Appendix VIII

Early Childhood Play and Learning Laboratory – School of Arts and Humanities (ARH)

1. Introduction

Address:	Room 201 & 202, 2/F, 136A, Nathan Road, Kowloon, Hong Kong		
Opening Hours:	09:00 – 18:00 Laboratory will be closed on weekend and public holidays		
Contact:	Laboratory Office	3468 6857 3468 6856	Monday to Friday 09:00 – 18:00
	ARH General Office Assistant Technical Officer	3468 6760 3468 6726	
	FMO Reception Counter	3725 6161	Monday to Friday: 0800-2130 Saturday: 0800 – 1400

2. General Guidelines

(a) For security reasons, the laboratory should be locked unless occupied by users including staff, students, children, parents and visitors during class or activities. ARH General Office hours of laboratory operation are from 9:00am to 6:00pm on working days. The laboratory may be closed occasionally for scheduled maintenance work.

(b) Only users who gain approval are allowed in the laboratory.

(c) All users must acknowledge and practice the safety guidelines at all times while using the laboratory.

(d) Users should be knowledgeable of the care, handling, and proper use of equipment prior to using it in the laboratory. Users should strictly follow the instructions given by laboratory staff and follow the guidance given in the laboratory. Users should not remove anything from the laboratory without permission.

(e) Users should not keep any personal belongings unattended in the laboratory. Storage of personal items in the laboratories is not allowed.

(f) Users should not use and attempt to touch any equipment unless trained and approved by the laboratory staff.

(g) Any misconduct occurring in the laboratory will be reported to the School at 3468 6726 or 3468 6760.

(h) Users should inform the instructors of any special medical conditions, allergies, or recent injuries, illnesses, surgeries, or communicable diseases as soon as possible so that necessary precautions can be taken to protect others.

(i) For any emergency such as fire, water leakage, or flooding, users should immediately inform the laboratory staff or FMO Reception Counter (emergency response).

(j) All incidents must be reported to the School Executive Officer within 24 hours or the following working day.

3. Cleaning and Maintenance of the Laboratory and Equipment

It is the responsibility of users to keep the equipment and physical space clean and tidy after using the laboratory.

(a) Tidy up equipment in the laboratory after class and activities.
(b) Make sure to shut down the facilities/ equipment and put all the used materials back in the original place after use.
(c) Keep the laboratory clean and ensure the work area is tidy before leaving.
(d) Turn off all water taps, electric switches, lights and air conditioner(s), and lock all windows and doors before leaving the laboratory except the air-conditioners in observation rooms 201 & 202 laboratory.
(e) Keep the laboratory equipment in good working condition. Any faulty or broken equipment, loss and unauthorized use of facility resources should be reported immediately to the School at 3468 6726 or the laboratory staff.

4. Capacity of Laboratory

Concerning to the safety and protection of users, each room of the laboratory has its own maximum capacity of 25 persons under normal circumstances. The capacity will be reduced to 20 persons under Ideal circumstances such as an epidemic.

Laboratory	Maximum Capacity
TSTC201	63
TSTC202	62

5. Computer Usage and Regulation

(a) It is prohibited to download any software to the hard drives of any computer in the laboratory or on relevant servers without seeking the School's consent.
(b) It is prohibited to delete any software that is stored on the computer in the laboratory.
(c) Users are responsible for backing up their own work and data.
(d) Users must ensure that all storage devices (e.g. USB memory card, SD card and mobile hard drive) are absent of any viruses or other bugs that may be harmful to the computers.

6. Consequences of Misuse

(a) Misuse of computing, networking or any laboratory equipment may result in the loss of usage privileges. Additionally, any misuse of a computing account may require financial restitution to the college for funds expended, and could result in college disciplinary action or civil/ criminal action.
(b) Users may be held accountable for their conduct under any applicable college or departmental policies, procedures, or agreements. Any malicious actions that distract other users from doing their work will result in the loss of access to the laboratory and possible college disciplinary action or civil/ criminal action.
(c) Unauthorized use of the laboratory equipment for personal gain or removal of equipment that constitutes theft is subjected to prosecution by the college. Furthermore, entering the lab facility with the intent, by whatever means, of accessing others' work or data for purposes of stealing constitutes misuse and will be prosecuted. Any complaints arising from misuse of the laboratory

or resources will be directed to those responsible and appropriate disciplinary actions will be taken.

(d) Users are responsible for understanding policies and other safety information mentioned in this manual. Besides, users should keep the laboratory safe and follow all safety procedures in the laboratory. To protect users, all the activity in the laboratory will be monitored and recorded under 24 hours closed circuit surveillance system.

7. Laboratory Safety

7.1. Code of Conduct

(a) Educating oneself on safety issues and practices;
(b) Communicating with users about safety measures;
(c) Practicing safe activities in the childcare and community environment;
(d) Smoking, eating or drinking is strictly prohibited. No food and beverages are allowed in the laboratory;
(e) No shoes at all times in the laboratory;
(f) The laboratory and supplies are primarily not used for providing medical treatment to users.

7.2. Safety and Hygiene

(a) Standard precautions will be always ensuring by:
  (i) Conducting regular safety checks to identify hazards;
  (ii) Use of toy safety checklist;
  (iii) Modifying the environment to reduce hazards;
  (iv) Supervising children by the accompanying parents or family members;
  (v) Setting and enforcing rules for playground activities;
  (vi) Educating teachers, students, children, parents, staff and visitors about the importance of injury prevention;
(b) Users should always take off shoes and wash hands with soap and water or use hand sanitizer before entering the laboratory area.
(c) Following the advice by the Centre for Health Protection (CHP), conducting hygienic measures for visitors under pandemic, e.g. perform hand hygiene properly and use surgical masks properly.
(d) Individuals who are diagnosed with highly communicable diseases, e.g. Influenza A, Hand-foot-mouth diseases, etc., should be refrained from using the Laboratory.

7.3. Physical Space/ Equipment

(a) All cabinet doors should remain closed when not in use;
(b) The laboratory spaces, floors and bench areas should be kept clean and tidy after use;
(c) Malfunctioning equipment should not be used, please report to School;
(d) The laboratory doorways should always be kept clear of obstacles.

8. Emergency Response

Teachers, instructors and staff should be aware of the location of the firefighting and first aid equipment in the laboratory. Notify the ARH General Office or the instructor immediately after any injury or fire in the laboratory. Users should familiarize themselves with the building's evacuation procedures and fire escape routes before using the laboratory.

8.1. Fire

(a) Upon discovering a fire

(i) Keep calm.
(ii) Sound the fire alarm by activating the break-glass alarm in the corridor.
(iii) Call FMO Reception Counter, if time permits, by dialing 3725 6161 (TSTC).
(iv) Only tackle the fire if you are absolutely sure that danger is not imminent.
(v) Use hose reel / fire extinguisher / sand bucket / fire blanket if deemed appropriate.
(vi) Switch off power / fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(vii) Bring along your mobile phone and a wet towel (if readily at hand).
(viii) Urge and assist other people in the building to leave, and help those who need special assistance.
(ix) Close (Do not lock) doors when you leave to contain fire and smoke.
(x) Exit the building by staircases as quickly as possible (Do not use lifts).
(xi) Do not re-enter the building until authorized by security guard/ firemen.

(b) Upon hearing fire alarm

(i) Keep calm.
(ii) Stop your work immediately.
(iii) Switch off power / fuel supply to machinery and plant, and stop laboratory operations that are not safe to be left unattended (if applicable).
(iv) Bring along your mobile phone and a wet towel (if readily at hand).
(v) Urge and assist other people in the building to leave, and help those who need special assistance.
(vi) Close (do not lock) doors when you leave to contain fire and smoke.
(vii) Exit the building by staircases as quickly as possible (do not use lifts).
(viii) Do not return/re-enter the building for any reason until authorised by Security.

8.2. Personal injury or serious sickness

(a) Immediate Actions

If you or you find someone who:

(i) has minor injury, you may use the supplies contained in the first aid box provided in each Unit/ Laboratory.
(ii) is seriously injured or sick, e.g. the person is unconscious, mentally confused, convulsing, fainting, or has breathing difficulty, severe bleeding, major wound, pallor/ cold sweating, etc., call 999.

(b) Seek Help

(i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC).
  (1) To get first aid assistance from first aider of the College.
  (2) State clearly your location and whether or not ambulance service is required/called.
(ii) Wait for the attending Security Guard/ medical personnel.

(c) General Consideration

(i) Put the injured/ sick person in a comfortable posture.
(ii) Don't move the injured person unless it is absolutely necessary or the site has imminent danger.
(iii) Check that you and the injured person /sick person are in a safe place while waiting for help.

(d) The FMO Reception Counter

(i) Once the FMO Reception Counter receives request for first aid assistance, the Security Guard will call the nearby first aider to handle the injuries.

(ii) The list of first aiders is printed on the College's Telephone Directory and available at the FMO Reception Counter at TSTC. Arrange a Security Guard to go to the location to provide assistance and ensure that the ambulance has been called for serious cases.

(iii) Inform the Facilities Management Office (FMO) to go to the site for coordination.

(e) Volunteer First Aiders

Upon receipt of call from the Security Guard, the first aider will attend the injured/sick person at the site:

(i) To respond to first aid emergencies within the limits of their training;

(ii) To ensure ambulance service is arranged through 999 without delay unless the injury/sickness is so minor that it can be handled without professional attention;

(iii) To render appropriate first aid and cardiopulmonary resuscitation (CPR) until arrival of further medical help;

(iv) To keep observing the injured/sick person after applying first aid treatment until arrival of further medical help; and

(v) To provide a handover when further medical help arrives.

(f) Follow-up Actions

(i) If the injured/ sick person needs hospitalization, he/ she should be accompanied by a staff as far as possible until the emergency contact person arrives.

  (1) If the injured/sick person is a student, FMO will report the case to the School concerned, Registry (REG) and Student Affairs Office (SAO) immediately. The REG shall notify the emergency contact person as soon as possible.

  (2) If the injured/ sick person is a staff member, FMO will report the case to the Unit concerned and Human Resources Office (HRO) immediately. The HRO shall notify the emergency contact person as soon as possible.

(ii) For cases involving work accidents (minor or serious), the Unit and staff concerned should complete the Staff Work Injury Report (HR-F-CB010-V3) and submit it to the HRO within 3 working days of the accident so that the cases can be reported to the Labour Department within the specific timeframe. For more details, please refer to the Regulations on Work-related Injury or Illness.

(iii) Security Guard would submit an incident report to FMO within 1 working day and FMO would report the case to Vice President (Administration & Development) not later than the next working day.

8.3. Flood/ Water Leak

(a) Call FMO Reception Counter at 3725 6161 (emergency response) or ARH General Office at 3468 6726 or 3468 6760.

  (i) Provide name, laboratory room number, contact number, any person injured and the nature of the injury if applicable;

  (ii) Security Guard will contact required personnel to respond to the laboratory.

(b) If it is safe to do so, attempt to stop the flow of water or confine the flood area using whatever

materials are available, such as bed sheets.

(c) Assist responding personnel as necessary.

(i) Be prepared to provide the responding personnel with sufficient details.

8.4. Electric Shock

Electric shock can cause both breathing and heartbeat to stop. The power may cause burns at the site where it enters and leaves the body. Alternating current (AC) power also causes muscle spasm that often prevents the injured person from letting go the electric cable.

(a) Seek Help

(i) NOTIFY the FMO Reception Counter at 3725 6161 (TSTC). to get first aid assistance from first aider of the College.

(ii) State clearly your location and whether or not ambulance service is required/called.

(b) Cut off the Electric Current

(i) The electric power MUST be turned off before touching the injured person. Do not touch the injured person if he/she is still in contact with live current.

(ii) If the power CANNOT be turned off, the followings can be attempted to free the injured person:

(1) Stand on some dry insulating material such as wooden box, a rubber or plastic mat, a telephone directory or a thick pile of newspaper, then,

(2) Push the injured person's limbs away from the electricity cable/source with a dry non-metallic pole such as broomstick, wooden chair or stool or push the source away from the injured person, whichever is easier.

(3) Without touching the injured person, loop a dry rope around his/her feet or under the arms and pull him/her away from the source.

(4) As the last resort, pull the injured person free by pulling his/her loose, dry clothing.

(c) Treatment of the Injured Person

If you have not been trained on mouth-to-mouth ventilation and cardiopulmonary resuscitation (CPR), ask for help.

The first aider (or yourself, if you have been trained) would perform the following procedures as required:

(i) As soon as the injured person is separated from the electrical source, check the conscious level, breathing and pulse of the injured person.

(ii) Open the airway by keeping the alignment of the spine and neck.

(iii) If breathing difficulties develop or breathing is stopped, start mouth-to-mouth ventilation.

(iv) If the heart beat cannot be detected, start cardio-pulmonary resuscitation (CPR).

(v) Treat shock if the injured person is pale, or feels dizzy, or breathes erratically, with weak or erratic pulse. The injured person must be kept warm, but tight clothing should be loosened, and the legs should be slightly elevated. Nothing should be given to eat or drink.

(vi) If you are trained to use the Automated External Defibrillator (AED), the equipment is available at FMO reception counter on the 6/F TSTC.

(vii) Once breathing and heart beats have been re-established, the injured person should be moved into the recovery position, which helps to stabilize the position and maintain open airway. The injured person lays on the front and side, with the head supported but slightly tilted to keep the air passages open. The uppermost hand is kept near the face, and the uppermost leg is bent keeping the thigh well forward.

(viii) If the injured person has sustained electrical burns, the affected area should be immobilized and gently covered with a dry sterile bandage/gauze.

8.5. When trapped inside a lift

(a) If you find someone trapped inside a lift

Immediately inform the FMO reception counter by dialing at 3725 6161 (TSTC).

(i) Tell the persons in the lift that assistance has been called for.
(ii) Warn them not to open the lift door by force.
(iii) Wait for the Security Guard. Don't try to open the lift door to release the persons inside.

(b) If you are trapped inside a lift

(i) Call for assistance by pressing the emergency alarm button on the lift control panel. The intercom on the panel facilitates you to speak to the Lift Machine Room / Control Centre.
(ii) Tell the attending Security Guard:
    (1) About your situation.
    (2) Whether you feel sick, so that medical assistance could be summoned.
(iii) Keep calm and wait for assistance. Don't try to open the lift door by yourself from inside.
(iv) When the lift door is being opened by the attending firemen or staff from lift company, stay away from the lift door.
(v) After the lift door is opened, leave the lift car according to the instruction given by the emergency response personnel.

8.6. Spillage of hazardous substances

(a) General

Hazardous substances may include chemicals and biological agents.

(i) The following procedures are only generic. Any special situations will need individual person-in-charge to develop situation-specific procedural guidelines. Situation-specific procedures, if available, are to be followed in lieu of this one.
(ii) Common sense should always be exercised in any attempt to deal with emergency situations.

(b) Chemical Spillage

(i) If splashed with chemicals, remove contaminated clothing and try to use the nearby emergency shower or eye-wash for decontamination if necessary.
(ii) Stay away from the area of spills.
(iii) Alert others around the area.
(iv) Open the windows if the spilt chemical or the vaporized gas is flammable, do not turn on or off any electrical switches, or use the telephone in the area.
(v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading.
(vi) Consult the relevant Material Safety Data Sheets (MSDS) and other relevant guidance documents. Knowledge of the hazardous substances involved is of prime importance.
(vii) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.
(viii) Stay in a safe place until assistance arrives.

(c) Biological Spillage/ Contamination

(i) If splashed with biological contamination, follow the infection control guidelines.

(ii) Remove contaminated clothing carefully and wash the contaminated site with soap/disinfectant and water. Try to use the nearby emergency shower or eye-wash for decontamination if necessary.
(iii) Stay away from the area of spills.
(iv) Alert others around the area.
(v) Wear the necessary personal protective equipment if you decide to contain the spill from spreading. Disinfect the contaminated field.
(vi) Call the FMO Reception Counter of 3725 6161 (TSTC) for assistance.
(vii) Stay in a safe place until assistance arrives.
(viii) Consult the relevant infection control expert and medical doctor as necessary. Inform the medical personnel of the details of the split substances.

8.7. Hazardous gas leakage

In case of a leakage or a suspected case of town gas/ LP gas,
(a) Open all windows and doors to allow the gas to disperse, if possible.
(b) Turn off the gas control valve, if possible.
(c) Alert others to leave the area and stay at a safe place (DO NOT use break glass alarm).
(d) Do not switch on/off any electrical equipment within the vicinity which may induce spark and trigger an explosion.
(e) Do not use telephones or mobile phones inside the suspected area.
(f) Inform FMO Reception Counter of 3725 6161 (TSTC) for assistance.

8.8. Crime

Be alert and report any criminal cases, e.g. burglary, theft, vandalism, assault, etc. to the nearby FMO Reception Counter of 3725 6161 (TSTC) for immediate assistance.

9. First Aid

9.1 Minor Injury

(a) Visit the FMO Reception Counter to request first aid assistance from one of the first aiders of the College;
(b) Call ARH General Office at 3468 6726 or 3468 6760 to request first aid assistance in the laboratory;
(c) Treat with the supplies contained in the first aid box provided in the laboratory;
    (i) Provide name, laboratory number, laboratory phone number, and the nature of injury (including any hazardous materials involved).

9.2 Major Injury/Serious Sickness

For example, the person is unconscious, dyspneic, mentally confused, convulsing, fainting, or has severe bleeding, major wound, pallor/cold sweating, etc.
(a) Seek Help – Summon assistance from someone nearby to call for help
        (i) Call 999 immediately;
        (ii) Notify the FMO Reception Counter Office at 3725 6161;
            (1) Request for first aid assistance from the first aider of the College;
            (2) Wait for the attending Security Guard/medical personnel.
        (iii) Call ARH General Office at 3468 6726.
            (1) State clearly location and whether or not ambulance service is required / called;

(2) Provide name, laboratory room number, contact number, and the nature or injury / sickness (including any hazardous materials involved).

(b) General Consideration
   (1) Put the injured / sick person in a comfortable posture;
   (2) DO NOT move the injured person unless he/ she is in imminent danger;
   (3) Check that users and the injured person are in a safe place while waiting for help.

(c) If users have first aid training, provide appropriate first aid if trained, cardiopulmonary resuscitation (CPR) as needed, until the arrival of further medical help. Keep observing the injured/ sick person after applying first aid treatment until arrival of further medical help.

(d) Assist responding personnel (Security Guards and Paramedics) as necessary.
   (1) To provide a handover when further medical help arrives if necessary.
   (2) Be prepared to provide the Security Guard with sufficient details.

10. Emergency Equipment

Before an emergency occurs in the laboratory, familiarize users with the location and operation of the emergency equipment(s) in the laboratory.



11. Accident/ Incident Reporting Procedures

All accidents and incidents must be reported to the FMO using the Accident/Incident Report Form (FMO/AS007/20210104) and investigations be carried out by the Unit to determine the causes and recommend corrective actions to prevent future recurrence.

(a) After an accident/incident happened, the Unit Head concerned or the site-in-charge for the area where the accident/incident took place should send a copy of the completed Accident/Incident Report Form to FMO within 3 working days of the accident/ incident.

(b) In case of work related accident/ incident involving a TWC staff, School Dean/ the Head(s) of Unit(s) shall ensure that the Director of Human Resources is informed of such case immediately after such accidents/incidents by completing HR Form (HR-F-CB010-V3) and a copy of the form be sent to the HR Office in sealed envelope within 3 working days of the accident/ incident.

(c) In case of accident/ incident involving a student, teaching staff should inform the related School Dean (via School Executive Officer)/ Registrar/ Student Affairs Office.

(d) In case of an accident that involves an insurance claim of damage/loss to property and/or equipment, the completed Accident/ Incident Reporting Form should be copied to the Finance Office immediately for insurance claim.

12. Assembly Point

12.1. TSTC – Tsim Sha Tsui Kaifong Welfare Association 尖沙咀街坊福利會



13. Precautionary Measures in Using the Early Childhood Play and Learning Laboratory

The Early Childhood Play and Learning Laboratory is located at TSTC201 and TSTC202. A child needs to be accompanied by an adult (parent, teacher, student or family member over 18 years' old) who takes responsibility for the safety issues of the child in the laboratory.

All users of the laboratory should read through the following specific regulations (extracted from the full version Laboratory Regulations and Safety Guidelines).

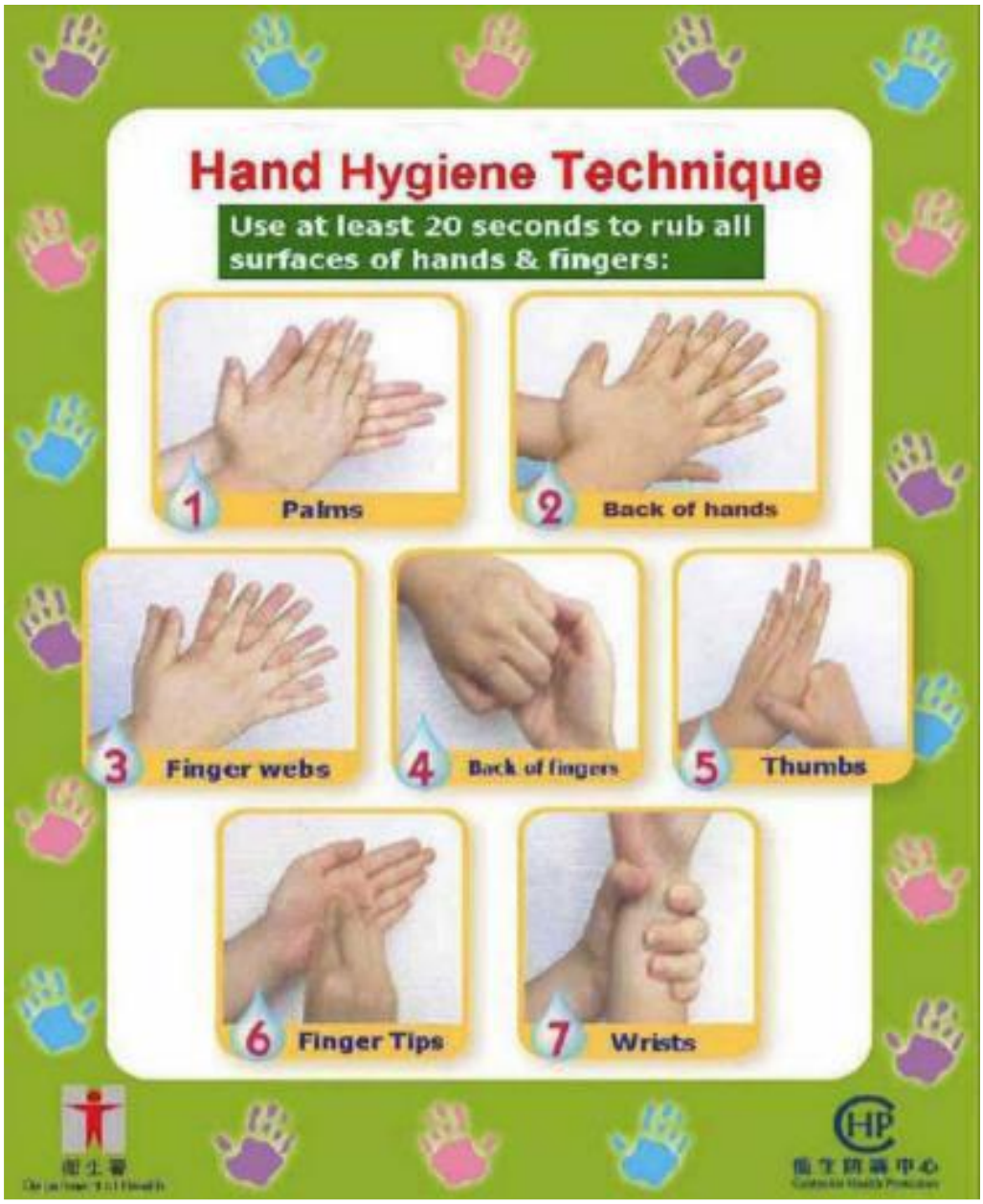
14. Infection Control Measures

14.1. Hand Hygiene

Since many communicable diseases are transmitted through contact or droplets, performing hand hygiene correctly helps prevent infectious diseases. Hand hygiene can be achieved by handwashing with soap and water, or rubbing hands with 70-80% alcohol-based hand rubs.

Steps of handwashing with soap and water

(a) Wet hands under running water.
(b) Apply liquid soap and rub hands together to make a soapy lather.
(c) Away from the running water, rub the palms, back of hands, between fingers, back of fingers, thumbs, fingertips and wrists. Do this for at least 20 seconds.



Reference: https://www.chp.gov.hk

14.2. Use of Alcohol-based Hand Rub

Apply a palmful of 70-80% alcohol-based hand rub and cover all surfaces of the hands. Rub the palms, back of hands, between fingers, back of fingers, thumbs, fingertips and wrists for at least 20 seconds until the hands are dry.

14.3. Surgical Mask

Surgical mask is an effective barrier to prevent respiratory tract infection from exhaled droplets. Visitors to the laboratory should wear masks to prevent droplet transmission.

Guidelines for wearing surgical mask



Wearing a mask is a way to prevent the spread of respiratory tract infections. People with respiratory infection symptoms, caregivers of patients with respiratory infection symptoms and visitors to clinics or hospitals should wear a mask to lower the chance of spreading the illness. Surgical masks, if properly worn, are effective in preventing the spread of droplet infections.

Points to note about wearing a surgical mask :

Wash hands before putting on a mask, and before and after taking one off.

- The mask should fit snugly over the face:
  - The coloured side of the mask faces outwards, with the metallic strip uppermost.
  - The strings or elastic bands are positioned properly to keep the mask firmly in place.
  - The mask should fully cover the nose, mouth and chin.
  - The metallic strip moulds to the bridge of the nose and the mask should fit snugly over the face.
- Try not to touch the mask once it is secured on your face as frequent handling may reduce its protection. If you must do so, wash your hands before and after touching the mask.
- When taking off the mask, avoid touching the outside of the mask as this part may be covered with germs.
- After taking off the mask, put the mask into a plastic or paper bag before putting it into a rubbish bin with a lid.
- A surgical mask should be changed at least daily. Replace the mask immediately if it is damaged or soiled.

Reference:

Centre for Health Protection (2014, Revised in 2019), Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens / Kindergartens-cum-Child Care Centers / Child Care Centers, viewed 31 August, 2020, https://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_are_centres.pdf

14.4. Measuring Body Temperature

Examining of body temperature is one of good aid for early detection of communicable diseases. It is noted that infrared forehead or infrared ear thermometer is often employed for temperature screening. Ear temperature not higher than 38℃ (100.4℉) is considered as normal, whereas the reading from forehead-type thermometer over 37.5℃ (99.5℉) is at risk. Persons with fever and respiratory symptoms should refrain from visiting laboratory.

14.5. Environment and Equipment Cleanliness

Keeping the environment and equipment and environment clean also helps the prevention of infectious diseases. No eating and no shoes to be attired are allowed in the laboratory for hygienic reasons. Equipment should be sterilized by 1 in 99 diluted household bleach (5.25%) regularly. 1 in 49 diluted household bleach should be used if equipment or places are contaminated by respiratory secretions, vomitus or excreta.

School of Arts and Humanities
Laboratory Booking Procedures

All booking should be placed at least 48 working hours before scheduled date, otherwise the requests may be rejected.
Send an email to ARH Administrative staff at johnlee@twc.edu.hk and check the availability of Laboratory.

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Send e-mail to your course instructor and get approval.
E-mail should include:

1) Student names
2) Student numbers
3) Purpose
4) Booking scheduled date and time (period)
5) Laboratory Equipment if any

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After instructor consents your booking, students send the email on top of the instructor's approval to ARH Administrative staff at johnlee@twc.edu.hk who will update the online booking excel.

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Students contact ARH Administrative staff according to the date and time stated at the online booking excel.