#### **Risk Assessment Form**

Assessor: Nick O'Sullivan	Date: <b>05 Janua</b>	ary Ac	ctivity: <b>In</b>	iterim oper	ations a	School due to		Location: Bridstow CE Primary School				
	2021	red	duced st	rs. Lockd	own 3 COVID19							
		Vu	ulnerable	e & Key Wo	rker chil	dren in School						
Standard of dress for activit	ty (if relevant	PP	PPE required: Disposable Gloves, Aprons, Face				Other equipme	ent u	sed during activity:			
		ma	asks, Flu	iid Resistan	t Face M	lasks, Goggles*						
Persons exposed (please tic	:k):	Employees	es ✓	Pupils	✓	Public		Others	✓	<b>Expectant Mothers</b>		

Hazards Identified – Guidance Note: Look at the activity and identify hazard(s), tick if present and significant. If unsure, class as significant. Remember, whenever possible assessments should be carried out as a GROUP activity. The assessment should ignore trivia and everyday hazards. Blank/empty boxes should be used when hazards not mentioned are present.

Physical Injury Hazards		Physical Agents and Hazardous Substances	Miscellaneous		
Hit by moving vehicles		Hazardous substances	✓	Display Screen Equipment	
Contact with moving part of a machine		Micro organisms		Hot work/fire hazards	✓
Hit by moving materials/substances i.e. water		Ionising radiation		Vibration	
Fall(s) from height		Noise		Restricted access	
Slips, trips and falls from the same level		Pressure systems		Manual handling	
Contact with/ use of live electrical equipment		Ultraviolet light		Lone working	
Contact with cold objects		Lasers		Confined spaces	
Contact with hot objects		Flammable liquid/solids		Waste produced by activity	
Contact with sharp objects	✓	Extremes of Temperature		Stress	✓
Impact with objects				Posture	
Physical attack				Unauthorised entrance to site	✓
Finger "nips"				Lack of trained First Aiders	✓
Danger to others from failure of pupils to	✓			Lack of trained Fire Wardens	
comply with safety instructions from staff					
Insufficient staff numbers to maintain safety	✓			Lack of Safeguarding Key staff	✓
				Lack of SEN/ 1to1 support staff	✓



Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
Insufficient staff numbers on site to maintain safety of pupils, staff & visitors.	<ol> <li>Lack of control &amp; supervision of pupils exposing them to unnecessary risk;</li> <li>Lack of adequate safeguarding response when pupils are in School;</li> <li>Lack of sufficient adults within School to maintain safety functions e.g. Fire Wardens.</li> </ol>	Pupils/ Staff/ Others	<ol> <li>Ongoing assessment of staff numbers available to cover required core functions, sickness and self-isolating impacts;</li> <li>Assessment of the impact of staff numbers &amp; roles who are invoking Section 44 (1) (d) &amp; (e) of Employment Rights Act 1996</li> </ol>	4	2	8	M	1.	
Vulnerable or KW Parent Pupil XX displays challenging behaviour.	<ol> <li>Pupils in vicinity may be accidentally or intentionally threatened during an incident;</li> <li>Pupil XX refuses to obey safety instructions or safeguarding procedures.</li> </ol>	Pupils/ Staff/ Others	<ol> <li>Diversion tactics and training given to likely staff;</li> <li>All Incidents recorded and monitored to predict 'triggers' and effectiveness of procedures;</li> <li>Regular reporting to Other PR Parent/Police/ Probation/ SW's. Any meetings are witnessed and minutes taken;</li> <li>Routes to enter the School site when unauthorised,</li> </ol>	3	3	9	M	<ol> <li>Restraining Order sought/</li> <li>Exclusion from School premises</li> <li>Contact numbers for Other PR Parent/Police/Probation/ SW's are kept current if needed to be contacted in an emergency;</li> <li>Local experience of the</li> </ol>	



Higher risk curriculum activities e.g. D&T, PE, Science.	1. Pupils may not have sufficient supervision levels from the required, suitably experienced staff direct activities 2. Pupils injured by	Pupils/ Staff/ Others	reported back and re-assess site security;  5. Pupil XX must be removed from activities where he/she will not comply with safety instructions. Staff members should suspend the activity if this event occurs, as other students/ staff are being put at higher risk of injury;  6. Experience of previous incidents will indicate necessary staffing levels & experience required to deal with pupil(s).  1. Activities may need to be revised to take account of the staffing levels/ experience available;  2. Numbers of pupils involved in the activity may need to be limited;	4	3	12	Н	composition of certain pupil groups will dictate the required level of staff supervision.	
D&T, PE,	from the required, suitably experienced staff direct activities	Others	experience available; 2. Numbers of pupils involved in the activity may need to						



4. In considering what team
sports can be offered, those
whose national governing
bodies have developed
guidance under the
principles of the
government's guidance on
team sport and been
approved by the government
are permitted. Schools must
only provide team sports on
the list available at <u>return to</u>
recreational team sport
framework;
5. Pupils should be kept in
consistent groups, sports
equipment thoroughly
cleaned between each use
by different individual
groups;
6. Schools can hold PE lessons
indoors, including those that
involve activities related to
team sports, for example
practising specific
techniques, within their own
system of controls. For sport
provision, outdoor sports
should be prioritised where
possible, and large indoor
possible, and large induot



				spaces used where it is not,						
				maximising natural						
				ventilation flows (through						
				opening windows and doors						
				or using air conditioning						
				systems wherever possible)						
				distancing between pupils						
				and paying scrupulous						
				attention to cleaning and						
				hygiene.						
Lack of First	1.	No qualified First	Pupils/	Experience of previous/	4	3	<b>12</b>	Н	1. Arrange with for	
Aiders/	۱.	Aid response	Staff/	current support will dictate	4	3	IZ	17	other Cluster	
-		•	Others	• •					Schools to	
Qualified	2	available;	Others	necessary staffing levels &						
Medical	۷.	Pupils or staff		experience required to deal					provide support	
condition		receive		& support with pupil(s) for					with required	
SEN support		inappropriate or no		the Schools likely first aid					stocks until	
	_	First Aid treatment;		needs;					delivery is	
	3.	No trained SEN		2. Experience of School staffing					received.	
		medical condition		levels required to maintain						
		staff available		safe environments in the						
		therefore pupil		times where more accidents						
		cannot be treated/		occur e.g. Breaks,						
		supported safely		Lunchtimes, PE with contact						
		e.g. diabetes/		activities. These Break/						
		epilepsy		Lunchtime activities may						
		medication/ moving		need to be limited in						
		& handling;		duration or numbers						
	4.	Lack of required		involved or use of other						
		equipment &		staff/ volunteers. PE contact						
		supplies for safe								



	processes e.g. disposable gloves for personal care		activities will always need appropriately qualified staff;  3. Experience of previous/ current support will dictate necessary staffing levels & experience required to deal & support with SEN pupil(s) with ongoing medical needs e.g. 2 trained staff needed for Moving & Handling lifts/ trained staff to support a pupil with Type 1 Diabetes;  4. Confirm required levels of equipment & first aid items e.g. anti-bacterial wipes, and monitor usage to identify prompt re-stocking.						
Lack of trained Fire Wardens	<ol> <li>Delayed evacuation confirmation in a fire situation where fewer Fire Wardens take longer to confirm areas are 'clear';</li> <li>Fire wardens may have other training e.g. Fire Evacuation Chair, which may not be available in staff shortages;</li> </ol>	Pupils/ Staff/ Others	<ol> <li>Inform staff that on any day where there is a shortage of trained Fire Wardens in the School, that increased emphasis is now made upon accurate recording of pupil group numbers/ staff numbers/ visitors &amp; contractors in on school premises;</li> <li>Staff informed that on those days in (1) above that all persons evacuate the school</li> </ol>	4	3	12	Ħ	1. Confirm that all Fire Exits are available for use when building is occupied. All staff will be responsible for this action each day upon entering classes	



Lack of Safeguarding trained staff	3. Fewer Fire Wardens may be exposed to greater risk as they will need longer to check more areas of the School than normal.  1. Safeguarding support/ issues may not be acted upon	Pupils/ Staff	buildings upon hearing the fire alarm and a 'head count' is taken at Fire Assembly point;  3. If insufficient staff e.g. Fire Evacuation chair are not available, then feasibility of allowing persons who require assistance to evacuate as part of their PEEP must be considered. This may include limiting access to areas of the school.  1. Experience of previous/ current Safeguarding support will dictate necessary staffing	4	3	12	Н	Arrange for other     Cluster Schools     DSL's to provide
	correctly; 2. Other staff may not have the Safeguarding support required for emerging issues.		levels & experience required to deal & support with pupil(s) for the Schools current & likely safeguarding needs.					short term support via telephone or email if needed?
Stress upon staff members	<ol> <li>Roles may be overlapping with greater demands in shorter term;</li> <li>Parents may make increased demands upon staff;</li> </ol>	Staff	<ol> <li>Prioritisation of important tasks for the School community for that day/week;</li> <li>Regular feedback &amp; updates for remaining staff as a group activity;</li> </ol>	3	3	9	M	Minimise/ only essential contact with staff members outside working hours.



	3. Stress Pressures may be exerted upon staff members from other sources e.g. family members ill or isolated.		<ol> <li>Staff kept informed of developments before students &amp; parent community;</li> <li>Staff aware of need to report concerns to School Management;</li> <li>Governing Body aware of the need to support Headteacher &amp; Leadership Team.</li> </ol>					
Pupils & staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.	1. Persons with prescribed medical conditions and deemed as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Pupils Childre n/ Staff	<ol> <li>Children, young people and staff who have been classed as clinically extremely vulnerable due to preexisting medical conditions are advised again (wef 4<sup>th</sup> January 2021) to shield &amp; not attend school settings;</li> <li>A child/young person or a member of staff who lives with someone who is clinically vulnerable (but not clinically extremely vulnerable), including those who are pregnant, can attend their school, childcare or work setting;</li> <li>if a child/young person or staff member lives in a</li> </ol>	5	w	15	H	1. Where genuine confusion exists in determining whether a child or staff member is deemed an extremely clinically vulnerable person, a copy of the DoH notification letter should be provided to the Headteacher;  2. Staff & Parents aware of the NHS 'track & trace' process and



			household with someone					responsibility to
			who is deemed clinically					inform school
			extremely vulnerable, it is					management if
			advised they only attend an					they are advised
			education or childcare					to socially isolate
			setting if stringent social					for 10 days
			distancing can be adhered to					because of a
			and, in the case of children, if					contact alert;
			they are able to understand					3. Under local
			and follow those					restriction tier 3,
			instructions. This may not be					staff and
			possible for very young					employers may
			children and older children					wish to discuss
			without the capacity to					flexibilities that
			adhere to the instructions on					support clinically
			social distancing. If stringent					extremely
			social distancing cannot be					vulnerable staff,
			adhered to, those individuals					such as staggered
			should not attend School or					start times to
			Nursery.					reduce travel
								during 'rush'
								hour.
Persons	1. Transmission of	Children/	1. Staff, children & pupils must	4	2	8	М	1. Remind parents
entering site	COVID19 to the	Pupils/	not attend if they have					& staff that the
with	School/ Nursery	Staff/	symptoms or are self-					10-day self-
COVID19	community.	Others	isolating due to symptoms in					isolation period
symptoms			their household or via					for persons
			receiving an alert from the					displaying
			NHS 'track & trace' process;					symptoms is still
								current.



			School & Nursery settings do not need to take children/pupil's temperatures every morning.			Household members need to isolate for 10 days from the day after the individual tested positive.
covidentally brought onto the site.	<ol> <li>Transmission of COVID19 to the School/ Nursery community;</li> <li>Some BAME children/ pupils &amp; staff members are statistically at higher risk;</li> </ol>	Children/ Pupils/ Staff/ Others	than usual - wash hands thoroughly for 20 seconds	4 2	8	1. Where settings can keep children and young people in those small groups 2 metres away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk;  2. Determine which lessons or classroom activities can take place outdoors;  3. School will continue with Breakfast & After-School Clubs. If it is not possible to keep pupils in the



·	same Class or Year
	groups, then
5. In the School Reception	consistent groups
area, mark out a 2-metre	in the Clubs will be
exclusion zone <b>OR</b> use	adopted. School
barrier screens for any	will advise parents
visitors to remain behind	to limit the
whilst dealing with staff;	number of
6. For pre-school children in	different out-of-
early years settings, the staff	school settings
to child ratios within Early	providers they
Years Foundation Stage will	access, as far as
continue to apply, using	possible;
these to group children into	4. Adjusting the
smaller groups;	timetable and
7. For primary schools, classes	selection of
should normally be split in	classroom or other
half, with no more than 15	learning
	environment to
	reduce movement
	around the school
8. Ensure that the same	or nursery
teacher(s) and other staff	building;
	5. Early Years groups
	& Nursery:
	a. Keep small
	groups of
	children
	together
possible, similar on doc one	1000000
	area, mark out a 2-metre exclusion zone <b>OR</b> use barrier screens for any visitors to remain behind whilst dealing with staff;  6. For pre-school children in early years settings, the staff to child ratios within Early Years Foundation Stage will continue to apply, using these to group children into smaller groups;  7. For primary schools, classes should normally be split in half, with no more than 15 pupils per small group and one teacher (and, if needed, a teaching assistant);



setting throughout the day,	day and to
with a thorough cleaning of	avoid larger
the rooms at the end of the	groups of
day. We may consider	children mixing;
seating pupils at the same	b. Keep children in
desk each day if they attend	the same small
on consecutive days.	groups at all
Different groups must not	times each day,
play sports or games	and different
together;	groups are not
10. Wearing a face covering or	mixed during
face mask in Primary schools	the day, or on
or other EYFS education	subsequent
settings is not	days;
recommended by	c. Play equipment
Government;	that is used, is
11. If a child, young person or	appropriately
other learner becomes	cleaned
unwell with symptoms of	between groups
coronavirus while in their	of children
school/ nursery setting and	using it, & that
needs direct personal care	multiple groups
until they can return home.	do not use it
A fluid resistant (IIR type)	simultaneously
face mask should be worn by	– if it cannot be
the supervising adult if a	appropriately
distance of 2 metres cannot	cleaned it
be maintained. If contact	should not be
with the child or young	used;
person is necessary, then	
p =	1



gloves, an apron and a fluid	6. Re	moving
resistant (IIR type) face mask		necessary
should be worn by the		ms from
supervising adult. If a risk	cla	ssrooms and
assessment determines that	oth	ner learning
there is a risk of splashing to		vironments,
the eyes, for example from		nere there is
coughing, spitting, or		ace to store it
vomiting, then eye		ewhere, to
protection should also be		prove space
worn;		tween
12. Sufficient handwashing		ildren/ staff;
facilities to be available.		moving most
Where a sink is not nearby,		ft furnishings,
hand sanitisers will be		ft toys and
provided in classrooms and		ys that are
Nursery settings;		rd to clean
13. Ensure that all adults and	_	ich as those
children are aware to:	,	th intricate
a. Frequently wash their hands		rts) to reduce
with soap and water for 20		e risk of
seconds and dry thoroughly.		insmission;
b. Clean their hands-on arrival		Ided Bins for
at the School/ Nursery,		sues, where
before and after eating, and		ssible, are
after sneezing or coughing;		pptied
c. Encouraged not to touch		roughout the
their mouth, eyes and nose;	da	
d. Use a tissue or elbow to		off & Parents
cough or sneeze and use	aw	vare of the



bins for tissue waste ('catch	NHS 'track &
it, bin it, kill it');	trace' process
e. Ensure that help is available	and
for pupils and children who	responsibility to
have trouble cleaning their	inform school
hands independently;	management if
14. Maximise natural &	they are advised
mechanical ventilation	to socially isolate
throughout the school/	for 10 days
nursery setting (using CO2	because of a
checkers to assess	contact alert.
ventilation needs). Any	
doors wedged open must be	
managed e.g. not left open	
when area is unoccupied,	
however windows cab be	
left open to assist in purging	
the room with cool fresh air.	
Flexibility to allow	
additional, suitable indoor	
clothing;	
15. Accessing Classrooms	
directly from outside where	
possible * See local signage	
at the School;	
16. Stagger the following	
activities so that all children	
are not moving around the	
school/ nursery at the same	
time:	
unic.	



a. Assemblies;
b. Break times including lunch.
Dining areas must be
cleaned between groups;
c. Drop-off & collection times;
d. Implement one-way
circulation, or place a divider
down the middle of the
corridor to keep groups
apart as they move through
the School/ Nursery setting
where spaces are accessed
by corridors;
e. Monitor that toilets do not
become crowded by limiting
the number of children who
use the toilet facilities at one
time;
17. Agree with BAME pupils,
children & staff whether it is
advisable to remain away
from school/ nursery
settings and work at home –
see <u>www.ons.gov.uk</u>
18. Parents/ Carers notified that
if their child needs to be
accompanied to the School
or Nursery setting, only one
parent/ carer should attend;



19. Parents/ Carers and young
people are notified of their
allocated drop off and
collection times and the
process for doing so,
including protocols for
minimising adult to adult
contact (for example, which
entrance to use);
20. Notify Parents/ Carers that
they cannot gather at
entrance gates or doors, or
enter the site (unless they
have a pre-arranged
appointment, which should
be conducted safely);
21. Stagger the use of staff
rooms and offices to limit
occupancy to maintain social
distancing. Remind staff to
maintain social distancing in
WC's e.g. one person in at a
time;
22. Using packaged meals or
similar to avoid opening
canteens.
23. Minimise the amount of
shared resources taken to
home off the School/
Nursery site & limit



			exchange of take-home resources between pupils and staff;  24. Floor tape or paint to mark areas to help staff keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations & shared equipment must be cleaned in between users;  25. If staff meetings are necessary, keeping all attendees 2-metres apart, ensure they do not share objects, such as pens and paper, and have hand sanitiser accessible.						
Transport & journeys to/ from School/ Nursery	1. Transmission of COVID19 to the School community;	Children/ Pupils/ Staff/ Others	<ol> <li>School Management         encourages parents and         children to walk or cycle to         their school/ nursery where         possible;</li> <li>School Management will         ensure that transport         arrangements cater for any         changes to start and finish         times;</li> </ol>	4	2	8	M	School Minibus should not use 'face to face' seating layouts.	



			School Management will get     written assurance that     transport providers do not						
			work if they or a member of						
			their household are						
			displaying any symptoms of						
			coronavirus;						
			4. When using minibuses/						
			coaches:						
			<ul> <li>a. Substituting smaller</li> </ul>						
			vehicles with larger ones,						
			or running 2 vehicles						
			rather than one, where						
			possible, to reduce the						
			number of passengers per						
			vehicle and increase the						
			amount of space between						
			passengers;						
			b. Cordoning off seats and						
			eliminating face-to-face						
			seating, where vehicle						
			capacity allows, to help						
		_	passengers spread out.						
Pupil/ Child	1. Transmission of	Children/	1. If anyone becomes unwell	4	2	8	M	1. Cleaning of the	
or adult	COVID19 to the	Pupils/	with a new, continuous					area(s)	
displays	School/ Nursery	Staff/	cough or high temperature					concerned is	
COVID19	community.	Others	(37.8°C) or anosmia in an					covered by a	
symptoms			education or childcare					Post-COVID19	
whilst at			setting, they must be sent					Infection Risk	
			home and advised to follow					Assessment;	



School/	the COVID-19: guidance for	2. Education
Nursery.	households with possible	settings as
	coronavirus infection	employers can
	guidance;	book tests
	2. If a child is awaiting	through an
	collection, they should be	online digital
	moved, if possible, to a room	portal. There is
	where they can be isolated	also an option for
	behind a closed door,	employees to
	depending on the age of the	book tests
	child and with appropriate	directly on the
	adult supervision if required.	portal;
	Ideally, a window should be	3. Staff & Parents
	opened for ventilation. If it is	aware of the NHS
	not possible to isolate them,	'track & trace'
	move them to an area which	process and
	is at least 2 metres away	responsibility to
	from other people;	inform school
	3. If they need to go to the	management if
	bathroom while waiting to	they are advised
	be collected, they should use	to socially isolate
	a separate bathroom if	for 10 days
	possible. The bathroom	because of a
	should be cleaned and	contact alert.
	disinfected using standard	
	cleaning products before	
	being used by anyone else;	
	4. PPE should be worn by staff	
	caring for the child while	
	they await collection if a	



distance of 2 metres cannot
be maintained (such as for a
very young child or a child
with complex needs);
5. In an emergency, call 999 if
they are seriously ill or
injured or their life is at risk.
The person must not visit the
GP, pharmacy, urgent care
centre or a hospital;
6. If a member of staff has
helped someone who was
unwell with a new,
continuous cough or high
temperature (37.8°C) or
anosmia, <u>they do not need</u>
to go home unless they
develop symptoms
themselves (and in which
case, a test is available) or
the child subsequently tests
positive. They should wash
their hands thoroughly for 20
seconds after any contact
with someone who is unwell.
Cleaning the affected area
with normal household
disinfectant after someone
with symptoms has left will



reduce the risk of passing the
infection on to other people;
7. All staff and pupils/ children
who are attending a school
or nursery setting will have
access to a test if they
display symptoms of
coronavirus and are
encouraged to get tested in
this scenario;
8. Where the child, pupil or
staff member tests negative,
they can return to their
setting and the fellow
household members can end
their self-isolation;
9. Where the child, pupil or
staff member tests positive,
the rest of their Class or
group within their Nursery
should be sent home and
advised to self-isolate for 10
days. The <u>other household</u>
members of that wider class
or group do not need to self-
isolate <u>unless the child,</u>
young person or staff
member they live with in
that group subsequently
develops symptoms.



Stress upon staff members	<ol> <li>Roles may be overlapping with greater demands in shorter term;</li> <li>Parents may make increased demands upon staff;</li> <li>Stress Pressures may be exerted upon staff members from other sources e.g. family members classed as Vulnerable or isolated.</li> </ol>	Staff	<ol> <li>Prioritisation of important tasks for the School/ Nursery community for that day/ week;</li> <li>Regular feedback &amp; updates for remaining staff as a group activity;</li> <li>Staff kept informed of developments before pupils/ children &amp; parent community;</li> <li>Staff aware of need to report concerns to School Management;</li> <li>Governing Body aware of the need to support Headteacher &amp; Leadership Team.</li> </ol>	3	3	9	M	1. Minimise/ only essential contact with staff members outside working hours.  1. Minimise/ only essential contact with staff members outside working hours.
New & Expectant Mother staff	1. School Management are aware that pregnant women from 28 weeks' gestation, or with underlying health conditions at any gestation, may be at greater risk of severe illness from coronavirus (COVID- 19). This is because,	NEM's	1. All pregnant women should take particular care to practice frequent thorough hand washing, and cleaning of frequently touched areas in their home or workspace, and follow the measures set out in the system of control measures of this Risk Assessment to minimise the risks of transmission;	3	3	9	M	1.



although pregnant	2. If School Management is				
women of any	notified that an employee is				
gestation are at no	pregnant, breastfeeding, or				
more risk of	has given birth within the				
contracting the virus	last 6 months, School				
than any other non-	Management will check the				
pregnant person	workplace risk assessment to				
who is in similar	see if any new risks have				
health, for those	arisen. If risks are identified				
women who are 28	during the pregnancy, in the				
weeks pregnant and	first 6 months after birth, or				
beyond there is an	while the employee is still				
increased risk of	breastfeeding, School				
becoming severely	Management will take				
ill, and of pre-term	appropriate sensible action				
birth, should they	to reduce, remove or control				
contract	them;				
coronavirus (COVID-	3.				
19).					



S (Severity of accident/ exposure) x L (Likelihood of that accident/exposure happening) = R (Result). Res = Risk Rating Score - L, M or H

		Assessm	nent authorised by Head	dteacher		
Print Name: Dan B	rearey	Si	Signature:			Date: January 2021
RISK RATING SCORE	RESIDUAL RISK LEVEL	MANAGERIAL ACTION		RISK RESULT		
1 - 5	L - LOW	Monitor, no action normally required		Acceptable = Risk Level & Controls Acceptable		
6 - 10	M - MEDIUM	Attempt to improve controls so far as is reasonably practicable				
11 - 25	H - HIGH	Priority action to be taken to apply control measures			Not Acceptable = Risk Level & Controls Not Acceptable – Further Action Required	
					ally. Significant changes essment Review Pages a	
			Assessment Review			
Reviewed by:			Review date: February 2021		Existing risk assessment valid? (Y/N):	
Has the activity changed? How: (Y/N):			New contr		ls:	
Have new equipment or what: materials been introduced? (Y/N):				New controls:		

