

22 September 2000

EMB Circular No.3/2000B

(Formerly referred as Schools Miscellaneous Circular No. 3/2000)

Safety Precautions in the Teaching of Home Economics in Secondary Schools

(Note : This circular should be read by :-

- (a) Heads of all Secondary Schools/Special Schools -
for necessary action
- (b) Heads of Sections - for information)

Summary

The purpose of this circular is to remind schools of the safety precautions in the teaching of Home Economics.

Details

2. The teachers concerned should note the following to ensure students' safety in classes :-

a. **The Importance of the Safety Booklet**

“Teaching Home Economics in Secondary Schools - Safety Booklet” has been revised and distributed to schools in June 2000. It has been updated with the recent developments of safety standards in schools. All Home Economics teachers should read this booklet and be familiar with the general rules and regulations concerning the use of Home Economics facilities. They should be fully proficient in the use of appliances and chemicals prior to all Home Economics lessons.

b. **Use of Home Economics Rooms**

It is important to note that each Home Economics room is planned to accommodate 20 students. Therefore, the size of each class should be limited to this number for the purpose of ensuring thorough supervision by teachers.

If a Home Economics room is used for teaching other subjects, the teacher(s) responsible should ensure that the students are not left unattended and that no items of equipment or material are disturbed or removed.

c. **Design for Fire Exits**

The Home Economics rooms are specially designed with suitable clearance for practical teaching. Schools are reminded to seek the advice from the Education Department for any fixture changes to ensure adequate clearance and the proper use of the Home Economics rooms. The Home Economics rooms should remain unlocked and the exits kept clear during lessons.

d. **Safety in Using Gas Appliances**

Article 49 of Gas Safety Ordinance 1990 provides guidelines for schools to follow. Schools should comply with the standards stipulated regarding the installation and use of gas appliances. A booklet on the Gas Safety Ordinance/Regulations is available from the Government Publications Centre. Special attention should be drawn to the need for the provision of flame failure devices in gas appliances. In addition, the gas water heaters or gas cookers and the tubing or piping should be checked and serviced regularly. Care should be taken to avoid a build up of grease around the cookers.

When LPG cylinders are used, the correct type of regulator should be installed.

The gas main switch should only be turned on when gas supply is required. Before turning on, all air-conditioners should be switched off, exhaust fans switched on, windows wide open. Reminders to the above effect should be posted at where they can easily be seen to ensure safety.

e. **Periodic Test of Electrical Installations**

The Electricity (Wiring) Regulation (1 June,1992) of the Electricity Ordinance highlights that all electrical installations be inspected at least once every five years. Schools are advised to pay attention to the fulfillment of this requirement in Home Economics rooms.

f. **Provision of First Aid Boxes**

Schools should ensure that first aid boxes are provided in Home Economics rooms and that the contents are replaced or replenished regularly. Teachers concerned should familiarize themselves with the uses of the items in the box for handling first aid cases.

3. For additional copies of “Teaching Home Economics in Secondary Schools - Safety Booklet” and further enquiries on related safety measures, schools may contact the Home Economics curriculum development officers of the Technology Education Section, Education Department on Tel. 2760 0462.

4. This circular supersedes the Schools Miscellaneous Circular No.4/99 dated 15 September 1999.

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for Director of Education