

Responsibilities of Students in the Food Laboratory

1. No practical work is to be carried out without the presence of a Nutrition and Food Science teacher.
2. Students should come prepared with all their learning materials. This includes their personal learning device, apron, hair net/ hair cover, containers, towels and plastic.
3. Students are not to run or rush about in the Food Lab to avoid accidents
4. Students should not operate any machine or appliance unless they have been instructed on the correct use and safety precautions.
5. Students must not turn on the gas mains without the instruction of the teacher.
6. Hands should be dry and covered footwear worn when students are using electrical appliances.
7. Extreme care should be taken when using sharp-pointed/sharp-edged equipment/ appliance and glassware such as beakers and test tubes.
8. Wipe any liquid spilled on the floor or on the table immediately.
9. Every student should wear an apron during practical food sessions.
10. Every student should use a hair net/ hair cover. Girls with long hair should have them plaited or tied. This is to maintain personal hygiene and to keep hair from becoming a hazard during practical sessions.
11. Nails should be kept clean, unvarnished and short.
12. Use safety goggles when conducting food science experiments.
13. Chemicals should not be used when conducting food science experiments.
14. Students should use the right equipment for the required process and return it to the proper storage place after cleaning.
15. Students must report any faulty appliances/equipment immediately to the teacher in charge.
16. Food scraps/remnants must never be thrown into the sink.
17. Hot oil must be disposed only by the teacher.
18. Use oven gloves to handle hot equipment.
19. Switch off electrical appliances and turn off gas main after use.
20. Report to the teacher immediately if you suspect or smell any gas leakage.
21. Students should report all accidents such as cuts and burns to the teacher for immediate first-aid treatment.
22. Students should never discard the food prepared during practical lessons. Students must either consume the food at the canteen or at home. Food wastage is highly discouraged.
23. Students are not allowed to consume any food scraps that are left at the end of the practical lesson.
24. Students are allowed to consume the food prepared during practical lessons in the food labs when instructed by the teacher.
25. Students must never enter the Preparation Room at all times.
26. Students may request for a waterproof plaster/ glove if you have a cut on your finger or palm.
27. When in doubt, always ask.

I have been briefed by _____(teacher's name) on the general Food laboratory safety regulations on _____(date) and will strictly abide by them. I understand that failure to do so may result in dire consequences and disciplinary actions will be taken against my irresponsible behaviour.

Name and Signature of Student

Name and Signature of Witness

Date

Responsibilities of Students in the ART Studio

1. Students are not allowed to enter the Art Studio without the presence of an Art teacher.
2. No studio activity is to be carried out by the students without the presence of an Art teacher.
3. Students will be briefed on the proper use of tools/equipment
4. Do not rush. Watch your step while in the studio.
5. Do not talk or walk unnecessarily in the studio. Do respect one another's creative space.
6. All windows and doors must be opened to ensure good ventilation especially when using materials such as varnish/thinners/wax/adhesive.
7. Students should not operate any tools/equipment unless they have been instructed on the correct use and safety precautions, and are under close supervision of an Art teacher.
8. Hands should be dry and covered footwear worn when student are using electrical appliances.
9. Exercise extreme care when using sharp-pointed/sharped-edged tools.
10. Avoid accumulation of dust from materials such as clay, glaze, plaster, wood and fibre glass. Ensure that tables are wiped and working areas are wet wiped regularly.
11. Ensure that you use spray paints, glazes, adhesives or fixatives in a spray booth or in a well-ventilated space or outdoor areas.
12. Female students with long hair should keep your hair tied up neatly to prevent it from becoming a hazard during art lessons.
13. Put on safety goggles, face masks, or protective gloves in situations which require these respective protective gear.
14. Always use the right tool for the required process and return it to the proper storage place after using it.
15. Use electrical appliance near to the power socket. Wires should never be left hanging or loose. Switch off electrical appliances after use.
16. Students must report any faulty appliances/equipment/tools immediately to the teacher-in-charge.
17. Do not wear long-sleeved shirts, school ties, watches, rings, bracelets and bangles during art lessons.
18. Students should report all accidents such as cuts and burns to the teacher for immediate first-aid treatment.
19. Clean up the work area after each art session.
20. When in doubt, always ask.

I have been briefed by _____(teacher's name) on the ART STUDIO safety regulations on _____(date) and will strictly abide by them. I understand that failure to do so may result in dire consequences and disciplinary actions will be taken against my irresponsible behaviour.

Name and Signature of Student

Name and Signature of Witness

Date

Responsibilities of Students in the Mobile Robotics (MR) Laboratories

1. Laboratories are out of bounds to all students without the presence of the teacher.
2. Long hair should be tied up neatly to avoid any interference with electrical/electronic work.
3. Eating and drinking are strictly prohibited in laboratories.
4. Only trained Mobile Robotics teachers are to conduct practical lesson.
5. Students should not operate instruments/machines/training kits unless they have been instructed upon the correct use and are under close supervision of a teacher.
6. Permission must be obtained from the teacher before switching on any electrical appliances or devices.
7. Exercise care when handling electrical items such as the Mobile Robotics kits.
8. Ensure that these electrical instruments are switched off immediately after use. Remove the power plug from the socket before leaving the laboratory.
9. Report any faulty electrical items, damaged equipment; breakages and accidents should be reported immediately and replaced promptly.
10. Electrical wiring should be in good condition to prevent short circuit and fire hazard. Do not overload electrical systems.
11. Ensure that you can locate a fire extinguisher suitable to deal with electrical fire. The fire extinguisher is placed at an accessible location in the laboratory.
12. Laboratory safety rules to be observed by students are prominently displayed. The following are the set of rules to be followed AT ALL TIMES:
 - a. Always use the right tool for the right job and return it to its proper place after use
 - b. Proper covered footwear should be worn at all times.
 - c. Exercise extreme care when handling sharp-pointed, sharp-edged tools or hot tools. Students are to report any injuries, no matter how slight to the teacher.
 - d. Do not use tools that are blunt, badly worn, mushroomed or in poor condition
 - e. Do not handle electrical power outlets when the hands are wet
 - f. Do not rush. Watch your step while in the laboratory
 - g. Do not talk or walk unnecessarily in the laboratory
 - h. Clean up the work area after each practical session
 - i. When in doubt, always ask

I have been briefed by _____(teacher's name) on the general Mobile Robotics (MR) Laboratory safety regulations on _____(date) and will strictly abide by them. I understand that failure to do so may result in dire consequences and disciplinary actions will be taken against my irresponsible behaviour.

Name and Signature of Student

Name and Signature of Witness

Date

Responsibilities of Students in the Design & Technology Workshop

1. No workshop activity is to be carried out by the students without the presence of a D&T teacher or workshop instructor.
2. Do not rush. Watch your step while in the workshop.
3. Do not talk or walk unnecessarily in the workshop.
4. Students will need to put on their aprons or overalls during practical lesson.
5. Students, if in doubt, should ask before operating the machine.
6. Students waiting to use the machine must not step beyond the safety line when machinery is in operation.
7. Students should not operate any machine or appliance unless they have been instructed on the correct use and safety precautions, and are under close supervision of a D&T staff.
8. Hands should be dry and covered footwear worn when student are using electrical appliances.
9. Exercise extreme care when using sharp-pointed/sharped-edged tools.
10. Wipe any liquid/oil spilled on the floor or on the work bench immediately.
11. Female students with long hair should tie and clip the hair neatly to prevent it from becoming a safety hazard during practical lessons.
12. Put on safety goggles, face masks, or protective gloves in situations which require these respective protective gear.
13. Chemicals should never be handled/used without the presence of a D&T teacher or workshop instructor.
14. Chemicals should be used in well ventilated open spaces.
15. Always use the right tool for the required process and return it to the proper storage place after using it.
16. Switch off electrical appliances after use.
17. Students must report any faulty appliances/equipment/tools immediately to the teacher-in-charge.
18. Do not wear long-sleeved shirts, school ties, watches, rings, bracelets and bangles during practical lessons.
19. Students should report all accidents such as cuts and burns to the teacher for immediate first-aid treatment.
- 20. Clean up the work area after each practical session.**
- 21. When in doubt, always ask.**
- 22. Students are not allowed to bring any materials/ tools out of the workshop without seeking permission from the teacher/ instructor.**

I have been briefed by _____(teacher's name) on the D & T Workshop safety regulations on _____(date) and will strictly abide by them. I understand that failure to do so may result in dire consequences and disciplinary actions will be taken against my irresponsible behaviour.

Name and Signature of Student

Name and Signature of Witness

Date

Safety in Physical Education and Usage of the PE Store

Students are expected to come ready in school PE attire for each lesson.

1. Students who are not feeling well or have just recovered from an illness are to report to the PE teacher before the start of the lesson with relevant letters or MC.
2. Students are to complete the warm up session at the start of the lesson.
3. Students are to observe instructions and safety precautions during PE lesson.
4. Students are encouraged to hydrate themselves throughout the PE lesson.
5. Students are to report any injuries sustained during the lesson to the PE teacher immediately.
6. No students are allowed to be in the PE STORE without an accompanying PE teacher.

PE Store

1. PE Store doors must be closed and locked after taking and/or returning PE equipment.
2. All students are to physically account for the equipment that they have brought out. Missing equipment must be reported to the respective PE teacher.
3. All lights and fans must be switched on if there is anyone in the store. Following which, all lights and fans must be switched off before leaving the store.
4. No playing around within the PE Store. Students will be held responsible for any damages caused to the equipment.
5. No students are to place their personal items in the PE Store.

I have been briefed by _____(PE teacher's name) on the general safety during PE on _____(date) and will strictly abide by them. I understand that failure to do so may result in dire consequences and disciplinary actions will be taken against my irresponsible behaviour.

Name and Signature of Student

Name and Signature of Witness

Date