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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

2019-2020-2021

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 individual risk assessments before the summer break. This process will address the following areas:

- Risk of social distancing being breached and actions to address this risk
- Risk related to medical conditions and actions to address this risk.

Guidance from Public Health England regarding certain health conditions are constantly being developed. When these protocols are available, they will be applied to our setting.

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



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 www.castlehillschool.org.uk/summertransition.

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 will be 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 should 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 will also be made 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 will clean each OOR after each use.
- Student lunch time:** Lunch will be served and eaten in classrooms.

-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 will be 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.

-Laundry, including bibs and 'neckers', should be stored in bins with lids after use, inner bin bags should be tied for transportation to the laundry.

-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, normal risk assessment procedures will be applied. Groups will consist of no more than 6 individuals (students and staff). Visits will be restricted to areas of low population including parks and open spaces.

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

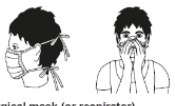
Putting on Personal Protective Equipment (PPE).

1




Apron
Pull over head and fasten at back of waist.

2



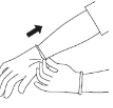
Surgical mask (or respirator)
Secure ties or elastic bands at middle of head and neck. Fit flexible band to nose bridge. Fit snug to face and below chin. Fit/check respirator if being worn.

3



Eye Protection (Goggles/Face Shield)
Place over face and eyes and adjust to fit.


4



Gloves
Select according to hand size. Extend to cover wrist.


Removing Personal Protective Equipment (PPE)

5




Outside of gloves are contaminated. Grasp the outside of the glove with the opposite gloved hand; peel off.

6




Hold the removed glove in the gloved hand. Slide the fingers of the ungloved hand under the retained glove at the wrist. Peel the second glove off over the first glove. Discard into an appropriate lined waste bin.

7




Apron
Apron front is contaminated. Unfasten or break ties. Pull apron away from neck and shoulders touching inside only. Fold and roll into a bundle. Discard into an appropriate lined waste bin.

8



Eye Protection (Goggles/face shield)
Outside of goggles or face shield are contaminated. Handle only by the headband or the sides. Discard into a lined waste bin or place into a receptacle for reprocessing/ decontamination.

9



Surgical Mask (or respiratory)
Front of mask/respirator is contaminated - do not touch. Unfasten the ties - first the bottom, then the top. Pull away from the face without touching front of mask/respirator. Discard disposable items into an appropriate lined waste bin. For reusable respirator place in designated receptacle for processing/ decontamination.

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
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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: Holiday arrangements

Action:

If families require assistance from school the following numbers are available **every day between 9.00am and 4.00pm excluding weekends and Bank Holidays.**

School answer phone	01484 544558. A message will be picked up by a member of the Senior Leadership Team.
Steve Perren, Principal	07921 469888
Dan Pearce, Deputy Principal (Primary Dept lead)	07516 031519
Ali Ley, Director of the Teaching School	07516 031513
Alistair Macdonald, Assistant Principal (Sixth Form Dept lead)	07546 304862
Pippa Hinchliffe, Assistant Principal (Secondary Dept lead)	07516 031524
Kiersti Dickinson TLR (Primary Dept)	07516 031518
Zoe Parker TLR (Sixth Form Dept)	07908 415753
Sally Metcalfe	07546 304811
Family Liaison, Outreach and Support	