

# COVID 19 TWO RIVERS SCHOOL

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RISK ASSESSMENT FOR: Two Rivers Primary	ASSESSMENT UNDERTAKEN BY: SMT DATE: September 2021	ASSESSMENT REVIEW BY WHOM: SMT DATE: Each half term or when guidance changes
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HAZARD RATINGS A	1 = Minor Injury 3 = Major Injury 5 = Serious Injury	LIKELIHOOD B			2 = Unlikely 4 = Occasional 6 = Probable	RISK PRIORITY C	18-30 = High 6-12 = Medium 2-4 = Low
HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
<b>Critically Extremely Vulnerable</b>	All children and Staff	3	6	18 HIGH	<ul style="list-style-type: none"> <li>• <b>Staff who are clinically extremely vulnerable are no longer advised to work from home</b></li> <li>• Staff to consult with their specialists to gain information, guidance, and support regarding risk management.</li> <li>• Christine to liaise with parents and specialists to seek advice and guidance.</li> <li>• All pregnant ladies and those classed as critically vulnerable to work from home conducting remote learning, family support. Unless directed by SMT.</li> </ul>	Information share with staff to ensure pupils in this category remain at home or are risk assessed within school	
<b>Pregnancy (in line with guidance set out by the Royal College of Obstetricians and Gynaecologists and Royal college of midwives)</b>							
<b>Movement of people through</b>	All children and staff	1	6	6 Medium	<ul style="list-style-type: none"> <li>• <b>Staff and parents are no longer requested to wear face coverings whilst moving through communal</b></li> </ul>	To ensure all adults adhere to social	

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<i>school – cross contamination</i>					<p><b>spaces, unless expected to do so in an outbreak situation. Staff and visitors are 'expected and recommended' in enclosed and crowded spaces where people may come into contact with others they don't normally meet, such as on public or dedicated school transport</b></p> <ul style="list-style-type: none"> <li>• <b>staff to request additional PPE and cleaning products when needed or low stock in classrooms.</b></li> <li>• <b>Only people not displaying symptoms are in school – double vaccinated staff who have tested negative (recently) are able to attend school.</b></li> <li>• <b>Staff to collect pupils as stated on normal operational rota.</b></li> <li>• <i>Only in outbreak situations will staff asked to stay in their identified bubbles, covering own breaks.</i> <b>(normal movement around school at other times).</b></li> <li>• <b>Staff to use hand sanitizer stations as they move around school.</b></li> </ul>	<i>distancing as much as possible SMT to model. Staff will be asked not to walk around school.</i>	

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					<ul style="list-style-type: none"> <li>• Medication to be administered by class staff/SMT supported by SMT</li> </ul>		
Inability to social distance (including safeguarding through hand holding and physical support)	All children and staff	1	6	6 Medium	<ul style="list-style-type: none"> <li>• There are no longer bubbles operating in schools – we are to</li> <li>• Only during an outbreak - Three bubbles now operate in school. Each bubble has allocated class and play spaces, toilets and changing facilities. Staff have their own toilet and staffroom space for their bubble.</li> <li>• The same children are in for 2 days at a time eg M,T each week or Th,F each week. Or full time for 'critical' workers.</li> <li>• Staffing Ratios to ensure social distancing measures can be adhered to:                             <ul style="list-style-type: none"> <li>• Red –3:4</li> <li>• Yellow – 4:5</li> <li>• Blue –3:7</li> <li>• Sensory – 4:4</li> </ul> </li> <li>• Staff to clean areas of communal use – rebound, therapy room, lodge after use.</li> <li>• Keeping the same staff in the room</li> </ul>	<p><b>Display cleaning regime in each used classroom</b></p> <p><b>Share information with families</b></p> <p><b>Hand washing – separate for pupils/staff</b></p> <p><b>Use of soap dispenses.</b></p> <p><b>Anti-bacterial wiping of corridors</b></p>	

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					<ul style="list-style-type: none"> <li>• Lunches to be eaten in classrooms. (Blue Phase to move in to hall)</li> <li>• Pupils/staff continue to follow hand washing/personal care regimes.</li> <li>• Behaviour plans to be shared with class teams stating a hierarchy of intervention to support the safety and wellbeing of all.</li> </ul>		
Mixing of population	All children and staff	1	6	6 MEDIUM	<ul style="list-style-type: none"> <li>• Staggered entry of pupils into school.</li> <li>• Buses – 9am and 3pm</li> <li>• Walking pupils 9.15pm and 3.15pm</li> <li>• Parents requested to wear face coverings whilst waiting to drop-off and pick up children.</li> <li>• Pupils and staff to use designated spaces for work/play.</li> <li>• Pupils and staff to use only designated spaces for toileting.</li> <li>• One member of each class identified as a 'runner' for first aid equipment, lunches and other class needs, + collecting from gate.</li> <li>• Shared spaces are timetabled, and staff are required to clean spaces at the end of each day –</li> </ul>	<p>Gates identified for each family group to enter school.</p> <p>Side Gate – Yellow 1, 2, 3 and Blue 1,2,3 and 4</p> <p>Reception – Red 2,3,4 and Rainbow Room.</p>	

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					<p style="text-align: center;"><b>using their own classroom cleaning products.</b></p> <ul style="list-style-type: none"> <li>• <b>Cleaning materials are NOT to be left in shared spaces.</b></li> <li>• <b>Body fluid must be cleaned away immediately.</b></li> </ul>		
<b>Sharing equipment</b>	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• <i>Pupils to be allocated a set of pencils and essentials to complete tasks. These are not to be shared.</i></li> <li>• <b>Staff will monitor and clean down equipment at the end of each day. Cleaning materials NOT to be left within pupil reach.</b></li> <li>• <i>Staff to ensure all copying and printing is collected by the 'runner' in your room.</i></li> <li>• <b>Pupils have own hand washing bowls labelled for their own use.</b></li> <li>• <b>Staff to consider the layout of classroom spaces ensuring well ventilated spaces.</b></li> <li>• <i>Pupils encouraged to socially distance and staff to support and relocate pupils that are unable to comply with this due to behaviours outlined in IBSP's.</i></li> </ul>	<p><b>Photocopier to be wiped between uses – last user to wipe down.</b></p> <p><i>Only wipeable equipment/toys to be used. Robust cleaning of equipment each day.</i></p>	

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<b>Personal care including injury</b> <b>Personal information to be accessible in each room</b>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• <b>Staff to use first aid boxes in located areas – first aid person to be identified within each working team.</b> One member of staff (runner) to seek support from SMT/nurse where needed.</li> <li>• <b>First Aid trained staff will administer first aid and following sanitation measures.</b></li> <li>• <b>Staff to wear PPE to change pupils.</b></li> <li>• <i>Medical supplies to be distributed to each class.</i></li> </ul>	<i>SMT to be allocated a phase to support.</i> <i>SIF's/care plans to be printed for each room</i>	
<b>Personal care – changing and feeding</b>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• <b>Follow Gov guidance which currently states PPE to be available and worn for all personal care.</b></li> <li>• <i>Depending on 'need' staff to be allocated to support with personal care each day.</i></li> <li>• <b>Bins emptied each day including the disposal of yellow bags to the appropriate outside bins.</b></li> <li>• <b>Normal guidance to be followed regarding cleaning down and washing hands.</b></li> <li>• <b>To encourage pupils to be as independent as possible.</b></li> </ul>	<b>Feeding mats to be shared in classes.</b> <b>Staff to follow personal care regimes.</b> <b>Kitchen staff to oversee the allocation of foods – allergy pupils identified, and foods labelled</b>	

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					<ul style="list-style-type: none"> <li>• Staff to sign for foods as they leave the kitchen – all allergy foods are labelled.</li> </ul>		
Illness	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• <b>All illness to be reported immediately to SMT - pupils must be removed to 'safe zone' (reception) with their belongings ready for transport home. This maybe SMT to transport pupils home using school bus.</b></li> <li>• <b>Staff to alert SMT. SMT to report this in-line with Staffordshire guidance.</b></li> <li>• <b>All areas to be cleaned down if sickness has occurred.</b></li> <li>• <b>Plastic chairs to be placed in entrance hall.</b></li> <li>• <b>PPE to be sited in office for use.</b></li> <li>• <b>The member of staff who waits with the child must try to socially distance and wear full PPE (mask, apron, and gloves).</b></li> <li>• <b>All staff, parents/carers, pupils, and visiting professionals to follow the most up to date guidance. Pupils, staff, and other adults should not come into school if they have</b></li> </ul>	<b>If any child/member of staff displays systems of COVID SMT to be alerted and senior leaders to respond accordingly following Gov guidance.</b>	

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					<p>COVID-19 symptoms or have been a close contact, they must be tested and isolate until results. Where staff are double vaccinated, there is no need to isolate once results are in, they are able to return to work.</p> <ul style="list-style-type: none"> <li>• The member of staff who waited with the pupil to be collected must wash their hands thoroughly for 20 seconds with soap and running water or use hand sanitiser once the pupil has been collected.</li> <li>• PPE to be sited in Nurses Office for use.</li> </ul>		
<b>Use of communal areas – staffroom</b>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• <i>Only in cases of outbreak will Staff to be signposted to designated staff space. Staff to use one drinking vessel through the day.</i></li> <li>• <b>Staff to be responsible for cleaning own equipment.</b></li> <li>• <b>Staff are permitted to use the staffroom, with an understanding that not all staff will want to be in close proximity to each other – please be respectful of others.</b></li> </ul>	<p><i>Bubble 1 - Nursery Bubble 2 RED – Staffroom Red 2,3,4 and yellow 2 and office staff Bubble 3 YELLOW – Blue 4 classroom – Yellow 1,3 Bubble 4 BLUE– Zoom Room/Rainbow Room – Blue 1,2,3</i></p>	



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					<ul style="list-style-type: none"> <li>• All members of staff are advised to wear face masks in busy communal areas when with others who we don't normally mix with.</li> <li>• Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</li> <li>• Members of staff to sanitise their hands, following any transition between rooms. (Reusable bottles that attach to lanyards have been ordered for every member of staff).</li> </ul>		
<b>Use of communal areas – Reception Area and School Office</b>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• <i>The shared pen in the Reception Area will be removed from the foyer. Members of staff to use their own pen to sign in and out of the building.</i></li> <li>• <i>No children are to be taken into the Office Area.</i></li> </ul>		

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					<ul style="list-style-type: none"> <li>• <i>Members of staff are not permitted to enter the Office Area, unless it is an emergency.</i></li> <li>• <b>Teachers to take registers (using SIMs), and complete the dinner registers in class, by 9:40am.</b></li> <li>• <b>If members of staff require a key, you will need to ask for this at the Reception window. The key will then be passed through the window. Upon returning the key, it will be placed in a container, and the Office staff will sanitise this before returning it to the key cupboard.</b></li> <li>• <i>If members of staff need to make a telephone call, please use the telephone for your bubble – red – staffroom, yellow Corey's office, Blue – blue corridor. Use anti-bacterial wipes to sanitise the phone, before and after use.</i></li> <li>• <b>If members of staff require an order form to order resources, please email the Office staff for an electronic copy. If catalogues are online, please use the online</b></li> </ul>		

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					<p>version. If a paper catalogue is required, please ask for this at the Office window.</p> <ul style="list-style-type: none"> <li>• The Office staff will keep a secure record log of any visitors coming into school, with sufficient detail to support rapid contact tracing if required by NHS Test and Trace.</li> </ul>		
<b>Medication</b>	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> <li>• SMT to administer meds in the Assistant Heads office - blue 2 in their classroom.</li> <li>• Syringes will be cleaned under the direction of the school nurse.</li> </ul>	<b>SMT/class staff to administer medication as usual protocol</b>	
<b>Entry and exit to/from school</b>	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• SMT will supervise the entry/exit of pupils (Collette/Michelle – gate 1, Marie/Richard – Reception/carpark)</li> <li>• SMT will monitor gate entrance and lock at 9.40am.</li> <li>• TA's will be allocated bus runs to collect pupils am and return them pm according the bubbles. Members of staff to wash hands before, and after, touching their face coverings. Members of staff to dispose of any temporary face coverings in a 'black bag' waste</li> </ul>	<b>Staggered entry/exit Staff to enter through main are – signing in. Staff to only use allocated spaces when signed in.</b>	

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					<p>bin, or to place reusable face coverings in an individual, sealable, plastic bag between uses.</p> <ul style="list-style-type: none"> <li>• Teachers to take registers in class – register closes at 9.40am. Runners in classes must alert office staff to any concerns regarding attendance.</li> <li>• <b>REGISTERS to be taken mornings and after lunch.</b></li> <li>• Teachers to remain with walking pupils. SMT to be alerted if additional staff are required to support.</li> </ul>		
<b>Fire – risk of fire</b>	All children and staff	5	2	10 MEDIUM	<ul style="list-style-type: none"> <li>• <i>All staff need to ensure they are familiar with the COVID fire procedures for each class.</i></li> <li>• <b>We return to normal school fire procedures</b></li> <li>• <b>SMT will sweep as usual.</b></li> <li>• <b>One drill this half term.</b></li> </ul>	<b>Posters to be displayed in all classrooms – COVID fire procedures</b>	
<b>Activities</b>	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• <i>Pupils will be given a set of equipment to use.</i></li> <li>• <i>Shared toys will be sanitised in the same manner as previously instructed.</i></li> </ul>	<b>Staff responsible for the daily/weekly resource washing – only use what willing to clean</b>	

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					<ul style="list-style-type: none"> <li>• Activities that may present as cross contamination must be agreed by SMT – sand, playdough, messy play, cooking etc. Teachers to assess risk and seek support where needed.</li> <li>• Shared resources such as books must be in quarantine for 72 hours.</li> <li>• <b>Curriculum activities will commence for the start of September.</b></li> </ul>		
<b>Rebound Room</b>	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• <b>Staff to ensure only rebound staff coordinated this therapy.</b></li> <li>• <b>Risk assessment for use of this room to be adhered to.</b></li> <li>• <b>Staff to clean down at the end of each day. Phases to agree timetables for this.</b></li> <li>• <b>Pupils to handwash before and after use of this facility.</b></li> </ul>	<b>To staff to access cleaning materials. Pupils to handwash before and then return to allocated bubble to handwash again.</b>	
<b>Challenging behaviour</b>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• <b>Challenging behaviour must reflect de-escalation.</b></li> <li>• <b>Strategies outlined on the pupils IBSP must be adhered to by all staff working with that child. Hierarchy of intervention must be followed.</b></li> </ul>	<b>Pupils identified with IBSP – staff should be aware of these and understand procedure during this current time Identify calm spaces for children displaying</b>	

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					<ul style="list-style-type: none"> <li>• 'Runner' to collect SMT to help manage if needed.</li> <li>• Staff must alert SMT to difficulties so that these can be further risk assessed.</li> <li>• Physical intervention only to be used where the child has a vulnerability assessment – see Collette.</li> </ul>	<p><b>distress</b> – this cannot be office spaces – supervised outdoor space or hall.</p>	
<b>Animals and forest school</b>	All children and staff	3	2	6 MEDIUM	<ul style="list-style-type: none"> <li>• These areas are timetabled for use.</li> <li>• No animals in school at present.</li> <li>• Forest school activities may be undertaken after discussing these with SMT.</li> <li>• Classes will be given an allocated slot for use.</li> </ul>	<p><b>Timetable for use.</b></p>	
<b>Therapeutic Intervention</b>	Identified children accessing Play Therapy and members of staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• Pupils to access therapeutic intervention within classrooms, ensure that the room remains adequately ventilated if conducted holistic therapy, such as the use of self-conducted hand massage.</li> <li>• Pupils/staff continue to follow regular hand-washing regimes following a transition to another room/space.</li> </ul>	<ul style="list-style-type: none"> <li>• Supporting member of staff to accompany the pupils to and from Play Therapy.</li> </ul>	

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					<ul style="list-style-type: none"> <li>• Wipe down equipment after use by each child.</li> </ul>		
Visitors	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• John (music therapists) to use the lodge for therapy – clean down after each pupil/group has been in this space.</li> <li>• Carlense (music therapists) to use the Hall for therapy – clean down after each pupil/group has been in this space.</li> <li>• Megan (Tuesdays) to use the Lodge room for OT.</li> </ul>	John/Carlense is collect pupils from each class – pupils to be handed over at the door. Staff to support pupils to for intervention and therapy.	
Trips	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> <li>• Forms to be completed at least two weeks prior to visit. Staff must include venue risks assessments.</li> <li>• Forms to be discussed by SMT.</li> <li>• If agreed staff must then complete the Evolve forms.</li> </ul>	SMT to discuss and consider risk considering COVID.	
Contingency plan in case of future closure.	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> <li>• Staff working from home will continue to provide 'virtual' schooling under the direction of SMT. See COVID contingency plan</li> <li>• Transport informed of closure</li> <li>• SMT/ safeguarding team informed of pupils not attending.</li> </ul>	Laura and SMT to meet weekly for feedback. Any safeguarding concerns must be report immediately.	

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<b>Supporting families and safeguarding</b>	All children and families	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• School will continue to support families and conduct safe and well doorstep visits.</li> <li>• <b>Staff must inform DSL of any concerns as they arise.</b></li> <li>• <b>Sue Forest to continue supporting identified families via telephone support and controlled visits in to school – areas must be well ventilated.</b></li> </ul>	Staff working at home to continue to communication parents- safe and well checks.	
<b>Assembly</b>	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> <li>• <b>Assemblies will take place as timetabled in the hall.</b></li> <li>• Teachers are required to conduct assemblies within their phases when not conducted by Laura- timetable on server.</li> </ul>		
<b>Absence of pupils</b>	All children and staff	5	4	20 HIGH	<ul style="list-style-type: none"> <li>• <b>This will continue to be monitored daily by SMT and safeguarding.</b></li> <li>• <b>Staff must alert SMT to any concerns they may have regarding any pupil or family.</b></li> <li>• <b>Report daily to the DFE including symptoms of COVID or other illnesses.</b></li> </ul>	Office staff to follow up non-attending pupils who are on rota to attend. Teacher to alert office staff via email of do-jo communication	



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HAZARD	PERSONS AT RISK	A Hazard Rating	B Likelihood	C (AXB) Risk	CONTROL MEASURES	ACTION (Additional)	
						received regarding attendance.	
<b>Transport - The spacing of pupils and entering and leaving school.</b>	All children and staff	5	6	30 HIGH	<ul style="list-style-type: none"> <li>• Pupils will have staggered entry and exit into/out of school. Teacher are required to be prompted to elevate traffic in drop-off and collection areas.</li> <li>• SMT to managed gate areas and staff are timetabled to collect and drop-off children.</li> <li>• Transport providers will alert school and the local authorities if difficulties are encountered.</li> </ul>	2m distance to be always observed . Escorts to line up 2m distance to handover info to the school office	
<b>External staff</b>	All children and staff	3	4	12 MEDIUM	<ul style="list-style-type: none"> <li>• Carlense to work within the Hall to deliver music therapy.</li> <li>• John to work in the lodge area with identified pupils.</li> <li>• Carlense/John to wipe down equipment after each child and after each class.</li> </ul>	<b>SMT to direct all visitors to working spaces.</b>	
<b>Other visitors</b>	All children and staff	1	2	2 LOW	<ul style="list-style-type: none"> <li>• Visitors to be agreed by SMT and all meetings will be held in the Hall of middle leaders' room or observations will take place when necessary.</li> <li>• Behaviour Support Advisor, Educational Psychologists, Speech</li> </ul>		

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					<b>and Language Therapists to wear full PPE when visiting classrooms</b> <ul style="list-style-type: none"> <li>• <b>Staff will continue to conduct virtual meetings under the direction of the Head teacher where possible.</b></li> </ul>		
<b>Admin staff – working together</b>	Admin staff	1	6	6 MEDIUM	<ul style="list-style-type: none"> <li>• <i>All staff should consider the 2-metre ruling. Any concerns regarding this should be reported to SMT.</i></li> <li>• <i>If office staff need to meet the hall must be used.</i></li> </ul>	<i>No staff to enter office Staff will knock on door and wait to be answered.</i>	
<b>Toileting</b>	All children and staff	2	6	12 HIGH	<ul style="list-style-type: none"> <li>• <i>Staff and pupils will be allocated designated toilet areas.</i></li> <li>• <b>Any concerns please alert SMT.</b></li> <li>• <b>Staff will need to clean areas after changing of pupils.</b></li> <li>• <b>Staff and pupils must wash hand thoroughly after toilet use.</b></li> </ul>	<b>Toilets to be sprayed after use – posters displayed to remind staff/ pupils of toilet procedures and clean down</b>	
<b>Classroom management– physical space</b>	All staff and children	5	6	30 HIGH	<ul style="list-style-type: none"> <li>• <i>Due to the increased prevalence and transmission of the new COVID-19 variant, we are working within two teams within each class, where possible, in order to reduce the number of close contacts. Taking this control measure into account, alongside the children's</i></li> </ul>	<b>Staff to open windows to encourage ventilation</b>	

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					<p><i>ability to sit at tables, follow directions, and the physical space available to us within each classroom, we have deemed these ratios to be our safest maximum occupancy levels during this period of National Lockdown.</i></p> <ol style="list-style-type: none"> <li>1. Red Phase: 4 pupils, 3 staff, 14 people in total</li> <li>2. Yellow Phase: 4 pupils, 5 staff, 18 people in total</li> <li>3. Blue Phase: 7 pupils, 3 staff, 20 people in total</li> <li>4. Sensory Classes A &amp; B 4 pupils, 4 staff, 8 people in total in each area.</li> </ol> <p><i>This will be reviewed on a weekly basis.</i></p> <ul style="list-style-type: none"> <li>• <b>As much as possible, pupils to work/play outside in supervised designated spaces.</b></li> <li>• <b>Where possible ensure pupils are separated as much as possible.</b></li> <li>• <b>Where possible, members of staff to consider the layout and organisation of their classrooms, to</b></li> </ul>		

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					encourage pupils to work in well ventilated spaces.		