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Castle Hill School
Innovating Communicating Empowering
An Academy within the
Interaction and Communication Academy Trust

Principal - Steve Perren

Whole School Risk Assessment

COVID-19 Updated February 2021

2020-2021

The actions and interventions outlined are based on guidance from central government and as such you may find it useful to follow the link below:
https://www.gov.uk/government/publications/guidance-for-full-opening-special-schools-and-other-specialist-settings/guidance-for-full-opening-special-schools-and-other-specialist-settings.

Additionally:
Class teachers will complete ongoing dynamic risk assessments and where appropriate individual risk assessments to assess those students with high medical needs.
This process will address the following areas:
-Risk of a breach in COVID protocol and actions to address this risk
-Risk related to medical conditions and actions to address this risk.

Latest Advice regarding students who are classed as Clinically Extremely vulnerable (CEV).
The advice from Royal College of Paediatrics and Child Health (RCPCH) gives the following requirements for children who are considered Clinically Extremely vulnerable.
https://www.rcpch.ac.uk/resources/covid-19-guidance-clinically-extremely-vulnerable-children-young-people
This updated advice for clinicians is provided to help members in their discussions with children and young people who are clinically extremely vulnerable across the UK and their families.
Health services in each UK nation have established processes for maintaining a shielded patients list to help communicate public help advice to those who are CEV. It is essential that these lists are kept up to date.
It is the role of paediatricians to look at patients who are on the current shielded patient list and identify those children and young people who are not CEV. If a child is no longer CEV, clinicians should discuss this with children and their families/carers. Patients can only be removed from the shielding patient list by their GP or specialist, following discussion/consultation with the child and their

family, and other clinicians where appropriate. Paediatricians can start this process through letters, phone calls or face-to-face discussions and consultations, as appropriate.
As a result, to enable attendance, a letter needs to be received by school from the medical practitioner that states that in agreement with families that the child is no longer considered Clinically Extremely Vulnerable and has been removed from shielding patient list.

The following is not an exhaustive list of risk. A **common-sense approach** to all situations should be applied.

Additional Risk Assessments are available on request related to:
-High medical needs
-Outreach

Risk: COVID-19 Contagion

Prevention action:
-We will minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**. We will apply ongoing monitoring systems and in addition each class will be supplied with a digital thermometer to enable ongoing temperature checks. All staff and visitor temperatures will also be checked prior to entering the building.
-We will ensure that hands are washed frequently and thoroughly. Signage throughout school has been applied and hand gel is readily available. *'Coronavirus (COVID-19) is an easy virus to kill when it is on skin. This can be done with soap and water or hand sanitiser' (See DfE guidance above).*
-We will promote good respiratory hygiene by encouraging the **'catch it, bin it, kill it'** approach. We have installed bins with lids to assist in this process.
-We will continue to enhance cleaning protocols, including **cleaning frequently touched surfaces often**. Signage has been applied to promote this approach. Classes and staff are supplied with Ozone Water (a safe disinfectant) and hygiene suites and toilets are supplied with anti- bacterial wipes.
-We will continue to minimise contact between individuals and maintain social distancing wherever possible. A zone system has been applied and each zone has isolated classroom bubbles within. We are using 5 separate entrance/exits for each of the 5 zones www.castlehillschool.org.uk/summertransition.
-We will, where necessary, wear appropriate personal protective equipment (PPE). We continue to follow Kirklees guidance related to the use of PPE. All forms of PPE are available for staff to use,
-Where possible full PPE should be worn by staff when completing personal hygiene routines.

NOTE:
-Many of our students require a physical curriculum which helps them regulate and learn. The use of shared areas is essential in this process. Access to areas such as the Rebound Room, Chill Den, Sensory Room and Soft Play Area will, therefore, be permitted but **restricted to specific essential user groups**. Strict cleaning protocols will be applied before and after each visit. All staff will be supplied with a laminated protocol to apply and follow. We are aware that as a result of this

process there will inevitably be some zonal crossover. We will, however, apply our best endeavours to ensure crossover is kept to a minimum. All staff Have been supplied with a laminated protocol to apply and follow.
Where resources are shared, for example; books, toys and dressing up clothes etc. A rolling programme of replacement is be applied. Resources should be cleaned and rested for 72 hours before re-use.
-We are aware that hygiene standards can be compromised when working with our student group. Staff should apply the use of PPE where necessary. Staff should also bring into school clean spare clothes as replacements. School will also provide a spare clothes resource. Designated shower areas are available for staff. Protocols will be applied which ensure that a **shower will not be used until the generated steam from the previous occupant has dispersed and the area is dry**. Staff should also clean the area using Ozone Water after use.
- Objects of Reference (OOR) will be accessed by sound rather than touch. Staff clean each OOR after each use.
-**Student lunch time:** Lunch will be served and eaten in classrooms staff will collect lunches from the hall in full PPE.,
-**Staff lunch time:** Staff should apply COVID protocols. The additional use of the music room to increase usable space will assist in meeting these requirements.
-Hydrotherapy sessions are cancelled until further notice.
-Additionally, please be aware that *'All teachers and other staff can operate across different classes and year groups in order to facilitate the delivery of the timetable and specialist provision but should minimise the number of interactions or changes wherever possible' (See DfE guidance above).* All staff will be supplied with a laminated protocol to apply and follow.
-Disposable bibs and 'neckers' replace reusable/washable items. Used disposable bibs are placed in biohazard bags provided. The bags should be sealed and then delivered to the school caretaker office for disposal.
-Families will be asked to supply spare clothing (x2 sets) to ensure clothes can be changed when needed. Used clothes will be returned in a sealed bag.
-Access to the community will be permitted when national guidance permits, normal risk assessment procedures will be applied. Groups will consist of no more that 6 individuals (students and staff). Visits will be restricted to areas of low population including parks and open spaces.
-**Testing** (please refer to our separate 'COVID Testing Risk Assessment' which is available on request). Lateral Flow Testing takes place twice a week for those staff who have opted into the programme. Government guidance is followed regarding the application of process.
-**Vaccination** staff are accessing vaccination opportunities from **Monday 18th January 2021.**

Protocol for moving between zones

Remember: catch it, bin it, kill it!

Apply **hand washing** before and after your journey
Apply **social distancing** protocols
As much as possible **travel with a clear destination in mind**, support this with process with destination OOR, symbols and photographs, also clean these items on an ongoing basis
Apply Ozone Water to contact areas including handrails which may be touched on your journey

Protocol for using shared areas

Remember: catch it, bin it, kill it!

Apply **hand washing** before and after your journey
Apply **social distancing** protocols
Clean areas on arrival using Ozone Water
If using shared resources e.g. books, dressing up clothes etc please **store** in the areas provided after use to ensure they can be rested for 72 hours before re-use
Clean areas when leaving using Ozone water

Protocol for visitors

Remember: catch it, bin it, kill it!

Apply **hand washing** before your journey
On your arrival at school please use the hand sanitiser in reception
Always apply social distancing protocols
We plan to minimise contact with individuals who are unwell by ensuring that those who have coronavirus (COVID-19) symptoms, or who have someone in their household who does, **do not attend school**.
On arrival at school you will be required to undergo a temperature check prior to entry
Please note: We apply ongoing symptom monitoring systems within the school setting

Protocol for feeding

Remember: catch it, bin it, kill it!

NOTE: This guidance is specifically for those students who are likely to cough or have difficulty retaining food when eating
For students who can eat independently normal hygiene protocols and social distancing should apply

For those students who are likely to cough or have difficulty retaining food when eating:
-Before feeding:
Apply hand washing before and after feeding
Apply Ozone Water to contact areas before and after feeding
Put on your PPE, apron, gloves and visor
Apply student's plastic apron
-During feeding:
Apply social distancing protocols
Sit to the side of the student
Use disposable paper towels throughout
-After feeding:

Disinfect visors for re-use using the Ozone Water provided
Dispose of PPE items and paper towels in the bio-hazard bags provided
Seal bio-hazard bags after all class PPE has been collected and deliver the sealed bags to the caretaker's office. Place the sealed bag in the collection bag provided.

Protocol for giving Emergency Midazolam

Remember: catch it, bin it, kill it!

- When a student has been in a seizure for **one minute**
- One member of staff **must remain** supporting the student
- Another member of staff must put full PPE on **(apron, gloves, goggles and face mask)**
- Another member of staff must **call** the nursing team and **go to get** the emergency midazolam
- If the student remains in the seizure the emergency midazolam will be given to the student following the instructions in the **emergency care plan** by the member of staff who is wearing **full PPE**
- Full PPE will continue to be worn until the student's seizure activity has stopped or, if necessary, paramedics arrive
- **Remove** PPE, dispose into bin and clean goggles with ozone water
- **Wash** your hands

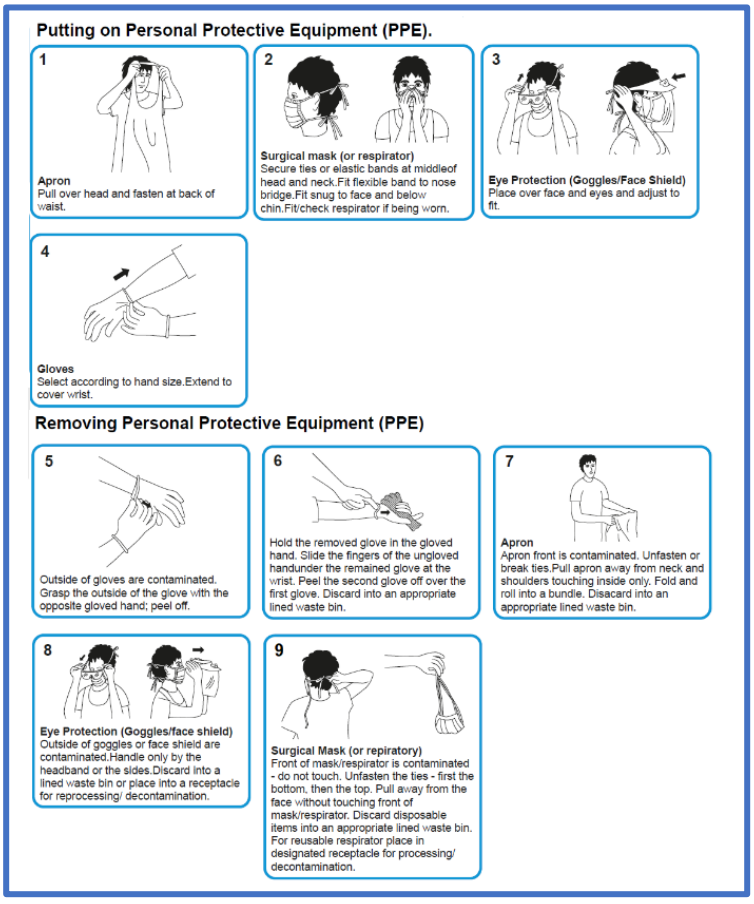
Protocol for administering flushes and feeds

Remember: catch it, bin it, kill it!

- **Wash** your hands
- Put on your **PPE** (apron, gloves and face mask) and goggles if the student is likely to cough
- Administer the student's feed or water flush

- **Rinse out** the syringe and student's tube, leave to air dry within their personal labelled box
- **Remove** PPE, dispose into bin and clean goggles with ozone water
- **Wash** your hands

PPE instructions



NOTE: Goggles and face shields should be disinfected after use

Protocol for use of showers

Remember: catch it, bin it, kill it!

Apply **hand washing** before you enter the shower
Ensure the shower is **dry** before entering and that there is **no vapour** in the air
Clean the shower area on arrival using Ozone Water
Clean the shower area before leaving using Ozone Water
Apply Ozone Water to contact areas which may have been touched around the shower area

Protocol for use of the track chair

Remember: catch it, bin it, kill it!

Apply **hand washing** before and after your journey
Apply **social distancing** protocols
Clean the track chair on arrival using Ozone Water
Clean the track chair before leaving using Ozone Water
Only use the track chair in the **zone** that pupil belongs to
Apply Ozone Water to contact areas which may have been touched on the journey

-Many learning techniques and strategies may create a risk; Intensive Interaction guidelines have been produced to assist safe practice.

Castle Hill School Guidance

Social Distancing and Intensive Interaction

Intensive Interaction is more important than ever for our pupils who are facing many challenges in this current situation as a result their need for social engagement is crucial. Our students will, of course, still expect the same reassuring Intensive Interaction engagement they received prior to Lockdown. It is, however, very important that we consider how we are can follow social distancing guidelines **to safeguard ourselves and our students where possible.**

The following are suggestions of how we can safely adapt our Intensive Interaction approach in the current situation:

- Using more expressive body language where possible alongside the pupil instead of face to face e.g. using bigger hand gestures or using more dramatised body posture
- Finding more ways to exchange eye contacts and mirror facial expressions (from a safe social distance) e.g. using more dynamic, or even very dramatised eye-brow expressions and head movements from further away.
- Using more, or more kinds of behavioural mirroring (at a safe social distance), including enlarged hand, arm or body movements to make our responses clearer for the pupil to see.
- Developing increased turn-taking in various forms (from a safe social distance) e.g. via sequenced hand, arm or body movements; clapping hands or stamping feet in sequence or together; tapping or banging objects in sequence or together; using a range of sequenced voice or mouth sounds.
- Using standard vocal echoing or exchanges of vocal/verbal sequences (at a safe social distance)
- Using more forms of 'joint-focus' activity that can be enacted with greater social distancing or alongside the pupil e.g. jointly listening to music together, and regularly signalling the mutual enjoyment of the joint activity with the pupil e.g. via frequent eye contact and shared smiles.

Risk: Symptomatic staff/student

Please refer to Government **Guidance for full opening: schools**
Updated 28 August 2020 Section 8

https://www.gov.uk/government/publications/actions-for-schools-during-the-coronavirus-outbreak/guidance-for-full-opening-schools

In the event of a confirmed case of COVID-19 Castle Hill School will fully engage with the NHS Contact Tracing process and contact the local Public Health England health protection team and Kirklees Infection Control Department via the dedicated Kirklees COVID reporting system

In the case of identified symptoms staff members and parents/carers need to be ready and willing to:

- book a test if they or their child are displaying symptoms. Staff and pupils must not come into the school if they have symptoms and must be sent home to self-isolate if they develop them in school. All children can be tested, including children under 5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit (provided by school).
  Please note, regarding student testing: If required and requested further medical support will be petitioned for by school to support families.

- Individuals will be required to self-isolate if they have been in close contact with someone who tests positive for coronavirus (COVID-19), or if anyone in their household develops symptoms of coronavirus (COVID-19). Additionally, we will provide details of incidents of close contact if anyone is tested positive for coronavirus (COVID-19) to assist the NHS Contact Tracing procedure.

If symptoms are suspected when on school premises, then staff will be asked to leave school immediately. Students will be supported in a well-ventilated room, away from others until collection can be arranged.

The Senior Leadership Team will work in consultation with the Local Governing Body, ICAT Board of Directors, Kirklees Head of Service, Public Health England, and Kirklees Infection Control Department in the event of Zone/School closure as a result of initially unconfirmed and confirmed cases of COVID-19.