

SAFETY IN COMPUTER LABS

Special Rooms – Computer Laboratories Safety

Communications of Safety Guidelines and regulations of Computer Room Safety

- The school communicates to all personnel involved in the planning, preparation and carrying out of computer-based lessons according to the School Safety Handbook.
- A comprehensive briefing to all teachers and pupils on the regulations on the safety precautions and guidelines in the use of computer rooms
- Proper reporting and documentation in line with SOP are in place in the event of injuries to computer room users.

Safety in the computer room environment

- The school ensures that the work areas are arranged in a safe manner to ensure users' safety at all times.
- Appropriate safety notices /signs are put up where required. Computer desktop should display safety messages.
- Areas around electrical equipment should be kept dry and where appropriate, kept away from water.

Safety in the use of materials and equipment

- The school ensures that proper management procedures related to storage and maintenance of the computer equipment is strictly adhered to.
- Any hardware malfunction should be reported immediately to the teacher in charge. An "Out of Order" sign should then be prominently displayed on the equipment. Repair or maintenance work on the hardware parts should be done by the contract service vendors.

Fire Prevention and Control

- Workshops are equipped with fire extinguishers that are checked annually.

4.1.2 First Aid

- There is at least one school personnel who can administer first aid when required
- Workshops are equipped with a first aid box with an adequate supply of updated basic first aid items.

Important Telephone Numbers

School Office : 62698832
Fire / Ambulance : 995
Police : 999