakage

1. In handling the situation, prompt actions must be taken, such as reporting to the emergency services, giving the students proper attention, notifying the parents and alerting the respective SSDO.
2. Full records of the classes and persons affected with date, location and time should also be kept by the school head. For details, please adhere to the [“Guidelines on measures to be taken in case of incidents involving odours of gas including those from unknown sources”](#).

### 8.4.3 Bomb calls

1. Bomb calls should be taken very seriously until it can be reasonably assumed as a result of investigation that the threat is a hoax. Under no circumstances should a suspect item be touched or handled in any way.
2. On receipt or being notified of a bomb call, the school head should evaluate the threat and immediately report to the police, who will advise whether there should be a search of the premises with or without an evacuation of the students.

### 8.4.4 Crisis management team

1. Plans should be drawn up to tackle the imaginable crisis. Specific policies and procedures must be developed to address a wide variety of crises.
2. Schools should set up a Crisis Management Team to oversee the development of comprehensive plans for handling every imaginable crisis. The team may comprise the school head, representatives of teachers, clerical staff, janitor staff and specialists.
3. The team should ensure that these plans are complete and appropriate. In addition, the team should begin conducting safety audits for the school by thorough assessments of the potentially dangerous situations. Schools should make

reference to [“School Crisis Management”](#) and formulate appropriate criteria and procedure for the establishment of an effective crisis management mechanism.

4. Drills should be conducted periodically in order to ensure that all staff and students know exactly what they should do in a specific crisis.
5. Staff need to have training in first aid and the management of students' behaviour problems, including identifying behaviour that signals potential danger. Clear guidelines on behaviour management should be drawn up and all staff should familiarize themselves with them.
6. Schools should also plan for “What if” scenarios. For example, the school should have a staff deployment plan to take charge of the crisis, even if the school head or an important member of the crisis team is not at the school during an emergency, and the opening-up of the school premises.

## **8.5 Maintenance of school premises**

While schools are responsible for maintenance of school premises, the government departments concerned provide relevant professional support to aided schools on school premises maintenance matters, the arrangement of which is outlined below:

### **1. Non-estate Aided School**

EDB has undertaken to deliver approved repairs projects each costing \$2 million or below, apart from providing technical advisory services in respect of school premises maintenance and the Property Services Branch of Architectural Services Department (ArchSD) will continue to handle repairs projects of estimated cost exceeding \$2 million each as approved by EDB.

### **2. Estate Aided School**

The Estate Management Offices of the Housing Department (HD) has undertaken to deliver approved repairs projects in estate aided schools as well as provide technical advisory services in respect of school premises maintenance.

#### **8.5.1 Minor repairs**

1. The school head should arrange regular inspection of the school premises and take prompt actions to keep the building in good condition.
2. Expenditure on routine maintenance and minor repairs should be charged to the School and Class Grant under OEBG.
3. For repairs items each costing \$3,000 or above for primary schools and special schools/ \$8,000 or above for secondary schools, the SMC may apply for non-recurrent grants to carry out the required repairs works.

#### **8.5.2 Major repairs**

### **1. Responsible Government Departments**

#### **a. Non-estate Aided School**

Starting from March 2010, repairs projects costing \$2 million or below will be undertaken by EDB while ArchSD will continue to administer those approved projects of estimated cost exceeding \$2 million.

#### **b. Estate Aided School**

The HD is entrusted by EDB to carry out the internal repairs in addition to its responsibility for the external maintenance of all estate aided schools.

## **2. Application Procedure**

- a. The SMC may apply for non-recurrent grants by responding to the annual call circular issued by EDB in April/ May each year. Schools should estimate their requirements for major repairs and enter them on the Estimates Application Form for Major Repairs/ Alterations attached to the annual call circular.
  - b. Applications will be vetted by the professionals of the EDB and HD for non-estate aided schools and estate aided schools respectively. Schools will be informed of the results of their applications by the respective SSDOs once available. Approval for government subsidy, however, depends on the availability of funds.
  - c. For schools with approval given, the professional officers of the respective government departments or the term consultants appointed by the EDB will liaise with schools direct to arrange for the works programme.
3. Please refer to the “Procedure for Major Repairs” (for Estate and Non-estate Aided Schools separately) on the [“School Premises Maintenance” \(SPM\) webpage](#).

### **8.5.3 Emergency repairs**

1. An aided school in need of emergency repairs (ER) is required to submit its request to the responsible parties for processing.

#### **a. Non-estate Aided Schools**

A school applying for ER is required to send a duly completed “Request Form for Emergency Repairs in Non-estate Aided Schools” by fax to the regional Emergency Duty Officer (EDO) (under the care of the maintenance term consultants appointed by EDB) and the Resident Maintenance Surveyor of the School Premises Maintenance (SPM) Section of the EDB, with a copy to the respective Senior School Development Officer. A copy of updated contact points of EDOs for respective districts is available on the [“SPM” webpage](#).

#### **b. Estate Aided Schools**

A school applying for ER is required to send a duly completed “Request Form for Emergency Repairs in Estate Aided Schools” by fax to the Housing Manager (HM)/ Estate Manager (EM) of the Property Services Agent employed by the Housing Department (HD), with a copy to the respective Senior School Development Officer and the SPM Section of the EDB. A copy of the updated contact points of the HD is available on the [“SPM” webpage](#).

HM and EM of HD are initial contact points for handling ER requests from estate schools. Upon receipt of ER requests, HM/ EM concerned will forward school’s requests to relevant works professionals for assessments and recommendations. Subject to the assessed scope of works and maintenance responsibility, HD will make corresponding recommendations about the execution of the ER works.

2. For details of the arrangement for emergency repairs in aided schools, please refer to [EDBC001/2010 “Revised Arrangement on Processing Emergency Repairs in Aided Schools”](#). Standard ER request forms for estate and non-estate schools respectively and some examples of Emergency Repairs are available on the [“SPM” webpage](#).

#### **8.5.4 Maintenance of slopes and drainages**

1. In general the responsibility for the maintenance of land, including slopes and retaining walls, rests with the owner of a property. It is also necessary to identify and locate all the water-carrying services and buried drainages affecting slopes.
2. In some cases, the responsibility for the maintenance of land may extend beyond the school boundary. Schools are advised to check the lease conditions of their schools to ascertain the maintenance responsibility for slopes and water-carrying services both within the school boundary and in the vicinity. For aided schools under Government ownership, slopes within the allocated site boundaries are under the maintenance responsibility of Arch SD for non-estate aided schools or HD for estate aided schools.
3. Regular maintenance is essential for all slopes and retaining walls to maintain stability and avoid deterioration. Routine Maintenance Inspections and Engineer Inspections for Maintenance are the common maintenance inspections for the slopes of the schools.
  - a. A Routine Maintenance Inspection can be carried out by any responsible person at least once every year. Details of the inspections are set out in the [“Layman's Guide to Slope Maintenance”](#) issued by the Geotechnical Engineering Office (GEO) of the Civil Engineering and Development Department (CEDD).
  - b. An Engineer Inspection for Maintenance should be carried out by a professionally qualified geotechnical engineer at least once every 5 years. A list of Registered Professional Engineers (Geotechnical) can be obtained from the Engineer Registration Board.
  - c. A set of “Points to note for Routine Maintenance Inspections and Engineer Inspections for Maintenance of Slopes” is available on the [“SPM” webpage](#) for schools’ reference.
4. Schools with or near a slope which has been identified as sub-standard should, as a precaution, draw up a contingency plan.
  - a. Heads of schools could contact the GEO and the respective SSDO for advice.
  - b. For schools with a Dangerous Hillside Order (DHO), a contingency plan should be drawn up in consultation with the appointed AP and/or consultant, and with GEO in the case of schools being affected by upgrading of Government slopes under the Landslip Preventive Measures Programme.
  - c. The plan should include criteria for closing the school during adverse weather such as a Landslip Warning being issued by the Hong Kong Observatory. The criteria for

school closure should also take into account geotechnical and non-geotechnical factors such as any known conditions of the slopes, the whereabouts of students (i.e. already in the school or at home) and traffic conditions.

- d. For more details on actions to be taken in the case of schools affected by sub-standard Government slopes being upgraded under the Landslip Preventive Measures Programme or with a DHO, please refer to **EDBC25/1998 “Administrative Procedures for Safety of Schools in the Vicinity of Slopes”**. Schools should note the said circular concerning the handling of slopes is currently under review and an updated one will be issued in due course. Schools are advised to approach the respective SSDOs for advice and obtain relevant updated reference materials on the [“SPM” webpage](#) as and when required.

## **8.6 Alterations to school premises**

### **8.6.1 Improvement and extension to school buildings**

1. Any improvement and extension to the school premises, including structural alteration and conversion, is subject to the approval of PSEd. Schools should forward to EDB their proposals for change together with sketch plans drawn to scale and state the source of funds (government funds or school funds) for the proposed works.
2. When the proposed works may not be exempted works under the Buildings Ordinance, such as involving the structure of the school premises, affecting the Means of Escape arrangement, etc., the SMC should note that approval from either HD (for estate schools) or Buildings Department (BD) (for non-estate schools) should be sought. In case of doubt, the school should enlist the professional advice from their AP.
3. The SMC should send the as-built drawings/ records to the HD (for estate schools)/ School Premises Maintenance Section (for non-estate schools) and the respective Regional Education Offices for record.
4. Schools should inform EDB upon completion of the works (including confirmation of compliance of requirements set by relevant Government departments, if any). EDB will issue updated Certificates of Accommodation, where appropriate, and/or register extensions so as to be in compliance with S19(1) of the Education Ordinance which stipulates that “[n]o school shall be operated in any premises other than the premises specified in the certificate of registration or provisional registration of the school”.

### **8.6.2 Change of Room Use**

1. Subject to the following conditions, the SMC may decide on the change of room use without prior approval from PSEd:
  - a. adequate classrooms, special rooms and facilities are available in the school for the effective teaching and learning of all the subject groups or areas of learning and experience;
  - b. the change of room use will not result in floating classes in S1 to S5 and not affect the approved class structure;
  - c. the change of room use does not involve any structural alterations to the school premises, any alteration to the latrine accommodation or the sanitary arrangements of the school or in the ventilation or lighting of a classroom and/or subdivision of a classroom; and
  - d. no additional subsidy by the Government will be incurred.

For details, please refer to [EDBC003/2002 “Safety Measures in Demolition Works at School Premises”](#).

2. Before proceeding, schools are required to give prior notice to the respective SSDO of the proposed change of room use and report in writing again upon completion of the project. If necessary, a new Accommodation Certificate will be issued to schools subsequently.
3. Schools must ensure compliance with the relevant legislation in making changes of room use. Many such cases, particularly those not involving structural alterations, should not give rise to concerns about safety, building, fire or health. In case of doubt, the SMC may consult either their AP if any, or the relevant government departments (HD for estate schools or the Buildings Department (BD) for non-estate schools, DH and FSD as appropriate) on whether the new room use violates any legislation and how the issues can be resolved. Schools may consider using the proforma letter at Appendix 5 to approach the departments concerned.
4. The SMC should send the as-built drawings/ records to the HD (for estate schools)/ School Premises Maintenance Section (for non-estate schools) and the respective Regional Education Offices for record.
5. Expenditure on works may be charged to the School and Class Grant under OEBG. For works costing \$3,000 or above for primary schools and special schools and \$8,000 or above for secondary schools, the SMC may apply for non-recurrent subsidy for major repairs/ alterations. Approval for Government subsidy, however, depends on the necessity of the work and the availability of funds. Alternatively, the SMC may consider carrying out the works required with private funds.

## 8.7 Insurance

1. The COAs stipulate that the Government shall carry the risk of damage or loss to the school premises of aided schools, including furniture and equipment, caused by fire, natural disasters such as typhoons, earthquakes, flooding, and other perils such as aircraft crash, explosion, impact by any road vehicle, sprinkler leakage or bursting or overflowing of water tanks, apparatus and pipes, riots or malicious acts of any person, and damage caused by construction or excavation work by a third party adjacent to the school or in its vicinity; loss of standard items by theft and burglary; and loss of cash (Government funds only) in transit. For details, please refer to [EDBC014/2009 “Block Insurance Policy for Public Liability, Employees’ Compensation and Group Personal Accident for 2009/2010 and 2010/2011 School Years”](#).
2. Details concerning the procedures for the assessment and settlement of claims for damage, destruction or loss of standard items caused by fire, natural disaster or perils, theft and burglary, and related security measures are set out in Appendix 3.
3. However, schools should themselves decide whether to take out an insurance policy for non-school portions and non-standard items of furniture, equipment and buildings. The premium for non-standard furniture and equipment of the school can be charged to the Composite Furniture and Equipment Grant.



## **Appendix 2 Some hints on security measures for transporting cash**

1. The timing, escorting, transporting personnel and vehicles involved should be varied as much as possible. In order to reduce the value of inside help to a potential robber, these details should not be provided to the staff involved until it is necessary to do so. Movements of cash are on a "need-to-know" basis only. The route should always be the most direct, avoiding side streets.
2. As far as possible, no female staff should be assigned cash transport duties.
3. Staff involved should watch out for:
  - a. vehicles with occupants waiting at the kerbside or double parked in the vicinity of the cash carrying vehicle;
  - b. persons loitering nearby in doorways or at shop windows etc. who may be carrying concealed weapons; and
  - c. nearby road junctions, alleyways, or similar hazards from which an attack could come.
4. It cannot be too strongly emphasised that, while staff are expected to safeguard monies in their care to the best of their ability, the prime consideration in such a situation is to avoid jeopardising their lives and those of members of the public who are in the vicinity of the hold-up or attempted hold-up.
5. The transport of cash on foot is not desirable and should not in any case occur for journeys of more than three hundred metres; alleyways and crowded places should be avoided.
6. When the amount of cash transported exceeds \$10 000, it is suggested that school should consider hiring commercial security guards.

### **Appendix 3 School assets and replacement of lost items**

#### **Procedures for handling of damage or destruction of standard items caused by fire, natural disaster or perils**

1. When there is a fire or natural disaster or an occurrence of the perils as described in the relevant sections of the COA, the Supervisor/ Head of the school, apart from reporting the incident immediately to the relevant government departments such as the Hong Kong Police Force (HKPF), Fire Services Department (FSD), must also report the matter immediately to the respective SSDO. In the case of fire, a report from the FSD on the incident will be necessary.
2. Schools may make use of the CFEG or the separate F&E subsidy outside the CFEG to replace the standard F&E items lost in natural disaster, burglary, theft, fire, etc.

#### **Procedures for handling losses of standard furniture and equipment caused by theft and burglary**

1. When there is a loss of standard items in an aided school, the Supervisor/ Head of the school must report the loss immediately to the nearest police station of the HKPF and make a preliminary report to the respective SSDO. An investigation report from the HKPF on the incident will be necessary.
2. The Supervisor/ Head of the school will then proceed to investigate the loss fully and as soon as practicable, forward his/ her detailed report with the following information, together with copies of other relevant documents, e.g. police reports, to the respective SSDO:
  - a. details of the occurrence, including date, time, detailed description and cost (original/ replacement) of furniture/ equipment found lost;
  - b. progress of internal investigation; and
  - c. recommendations for making up the loss and any action considered necessary to prevent a similar occurrence.
3. The Supervisor/ Head of the school is required to certify in each case that no fraud, suspected fraud, negligence or violation of any important principle of safety measures is involved.
4. Schools may make use of the CFEG or the separate F&E subsidy outside the CFEG to replace the standard F&E items lost in natural disaster, burglary, theft, fire, etc.

## **Appendix 4 Points to note and fire safety recommendations in organizing barbecues and hot pot activities in school**

### **Points to Note**

1. School should consider and satisfy the following criteria when planning for barbecue or hot pot activities (with electric cooker only) in school:
  - a. There is a genuine need of the school to hold such an activity on school premises.
  - b. The activity should be held after normal school hours.
  - c. All fire safety measures listed on the “Fire Safety Recommendations for Barbecue and Hot Pot Activities” provided by the Fire Services Department (FSD) below should be satisfied and observed.
2. When organizing barbecue and hot pot activities, school should conduct risk assessment to determine the upper limit of participants for any particular locations.
  - a. Barbecue activities

From fire safety point of view, the upper limit in the number of participants will depend on whether there are sufficient school staff supervising the safe conduct of the barbecue and whether the location of the school premises for barbecue is suitable and safe. For example, more school staff is required for looking after younger students than those in the upper forms. Parents may be enlisted to assist in supervising the barbecue.

- b. Hot pot activities

School should assess whether the location for hot pot activity is adequately spacious and with sufficient emergency exits to safely accommodate the number of participants where such activity is being conducted. When deciding on the upper limit in the number of participants of hot pot activity for a particular location, school should consider the following:

- whether the number of exits at the location is sufficient should an emergency occur which necessitate an immediate evacuation;
- the number of supervising school staff;
- the age of students taking part;
- the tripping hazards of electric cable, extension board, etc, lying on the floor;
- the stability of the table on which the hot pot and electric cooker are placed;
- the stability of the cooker and the pot; etc.
- the adequacy of means of escape of a classroom with reference to the design population/ capacity and the number and width of exits in accordance with the “Code of Practice for the Provision of Means of Escape in case of Fire 1996”. For other rooms, the upper limit of accommodation should not exceed the figure allowed on the latest plan (i.e. usually shown on the means of escape table) approved by the Buildings Department (BD). If school does not have a copy of the record plan for such information, school may approach the Building Information Centre of BD to view the latest approved plan record. In case school

wishes to exceed the limit, the service of an Authorized Person to reassess the upper limit of the room is required.

3. Wet or humid weather will affect the safe conduct of hot pot activity in the open ground. The electrical insulation of electrical appliances, wiring, extension board, etc, are adversely affected by humidity, dampness, rain, water, etc, unless they are of the weatherproof types. The use of electrical appliances and equipment in wet or humid weather may cause short circuits and electric shocks. Hence, hot pot activity in schools in the open ground is NOT recommended. In this respect, schools may refer to the relevant safety publications available at the “[Electrical Mechanical Services Department](#)” website for ensuring electrical safety.

## **Fire Safety Recommendations for Barbecue and Hot Pot Activities**

### **1. Barbecue Activities (BBQ)**

- a. They should be conducted out of school hours;
- b. The BBQ site should be on open ground and not cause obstruction to emergency vehicular access;
- c. A safety distance of at least 9 m should be maintained between the BBQ site and any dangerous goods stores/ temporary structures/ collection of combustible materials;
- d. The number of BBQ fires and the stock of charcoal should be kept to the minimum;
- e. NO flammable liquid or dangerous substance is allowed to be used to light BBQ fires or as fuel;
- f. Two 9-litre water or 4.5 kg carbon dioxide type fire extinguishers should be placed at the BBQ site;
- g. During BBQ, sufficient staff should be available to ensure fire safety; and
- h. NO other school activities should be conducted at the BBQ site concurrently with the BBQ.

### **2. Hot Pot Activities**

- a. They should be conducted out of school hours;
- b. ONLY electricity should be used, other fuels or open flame are NOT allowed;
- c. AVOID electric overload, and use appropriate types of cooker and cooking utensils to prevent hazards arising from boiling over and overturning;
- d. Ensure good ventilation whilst conducting hot pot activities indoors;
- e. In the place where hot pot activities are being conducted, the capacity of the place should not exceed that stated in the “Certificate of Accommodation” issued by the EDB;
- f. Two 4.5 kg carbon dioxide type fire extinguishers should be made readily available at the location of the hot pot activities; and
- g. During hot pot activities, sufficient staff should be available to ensure fire safety.

**Appendix 5 Form letter to government departments applying for change of room use**

To : Distribution

Dear Sir/Madam,

Application for Change of Room Use

School Name: \_\_\_\_\_

School Address: \_\_\_\_\_

I am writing to seek your advice on the proposed change of use of Room (Room Number) originally used as a (purpose of the room before conversion) to a (purpose of the room after conversion) in my school.

Attached please find the layout plans for the room and the proposed changes.

I should be grateful if you would provide me with your comments on the proposed change of room use at your earliest convenience. For enquiries, please feel free to contact (responsible person) at (telephone number).

Yours faithfully,

\_\_\_\_\_  
( )  
Supervisor/ School Head

Distribution

1. Buildings Department or Housing Manager ( ), Housing Department
2. Senior Divisional Officer, Fire Services Department
3. Community Physician, Department of Health

(Please refer to Appendix 6 for details of addressee and address.)

**Appendix 6 Contact points of the respective government departments in processing room conversion**

District	Fire Services Department	Other government departments
Central & Western Southern Wan Chai Hong Kong East	Senior Divisional Officer Hong Kong Regional Office M/F, Sheung Wan Fire Station 2 Western Fire Services Street Hong Kong	<u>Buildings Department</u> Chief Building Surveyor 12/F, Pioneer Centre 750 Nathan Road Kowloon
Shamshuipo Yau Tsim Mong Kowloon City Wong Tai Sin Kwun Tong	<u>Kowloon West</u> Senior Divisional Officer Kowloon West Sub-regional Office 6/F, Tsim Sha Tsui Fire Station Complex 333 Canton Road Tsim Sha Tsui, Kowloon  <u>Kowloon East</u> Kowloon East Sub-regional Office Room 403, West Wing, Tsim Sha Tsui Fire Station Complex 333 Canton Road Tsim Sha Tsui, Kowloon	<u>Housing Department</u> To respective Housing Manager of the Estate  <u>Department of Health</u> Office for Registration of Health Care Institution Room 3101 31/F, Hopewell Centre 183 Queen's Road East Wan Chai, Hong Kong
Sai Kung Tai Po & North Shatin Kwai Tsing Tsuen Wan Tuen Mun Yuen Long	Senior Divisional Officer New Territories Regional Office Room 402, West Wing, Tsim Sha Tsui Fire Station Complex 333 Canton Road Tsim Sha Tsui, Kowloon	