

Orientation Week 2020/21

An Overview of Campus Health & Safety Management System

Content :

1) Introduction on Health & Safety

2) Emergency Response Procedures

- Accident / Incident Reporting
- Evacuation / Fire

3) Safety Alert on Facilities at On-Campus Expansion (OCE)

- Door Lock System
- Hidden Fire Sprinkler

The Academy Health & Safety Policy (Extract)

1. To comply with all relevant legal requirements.
2. To require the use of such protective clothing and equipment as is necessary to ensure the health and safety of its staff, students and contractors at work.
3. To provide health and safety education to students so that students leaving the Academy take with them a positive attitude towards health and safety.
4. To implement effective measures to monitor the concerted efforts of all parties concerned to ensure the health and safety of staff and students.
5. To seek from staff and students their full co-operation and participation in all measures taken to ensure their health and safety and the efficient operations of their environment.



The General Health & Safety Rules (Extract)

1. Maintain good housekeeping at study areas, workshops and studios.
2. Take care of the health & safety of yourself and other persons.
3. Cooperate with Lecturers to enable health and safety requirements to be complied with.
4. Make use of safety devices, protective guarding; and personal protective equipment when necessary.
5. Report every accidents, incidents and near-miss; also any unsafe acts or unsafe conditions to your immediate Lecturers.
6. Do not operate any plants, machineries and equipment without suitable training or being authorized.
7. Keep all fire scape routes, fire-fighting equipment, ventilation grills of electrical appliances unobstructed.
8. Think safety first, follow proper manual handling principles and practices at all situations.
9. Smoking is prohibited in the Academy. Handle and use inflammable / corrosive substances in well ventilated area and with care.



Content :

1) Introduction on Health & Safety

2) Emergency Response Procedures

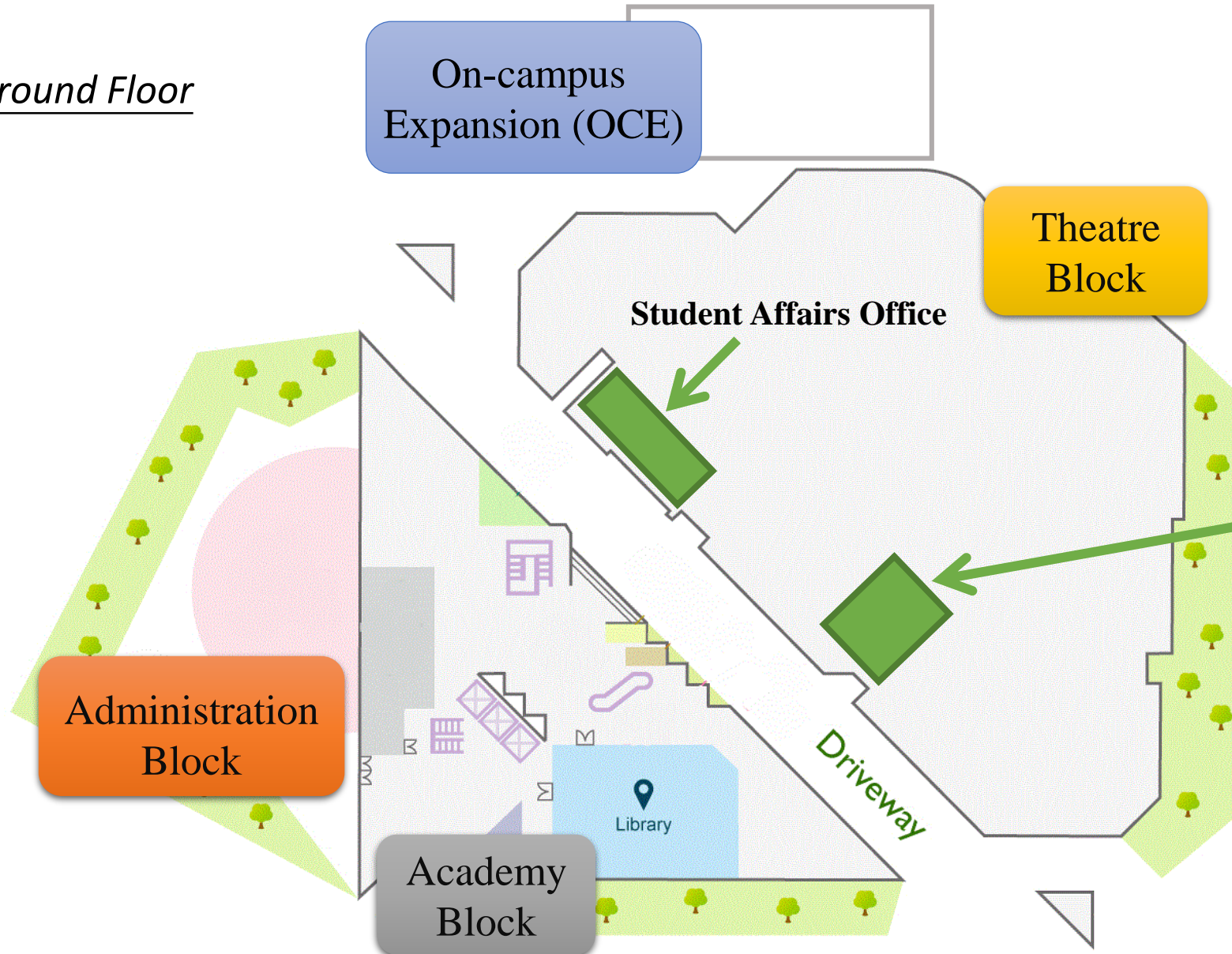
- Accident / Incident Reporting
- Evacuation / Fire

3) Safety Alert on Facilities at On-Campus Expansion (OCE)

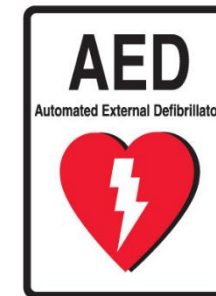
- Door Lock System
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Wanchai Campus Emergency Facilities

G/F Ground Floor



Facilities Services Centre



Bethanie Campus Emergency Facilities



Facilities Services Centre



Definitions:

HAZARD: A potential source of harm.

HARM: Injury to or death of persons, or damage.

INCIDENT: An unplanned, unexpected event which has the potential to lead to an accident although may not do so.

ACCIDENT: An incident which results in death, injury loss, or damage.

NEAR-MISS: An incident, which did not show a visible result, but had the potential to do so.

FIRST AID: The skilled application of accepted principles of treatment on the occurrence of an accident or in the case of sudden illness, using facilities or materials available at the time.

UNSAFE ACTS / CONDITIONS: Actions or conditions that will lead to potential injury, loss of time, or properly damage.



Common Hazards & Accidents

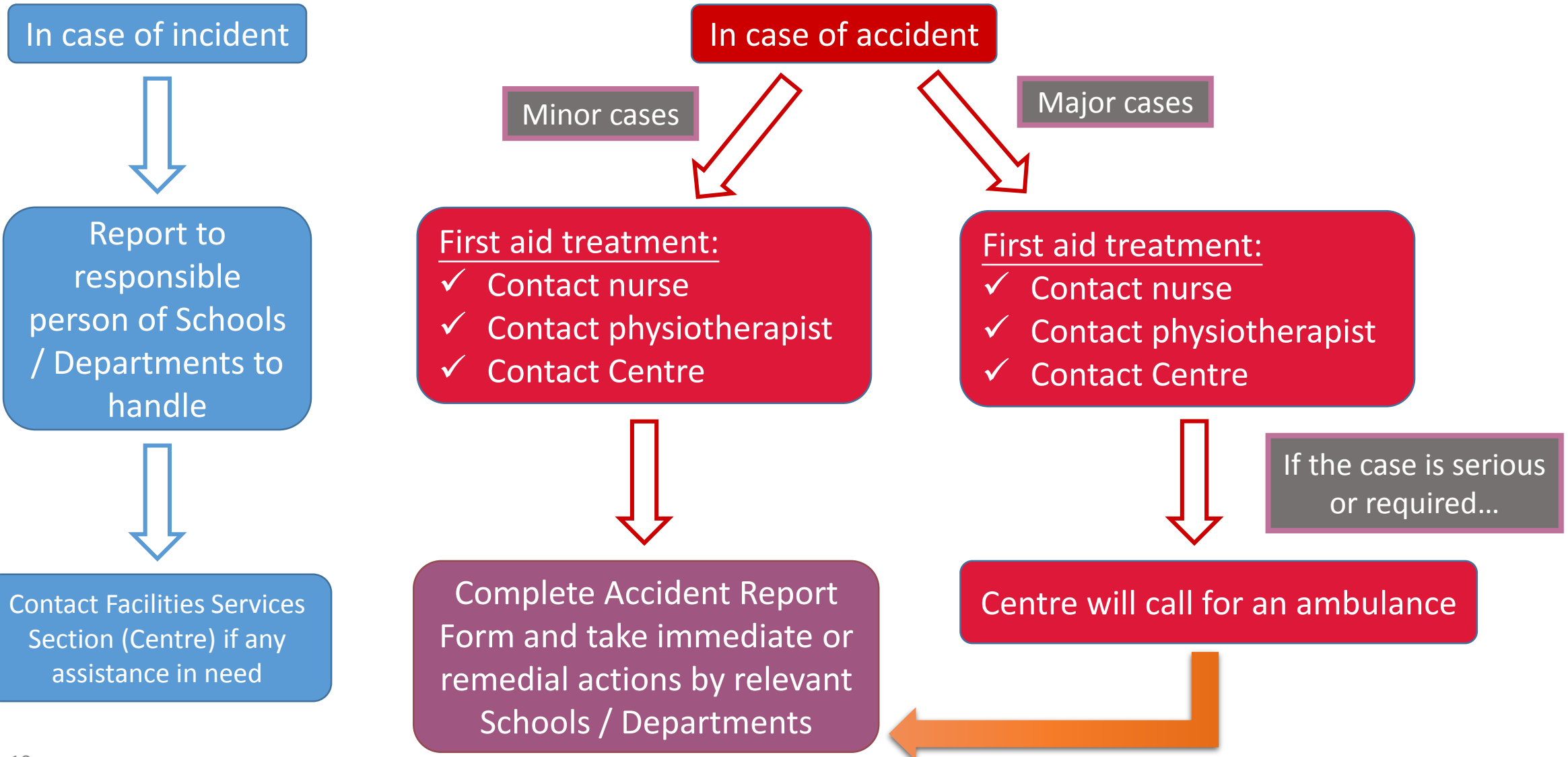


Hazardous Manual Handling

- repetitive or sustained application of force
- repetitive or sustained awkward posture
- repetitive or sustained movement
- application of high force
- exposure to sustained vibration
- manual handling of live person or animals
- manual handling of unstable or unbalanced loads or loads which are difficult to grasp or hold



Accident / Incident Reporting Mechanism



Accident Report Form



- Notes:
- 1) This form should be used for all accidents and dangerous occurrences involving incidents at premises under the control of the Academy or arising as a result of the operations undertaken by the Academy in outside premises.
 - 2) Part A should be completed by the injured person, or if that is not possible, by a witness to the accident or the officer responsible for the accident location. The form should then be forwarded to the relevant Dean of School or the non-academic department head concerned for completion of Part B. The completed form should then be forwarded to the Secretary of the Health, Safety and Campus Environment Committee.
 - 3) In the case of an accident in any of the Academy's theatre venues during an Academy production, Part A, when completed, should be forwarded to the Stage Manager who will liaise with the Production Manager for completion of Part B. The form should then be forwarded to the relevant Dean of School / non-academic department head concerned for endorsement of Part B before forwarding to the Secretary of the Health, Safety and Campus Environment Committee.
 - 4) If the person completing Part A is unsure to whom the form should be forwarded, the form may be left at the Facilities Services Centre / Reception / Front of House Counter from where it will be sent to the Secretary of the Health, Safety and Campus Environment Committee for appropriate forwarding.
 - 5) Form fully completed and forwarded to the Secretary of the Health, Safety and Campus Environment Committee who will copy to the following personnel/department(s), if appropriate:
 - i) Director / Deputy Director / Dean of School or Non-academic Department Head concerned
 - ii) Human Resources Office (for employees' compensation purposes)
 - iii) Finance Department (for insurance purposes)
 - iv) Communications Office (for information purposes)
 - 6) Each accident report will be reviewed at the Health, Safety and Campus Environment Committee Meeting.

PART A: TO BE COMPLETED BY INJURED PERSON AND/OR A RESPONSIBLE OFFICER

Particulars of Injured Person			
Surname	Other Names	Age	Sex
Address/Tel No.		Email	
APA <input type="checkbox"/> employee (school/dept)		Others <input type="checkbox"/> Member of Public <input type="checkbox"/> Contractor or his employee	
<input type="checkbox"/> student (school)		<input type="checkbox"/> (specify)	
Description of Incident			
Date	Time (am/pm)	Location	
Describe the incident, its apparent cause and immediate actions taken (attach a sketch and use separate sheet if necessary.)			
Person to whom reported and date			
Name and Address/Tel. No. of any Witness			
Type of Injury (please ✓)		Location of Injury [please ✓ & indicate right/left (R/L)]	
<input type="checkbox"/> Burn/Scald	<input type="checkbox"/> Amputation	<input type="checkbox"/> Head	<input type="checkbox"/> Wrist
<input type="checkbox"/> Lacerations	<input type="checkbox"/> Loss of Sight	<input type="checkbox"/> Eye	<input type="checkbox"/> Hand
<input type="checkbox"/> Bruises/Swelling	<input type="checkbox"/> Shock	<input type="checkbox"/> Ear	<input type="checkbox"/> Finger
<input type="checkbox"/> Irritation	<input type="checkbox"/> Poisoning/Gassing	<input type="checkbox"/> Face	<input type="checkbox"/> Hip
<input type="checkbox"/> Sprain/Strain	<input type="checkbox"/> Hearing Loss	<input type="checkbox"/> Neck	<input type="checkbox"/> Thigh
<input type="checkbox"/> Break/Fracture	<input type="checkbox"/> Multiple	<input type="checkbox"/> Back	<input type="checkbox"/> Knee
<input type="checkbox"/> Dislocation	<input type="checkbox"/> Concussion/Internal Injuries	<input type="checkbox"/> Shoulder	<input type="checkbox"/> Leg
<input type="checkbox"/> Others (specify)		<input type="checkbox"/> Arm	<input type="checkbox"/> Ankle
		<input type="checkbox"/> Forearm/elbow	<input type="checkbox"/> Foot
		<input type="checkbox"/> Others (specify)	
Particulars of Person Giving Information in Part A			
Name		Designation	
Address/Tel No			
Signature		Date	

Complete Part A and submit to
School / Stage Manager / Facilities
Services Section for processing Part B

Please ensure all cases are reported
to relevant parties without delay,
together with the immediate actions
taken (if any)

Accident Report Form

Click Here

Health, Safety and
Campus Environment
Committee Home



Evacuation & Fire Emergency Plan

- 1) If you hear a continuous activation of the fire alarm for over 20 seconds;
- 2) Quickly check your own work area and adjacent areas for signs of fire;
- 3) Remain calm. ***Do not run, use the lifts and escalators***;
- 4) Leave the building by the nearest exit in an orderly manner;
- 5) Follow the instructions given by Fire Service Department (FSD) officers / Facilities Services Centre staff (Centre) / Lecturers / personnel who wear reflective vests (Safety Marshal);
- 6) Assemble in Muster Points or other specified location for roll call;
- 7) Do not re-enter the buildings unless and until advised by FSD officers / Centre / Safety Marshal that it is safe to do so



- 1) If you discover a fire;
- 2) Dial 999 to alert FSD and contact Centre;
- 3) Sound the fire alarm of the nearest break glass;
- 4) May try to extinguish the fire by appropriate equipment near the scene;
- 5) Leave the scene immediately when the fire is out of control.



Wanchai Campus Muster Point



Mind the Gloucester Road side

Bethanie Campus Muster Point



Outside Bethanie Theatre Box Office

Content :

1) Introduction on Health & Safety

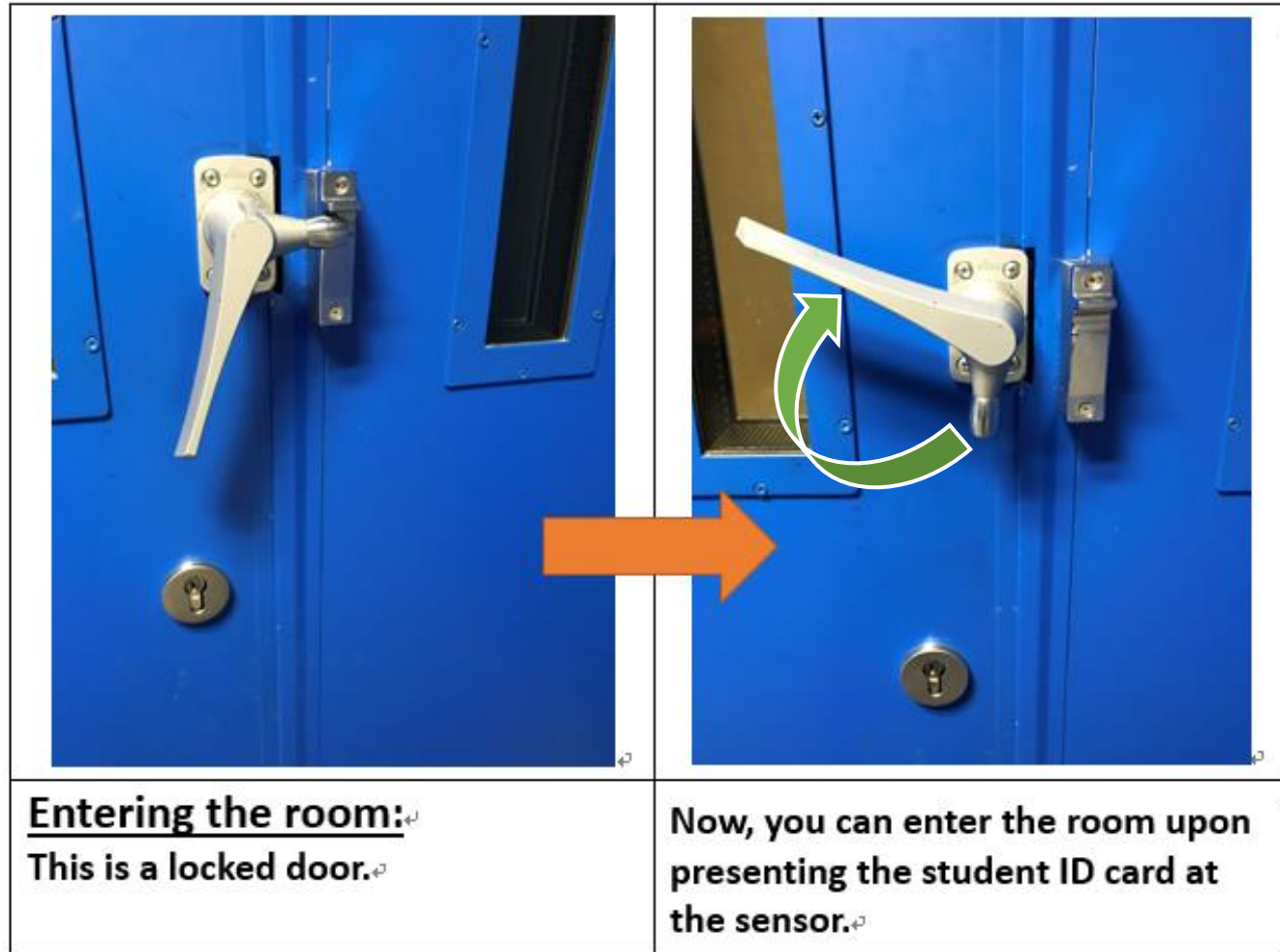
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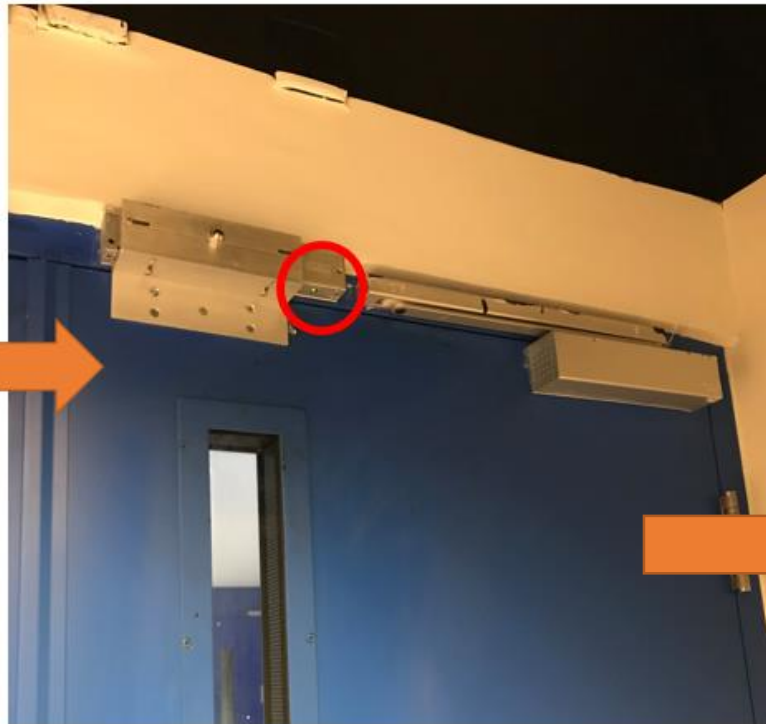
3) Safety Alert on Facilities at On-Campus Expansion (OCE)

- Door Lock System
- Hidden Fire Sprinkler

Door Lock System



Door Lock System



Leaving the room:

Press the white button to unlock the door generally.

Press the green button in case of emergency (door cannot be unlocked; electrical failure, etc...)

The **Green** light is **ON** indicates the door can be opened.



Then pull the handle as shown.
You can leave the room now.



*No light is ON when the door is locked.

Case Study

Flooding due to Activation of Hidden Fire Sprinkler



Location

地點：

OCE 六樓 X614 走廊

Date of Report & Time

報告日期及時間

23:58~14/03/2019

12:00~15/03/2019

O.B. Ref. No.

日誌檔案編號：

867/3/19

Reported by

報告者姓名：

Type of the incident

事件類別：

學生拍攝引致消防花灑系統啟動

Details of the incident

事發經過：

14/3/2019 23:08 中心消防警鐘啟動，通知屋宇設備組技工 致電
監工

安排保安員前往 OCE 查看，保安員 報告在六樓 X614 走廊有花灑
漏水引起系統啟動。學生沒有即時通知中心，保安員 找到位置時
水已浸至 8 號升降機。

在場有 學生報稱當時在 15 號排練室(X614)內拍攝，放置
在走廊外一盞太陽燈射照向天花，因此可能引致花灑頭溫度高於 68 度
啟動消防花灑水泵造成滲水。

AFSC 往現場用沙包圍封防止 8 號升降機滲水。屋宇設備組技工
處理現場漬水。

23:30 監工 回學院處理消防花灑系統。

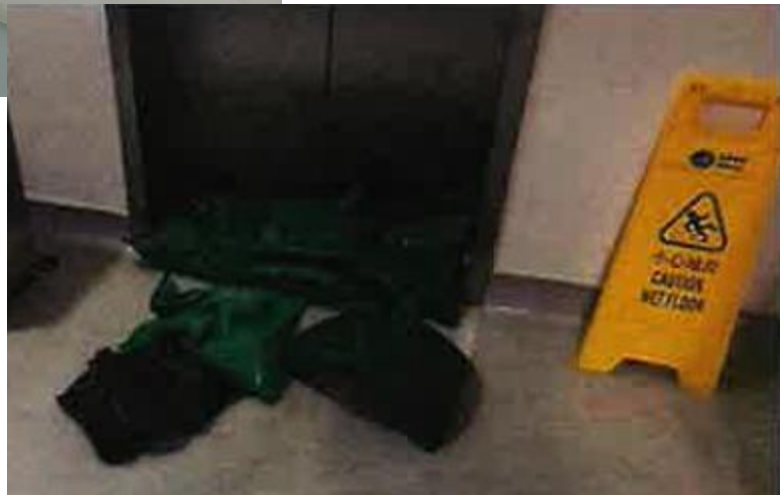
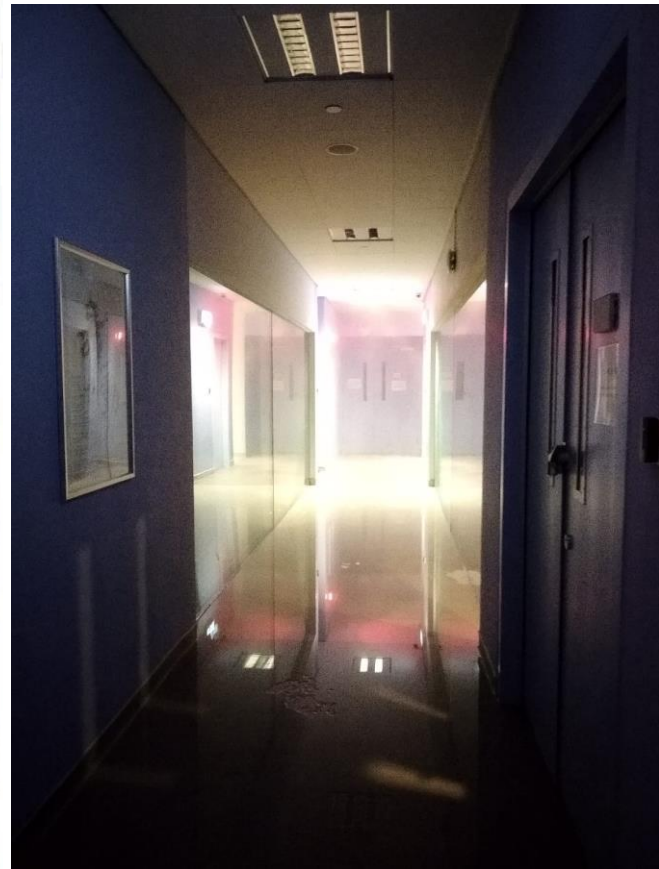
15/3/2019 07:35 通知 到場檢查，08:15 到場。

屋宇設備組到各處檢查損壞情況，並通知採購部經理 到場檢查損
失。

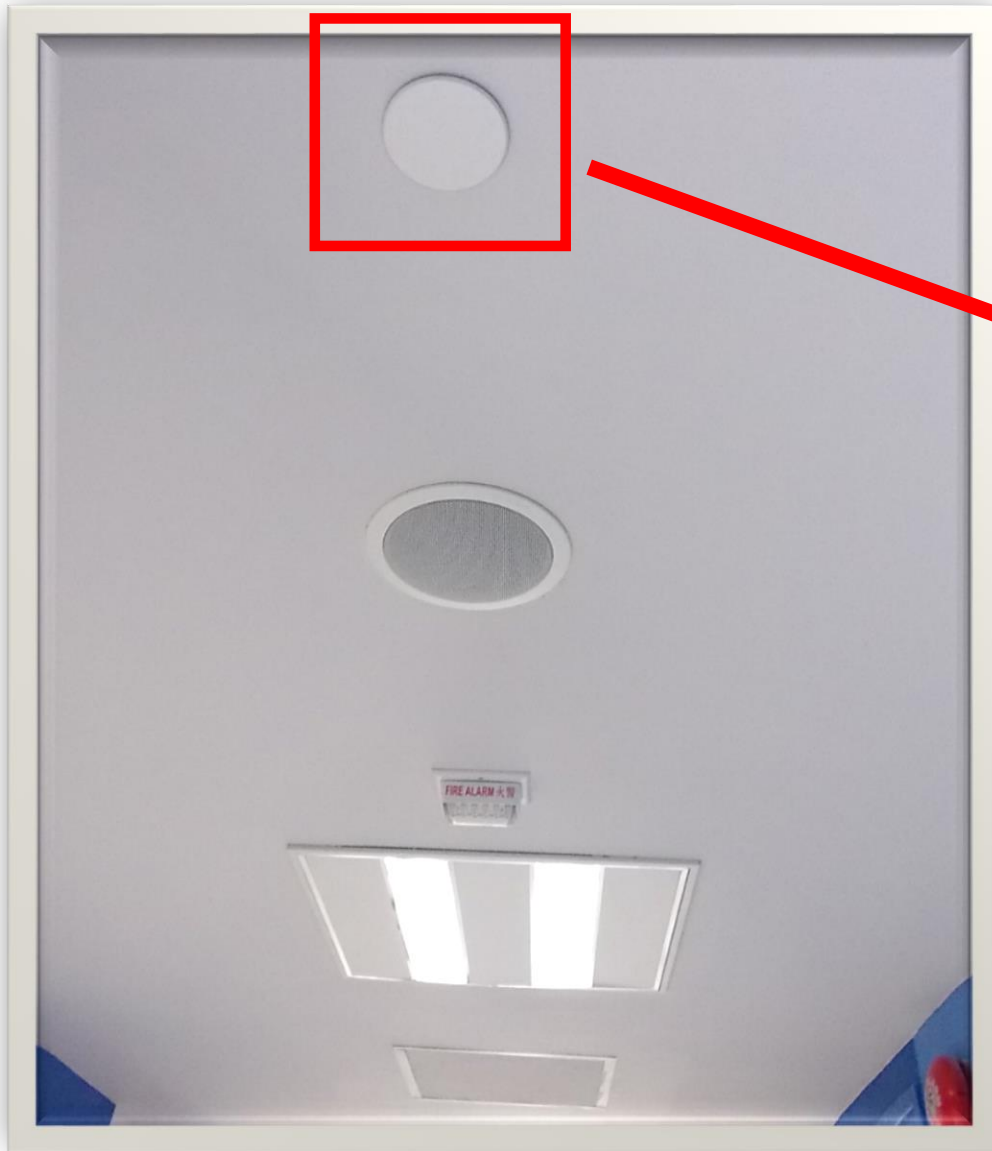
暫發現 6/F 及 5/F 受事件影響

11:51 檢查通知有零件需更換，8 號電梯暫未能使用。

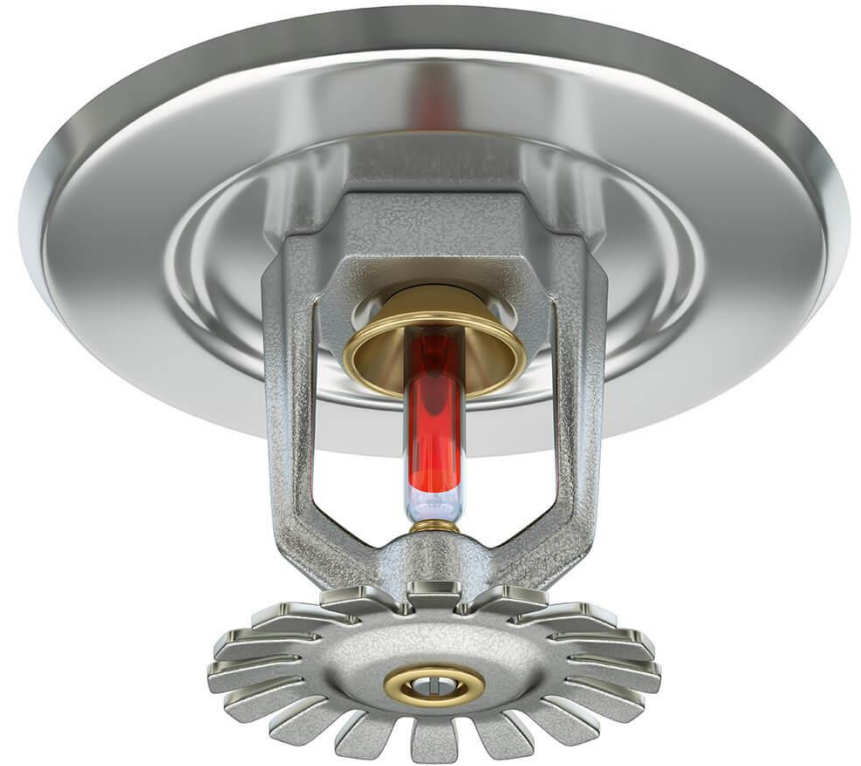
翻查記錄未有接獲學生於走廊(公眾地方)進行拍攝申請。



A cover plate is soldered to the sprinkler's
special upper support assembly



Concealed Pendent Sprinkler

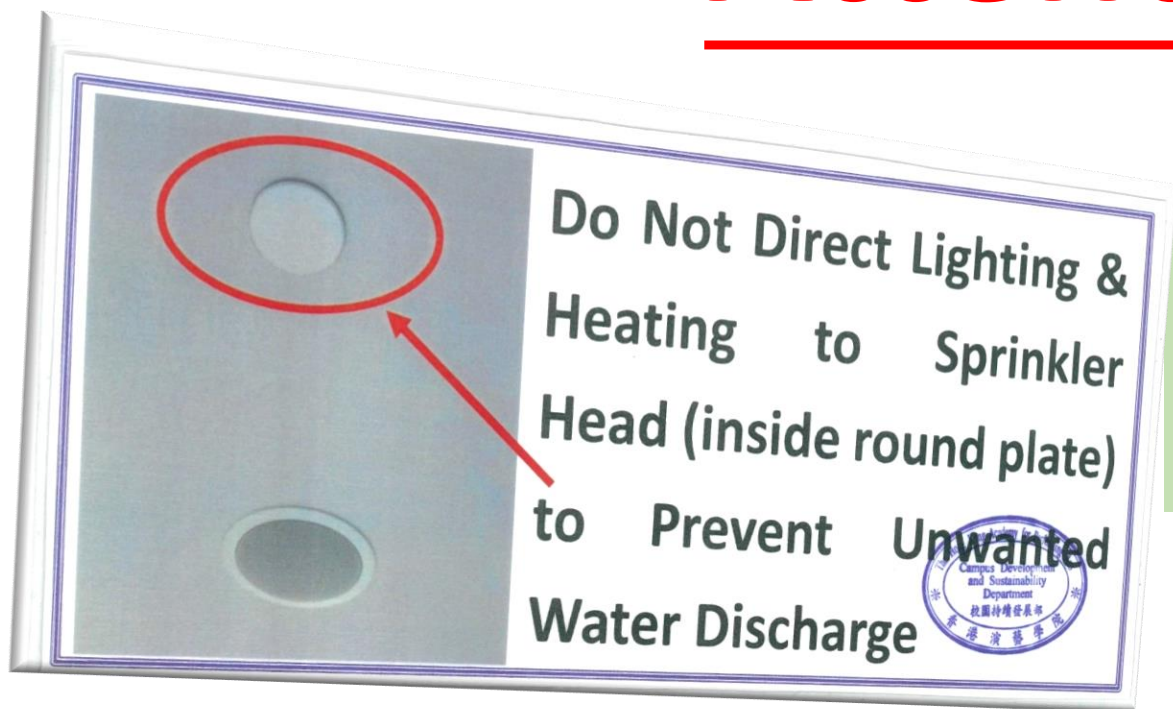


Safety Warning Notice

OCE 6/F



Attention



Follow proper safe practice in using the Campuses facilities

**For emergency inquiry, please contact Facilities Services Section
(2584 8602-Wan Chai campus)
(2584 8899-Bethanie campus)**

The Academy Health & Safety Information

1) HKAPA Intranet

- ✓ [Student Handbook](#) (of Academic Services Office)
- ✓ [Health, Safety and Campus Environment Committee Home](#)
- ✓ [Student Affairs Office Home](#)

2) Consult Lecturers / Student Affairs Office / Safety Officer

3) Contact Facilities Services Centre

