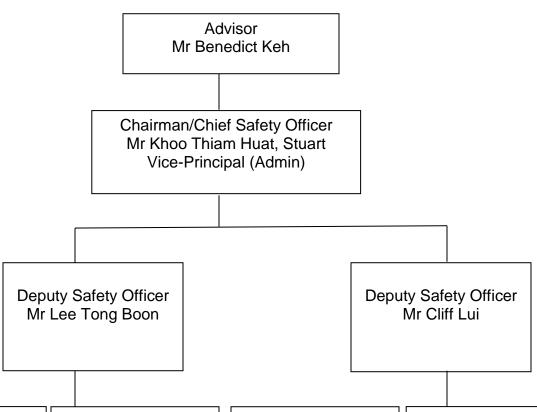
ORGANISATIONAL STRUCTURE SCHOOL SAFETY COMMITTEE (SSC)



School Building & its Environment

Maintenance

- Managing Agent's Inspection Schedule
- Cleaning Services
- Mechanical & Electrical Works
- Pest Control
- Turf & Plants Services

Mr Cliff Lui

Fire Precautions
Mr Cliff Lui

Student Welfare

Road Safety

Mr Shanmugam Mr Lee Tong Boon

Security Measures

Mr Shanmugam Mr Lee Tong Boon

First Aid Maintenance

Ms Tan Jia Sian Ms Fulia Ng Mr Firzan

Special Rooms

Science Labs

Mr Goh Han Pin Ms Jasmine Goh TSOs

D&T workshop

Mdm Ng Huey Lee TSOs

Kitchen

Mdm Kala

Non-classroom based activities

PE lessons & other physical

Ms Tan Jia Sian, Mr Yusri

Air Rifle Range

Activities

Mr Jimmy Quek

CCA & Outdoor Activities

Mr Yusri, Ms Tan Jia Sian

Overseas Trip & incident reporting

Mr Lee Tong Boon Mr Cliff Lui Mdm Filzah

TERMS OF REFERENCE

SCHOOL SAFETY COMMITTEE

The School Safety Committee (SSC) is chaired by at least a Vice Principal who takes directions from the Principal. For schools that do not have a Vice Principal, the Principal shall chair the SSC. The terms of reference for the SSC are as follows:

- 1. Provide leadership and direction on school safety
- Develop School Safety SOP
- 3. Develop and implement School Safety Workplan
- 4. Conduct Internal School Safety Review
- 5. Facilitate safety qualification training for school staff
- 6. Work with SSU on external school safety validation
- 7. Communicate with schools on safety measures
- 8. Collate accident cases for trend analysis and prevention measures

Advisor

- 9. Provide direction and guidance to the School Safety Committee
- 10. Establish School Safety Policy
- 11. Appoint members of School Safety Committee

Chairman

- 12. Chair the SSC meeting on a regular basis to address safety issues in schools
- 13. Plan and direct all safety efforts in school, including school safety workplan and internal school safety review
- 14. Oversee the development of School Safety SOPs, checklists and practices.
- 15. Plan and facilitate safety qualification training for school staff
- 16. Monitor the submission of incident reports to SSU/MOE and/or MOM

Members of School Safety Committee

- 17. Advise Chairman SSC on safety concerns as subject matter experts in their respective areas
- 18. Contribute to the development and review of School Safety SOP under their areas of supervision
- 19. Conduct annual Internal School Safety Review for their areas of supervision
- 20. Identify safety measures to prevent, rectify or minimize risks
- 21. Conduct safety walk-about for their areas of supervision on a regular basis to identify safety hazards and to recommend safety measures to SSC