

# Fire and Risk Management Services

## Risk Assessment Form

Assessor: <b>Nick O'Sullivan</b>		Date: <b>06 July 2020</b>		Activity: <b>Operating a Primary School for all pupils from 1<sup>st</sup> September 2020 - COVID19</b>			Location: <b>Weobley Primary School</b>				
Standard of dress for activity (if relevant):			PPE required: <b>Disposable Gloves, Aprons, Face masks, Fluid Resistant Face Masks, Goggles*</b>			Other equipment used during activity: <b>Cleaning equipment + bleach based cleaning products</b>					
Persons exposed (please tick):		<b>Employees</b>	<input checked="" type="checkbox"/>	<b>Pupils</b>	<input checked="" type="checkbox"/>	<b>Public</b>	<input type="checkbox"/>	<b>Others</b>	<input checked="" type="checkbox"/>	<b>Expectant Mothers</b>	<input type="checkbox"/>
<p><b>Hazards Identified – Guidance Note:</b> Look at the activity and identify hazard(s), tick if <b>present</b> and <b>significant</b>. 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.</p>											
<b>Physical Injury Hazards</b>				<b>Physical Agents and Hazardous Substances</b>				<b>Miscellaneous</b>			
Hit by moving vehicles				<b>Hazardous substances</b>		<input checked="" type="checkbox"/>		Display Screen Equipment			
Contact with moving part of a machine				<b>Micro organisms</b>		<input checked="" type="checkbox"/>		Hot work/fire hazards		<input checked="" type="checkbox"/>	
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		<input checked="" type="checkbox"/>	
Contact with sharp objects				Extremes of Temperature				<b>Stress</b>		<input checked="" type="checkbox"/>	
Impact with objects								Posture			
Physical attack								<b>Unauthorised entrance to site</b>		<input checked="" type="checkbox"/>	
Finger “nips”											
<b>Danger to others from failure of pupils/ parents to comply with safety instructions from staff</b>		<input checked="" type="checkbox"/>									

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Activity/Task/ Risk From	Hazard	Persons at Risk	Existing Control Measures	S	L	R	Res	Further Control Measures required	Date further measures completed by
<b>Pupils &amp; staff with prior medical conditions deemed as 'Clinically extremely vulnerable'.</b>	1. Persons with prescribed medical conditions and deemed previously as 'clinically extremely vulnerable' are more at risk from COVID19 effects.	Pupils Children/ Staff	<ol style="list-style-type: none"> <li>Shielding advice for all adults and children will pause on 1 August 2020, subject to a continued decline in the rates of community transmission of coronavirus (COVID-19). The small number of pupils who will remain on the shielded patient list can also return to school, as can those who have family members who are shielding. The link to <a href="#">current advice on shielding</a>;</li> <li>Where a pupil is unable to attend school because they are complying with clinical and/or public health advice, there is an expectation that School will be able to immediately offer them access to remote education;</li> <li>A person who lives with those who are clinically extremely vulnerable or clinically vulnerable can</li> </ol>	5	3	15	H	1. Staff & Parents aware of the NHS 'track & trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert.	15/7/2020

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			<p>attend School;</p> <p>4. Pregnant women are in the 'clinically vulnerable' category and are advised to follow the relevant guidance available for <a href="#">clinically-vulnerable people</a> which will be kept updated;</p> <p>5. A child/young person or a member of staff who lives with someone who is clinically vulnerable (<u>but not clinically extremely vulnerable</u>), including those household members who are pregnant, can attend their School or childcare setting.</p>						
<b>Persons entering site with COVID19 symptoms</b>	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	<p>1. Staff, children &amp; pupils <b>must not attend</b> if they have symptoms or are self-isolating due to symptoms in their household or via receiving an alert from the NHS 'track &amp; trace' process;</p> <p>2. School &amp; Nursery settings do not need to take children/ pupil's temperatures every morning.</p>	4	2	8	M	1. Remind parents & staff that the 7-day self-isolation period for persons displaying symptoms is still current. Other Household members still need to isolate for 14 days.	15/7/2020
<b>COVID19</b>	1. Transmission of	Children/	1. School Management will	4	2	8	M	1. Where Classroom	15/7/2020

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<p><b>virus being accidentally brought onto the site.</b></p>	<p>COVID19 to the School/ Nursery community;                  2. Some BAME children/ pupils &amp; staff members are statistically at higher risk;</p>	<p>Pupils/                  Staff/                  Others</p>	<p>notify pupils &amp; parent and staff of the process for removing face coverings when pupils and staff who use them arrive at school. Pupils <b>must</b> be instructed <u>not to touch</u> the front of their face covering during use or when removing them. They <b>must</b> wash their hands immediately on arrival (as is the case for all pupils), dispose of temporary face coverings in a covered bin or place reusable face coverings in a plastic bag they can take home with them, and then wash their hands again before heading to their classroom;</p> <p>2. Cleaning hands more often than usual - wash hands thoroughly for 20 seconds with running water and soap and dry them thoroughly or use alcohol hand rub or sanitiser ensuring that all parts of the hands are covered. The hand washing times should be:</p>					<p>settings can keep children and young people in these groups away from each other, they should do so. Brief, transitory contact, such as passing in a corridor, is low risk. With younger pupils or pupils with complex needs, this may not be possible at all times therefore staff should avoid face to face contact and minimise the time spent within 1-metre of anyone;</p> <p>2. School will be resuming Breakfast &amp; After-School Clubs from 7<sup>th</sup> September 2020. If it is not possible to keep pupils in the same Class or Year groups, then consistent groups in</p>	<p>15/7/2020</p>
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			<ul style="list-style-type: none"> <li>a. When arriving at School;</li> <li>b. Returning from breaks;</li> <li>c. When they change rooms;</li> <li>d. Before &amp; after eating;</li> <li>e. Support those pupils who may need assistance in washing their hands effectively;</li> </ul>				<ul style="list-style-type: none"> <li>the Clubs will be adopted;</li> </ul>	15/7/2020
			<ul style="list-style-type: none"> <li>3. School Management will update pupils, their Parents and staff on the required behaviour policies. This will be undertaken as soon as practicable in the Autumn Term with the consequences for poor behaviour &amp; deliberately breaking rules, including the likely sanctions;</li> </ul>				<ul style="list-style-type: none"> <li>3. Adjusting the timetable and selection of classroom or other learning environment to reduce movement around the school or nursery building;</li> </ul>	15/7/2020
			<ul style="list-style-type: none"> <li>4. Ensuring good respiratory hygiene - promote the 'catch it, bin it, kill it' approach;</li> </ul>				<ul style="list-style-type: none"> <li>4. Removing unnecessary items from classrooms and other learning environments, where there is space to store it elsewhere, to improve space between children/ staff;</li> </ul>	15/7/2020
			<ul style="list-style-type: none"> <li>5. Cleaning frequently touched surfaces e.g. books, toys, desks, chairs, doors, sinks, toilets, light switches, bannisters often using standard products, such as detergents and bleach;</li> </ul>				<ul style="list-style-type: none"> <li>5. Removing soft furnishings, soft toys and toys that are hard to clean (such as those with intricate parts) to reduce the risk of transmission;</li> </ul>	15/7/2020
			<ul style="list-style-type: none"> <li>6. Minimising contact and mixing by altering, as much</li> </ul>					

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			<p>as possible, the environment (such as classroom layout) and timetables (such as staggered break &amp; lunch times). Adequate time will be allowed for cleaning surfaces in the Dining areas;</p> <p>7. In the School/ Nursery Reception area, mark out a 2-metre exclusion zone <b>OR</b> use barrier screens for any visitors to remain behind whilst dealing with staff. A record of all visitors to a School setting must be maintained, with visits outside school hours being the preferred option;</p> <p>8. For smaller Primary schools, individual classes/ years should be normally be their own 'bubble' or group. In larger Primary Schools, the individual class will form the individual 'bubble' or group. This may produce situations where siblings are in different groups;</p> <p>9. Teachers and other staff <u>can</u> operate across different</p>				<p>6. Bins for tissues are emptied throughout the day;</p> <p>7. Staff &amp; Parents aware of the NHS 'track &amp; trace' process and responsibility to inform school management if they are advised to socially isolate for 14 days because of a contact alert;</p> <p>8. Supply teachers, peripatetic teachers and/or other temporary staff can now move between schools. The persons concerned should ensure they minimise contact and maintain as much distance as possible from other staff. Specialists, therapists, clinicians and other support staff for pupils</p>	<p>15/7/2020</p> <p>15/7/2020</p> <p>15/7/2020</p>
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			<p>classes and year groups in order to facilitate the delivery of the school timetable. Where staff need to move between classes and year groups, they should try and keep their distance from pupils and other staff as much as they can, ideally 2 metres from other adults;</p> <p>10. Ensure that, wherever possible, children use the same classroom or area of a setting throughout the day, with a thorough cleaning of the rooms at the end of the day. Where space allows, we will attempt to seat pupils side by side and facing forwards, rather than face to face or side on. Pupils will be sat at the same desk each day;</p> <p>11. Pupil groups will be kept apart, meaning that large gatherings such as assemblies or collective worship with more than one group, will be suspended until further notice;</p>				<p>with SEND should provide interventions as usual;</p> <p>9. Volunteers may be used to support the work of the school, as would usually be the case. Mixing of volunteers across groups should be kept to a minimum, and they should remain 2 metres from pupils and staff where possible.</p>	15/7/2020
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			<p>12. Wearing a face covering or face mask in schools or other education settings is not recommended by Government;</p> <p>13. If a child, young person or other learner becomes unwell with symptoms of coronavirus while in their school/ nursery setting and needs direct personal care until they can return home. A fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult if a distance of 2 metres cannot be maintained. If contact with the child or young person is necessary, then gloves, an apron and a fluid resistant (IIR type) face mask <b>must</b> be worn by the supervising adult. If a risk assessment determines that there is a risk of splashing to the eyes, for example from coughing, spitting, or vomiting, then eye protection should also be worn;</p>					
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			<p>14. Sufficient handwashing facilities to be available. Where a sink is not nearby, hand sanitisers will be provided in classrooms and Nursery settings;</p> <p>15. Ensure that all adults and children are aware to:</p> <ul style="list-style-type: none"> <li>a. Frequently wash their hands with soap and water for 20 seconds and dry thoroughly.</li> <li>b. Clean their hands-on arrival at the School/ Nursery, after using a toilet, after breaks, before and after eating, and after sneezing or coughing;</li> <li>c. Encouraged not to touch their mouth, eyes and nose;</li> <li>d. Use a tissue or elbow to cough or sneeze and use bins for tissue waste ('catch it, bin it, kill it');</li> <li>e. Ensure that help is available for pupils</li> </ul>					
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			<p>and children who have trouble cleaning their hands independently;</p> <p>16. The School usual uniform policy will resume, with parents notified that pupil uniform does not need cleaning any more often than usual or cleaned using different methods from normal;</p> <p>17. Maximise natural &amp; mechanical ventilation throughout the school/ nursery setting. Any doors wedged open must be managed e.g. not left open when area is unoccupied;</p> <p>18. Accessing Classrooms directly from outside where possible * See local signage at the School;</p> <p>19. Stagger the following activities so that all children are not moving around the school/ nursery at the same time:</p> <ul style="list-style-type: none"> <li>a. Assemblies;</li> <li>b. Break times including lunch. Dining areas must</li> </ul>					
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			<p>be cleaned between groups;</p> <p>c. Drop-off &amp; collection times;</p> <p>d. Place divider markings down the middle of the corridor to keep groups apart as they move through the School/ Nursery setting where spaces are accessed by corridors;</p> <p>e. Monitor that toilets &amp; cloakrooms do not become crowded by limiting the number of children who use the toilet facilities at one time;</p> <p>20. Parents/ Carers notified that if their child needs to be accompanied to the School or Nursery setting, only one parent/ carer should attend;</p> <p>21. Parents/ Carers and young people are notified of their allocated drop off and collection times and the process for doing so,</p>						
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			<p>including protocols for minimising adult to adult contact (for example, which entrance to use);</p> <p>22. 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);</p> <p>23. Stagger the use of staff rooms and offices to minimise occupancy to maintain social distancing. Remind staff to maintain social distancing in WC's;</p> <p>24. Canteens, School Kitchens and School meal providers will resume supply from Autumn Term. There is specific guidance for Canteens &amp; School meal providers for them to observe;</p> <p>25. Pupils and Teaching staff can take books and other shared resources home, although</p>						
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			<p>unnecessary sharing should be avoided, especially where this does not contribute to pupil education and development;</p> <p>26. Individual and very frequently used equipment, such as pencils and pens, staff and pupils will have their own items that are not shared;</p> <p>27. Classroom based resources, such as books and games, can be used and shared within the pupil group; these should be cleaned regularly, along with all frequently touched surfaces. Resources that are shared between classes or bubbles, such as sports, art and science equipment should be cleaned frequently, meticulously and <u>always between classes/ bubbles</u>, or rotated to allow them to be left unused and out of reach for a period of 48 hours (72 hours for plastics) between use by</p>					
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			<p>different groups;</p> <p>28. Pupils should limit the amount of equipment they bring into school each day, to essentials such as lunch boxes, hats, coats, books, stationery and mobile phones. Bags are allowed;</p> <p>29. Outdoor playground equipment can now be used but will be more frequently cleaned;</p> <p>30. For Physical activities, pupils should be kept in consistent groups, sports equipment thoroughly cleaned between each use by different individual groups, and contact sports avoided. Outdoor sports will be prioritised where possible, and large indoor spaces used where it is not, maximising distancing between pupils and paying scrupulous attention to cleaning and hygiene. This is particularly important in sports settings because of</p>					
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			<p>the way in which people breathe during exercise;</p> <p>31. School Management have noted that there may be an additional risk of infection in environments where pupils or others are singing, chanting, playing wind or brass instruments or shouting. To reduce the risk, particularly when pupils are playing instruments or singing in small groups such as in music lessons by, for example, physical distancing and playing outside wherever possible, limiting group sizes to no more than 15, positioning pupils back-to-back or side-to-side, avoiding sharing of instruments, and ensuring good ventilation. Singing, wind and brass playing should not take place in larger groups such as school choirs and ensembles, or school assemblies;</p> <p>32. Floor tape or</p>					
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			<p>paint to mark areas to remind staff to keep to a 2-metre distance in Offices, Staff rooms. PPA work in a common area should be avoided unless workstations &amp; shared equipment <b>must be</b> cleaned in between users;</p> <p>33. 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.</p>						
<b>Transport &amp; journeys to/ from School/ Nursery</b>	1. Transmission of COVID19 to the School/ Nursery community.	Children/ Pupils/ Staff/ Others	<ol style="list-style-type: none"> <li>1. School Management encourages parents and children &amp; staff to walk or cycle to their school/ nursery where possible;</li> <li>2. School Management will ensure that transport arrangements cater for any changes to start and finish times;</li> <li>3. Government advice for passengers on public transport to adopt a social distance of two metres from people outside their</li> </ol>	4	2	8	M	School/ Nursery Minibuses should not use 'face to face' seating layouts.	15/7/2020

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			<p>household or support bubble, or a 'one metre+' approach where this is not possible, will not apply from the Autumn term on pupil dedicated transport;</p> <p>4. School Management will liaise with transport providers to ensure:</p> <p>a. Pupils are grouped together on transport, where possible, should reflect the groups that are adopted within School;</p> <p>b. Hand sanitiser is provided and used by pupils upon boarding and/or disembarking;</p> <p>c. Organised queuing and boarding are implemented, where possible;</p> <p>d. Social distancing <u>within</u> vehicles implemented, wherever possible, e.g. 2metres without mask, 1-metre with masks;</p>					
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			<p>e. Get written assurance from transport providers of details of their additional cleaning of vehicles programme;</p> <p>f. Get written assurance that transport providers do not work if they or a member of their household are displaying any symptoms of coronavirus;</p> <p>5. When using minibuses/ coaches:</p> <p>a. Substituting smaller 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;</p> <p>b. Cordoning off seats and eliminating face-to-face seating, where vehicle capacity allows, to help passengers spread out.</p>					
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<p><b>Pupil/ Child or adult displays COVID19 symptoms whilst at School/ Nursery.</b></p>	<p>1. Transmission of COVID19 to the School/ Nursery community.</p>	<p>Children/ Pupils/ Staff/ Others</p>	<p>1. If anyone becomes unwell with a new, continuous cough or high temperature or anosmia in an education or childcare setting, they <b>must</b> be sent home and advised to follow the COVID-19: guidance for households with possible coronavirus infection guidance;</p> <p>2. If a child is awaiting collection, they should be moved, if possible, to a room where they can be isolated behind a closed door, depending on the age of the child and with appropriate adult supervision if required. Ideally, a window should be opened for ventilation. If it is not possible to isolate them, move them to an area which is at least 2 metres away from other people;</p> <p>3. If they need to go to the bathroom while waiting to be collected, they should use a separate bathroom if possible. The bathroom should be cleaned and</p>	<p>4</p>	<p>2</p>	<p>8</p>	<p>M</p>	<p>1. Cleaning of the area(s) concerned is covered by a Post-COVID19 Infection Risk Assessment. PHE will be revising their Guidance on this aspect during July/ August 2020;</p> <p>2. Education settings as employers can book tests through an online digital portal. There is also an option for employees to book tests directly on the portal. Home test kits will be made available to Schools during the Autumn Term;</p> <p>3. Staff &amp; Parents aware of the NHS 'track &amp; trace' process and responsibility to inform school management if they are advised to</p>	<p>15/7/2020</p> <p>15/7/2020</p> <p>15/7/2020</p>
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			<p>disinfected using standard cleaning products before being used by anyone else;</p> <p>4. PPE <b>must</b> 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);</p> <p>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;</p> <p>6. If a member of staff has helped someone who was unwell with a new, continuous cough or high temperature or anosmia, <b><u>they do not need to go home unless they develop symptoms themselves</u></b> (and in which case, they should arrange for a test) or the child subsequently tests positive. They <b>must</b> wash their hands thoroughly for 20 seconds with soap and</p>					<p>socially isolate for 14 days because of a contact alert.</p>	
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			<p>running water or use hand sanitiser after any contact with someone who is unwell. Cleaning the affected area with normal household disinfectant <b>must</b> occur, after someone with symptoms has left will reduce the risk of passing the infection on to other people;</p> <p>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 should get tested in this scenario;</p> <p>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;</p> <p>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 14 days. The other household</p>					
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			<p>members of that wider class or group do not need to self-isolate unless the child, young person or staff member they live with in that group subsequently develops symptoms;</p> <p>10. Schools Management understands the NHS Test and Trace process and how to contact their local Public Health England health protection team  <a href="https://www.gov.uk/health-protection-team">https://www.gov.uk/health-protection-team</a></p> <p>11. School Management have ensured that staff members and parents/carers are aware that they will need to be ready and willing to:</p> <p>a. Book a test if they are displaying symptoms. Staff and pupils <b>must</b> not come into 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</p>					
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			<p>5, but children aged 11 and under will need to be helped by their parents/carers if using a home testing kit;</p> <p>b. Provide details of anyone they have been in close contact with if they were to test positive for coronavirus (COVID-19) or if asked by NHS Test &amp; Trace;</p> <p>c. Self-isolate if they have been in close contact with someone who develops coronavirus (COVID-19) symptoms or someone who tests positive for coronavirus (COVID-19);</p> <p>12. Anyone who displays symptoms of coronavirus (COVID-19) can and should get a test;</p> <p>13. School Management <b>must</b> take swift action when they become aware that someone who has attended School has tested positive for coronavirus (COVID-19). School Management will</p>					
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			<p>contact the local health protection team. This local health protection team will also contact schools directly if they become aware that someone who has tested positive for coronavirus (COVID-19) attended the school – as identified by NHS Test and Trace;</p> <p>14. If Schools has two or more confirmed cases within 14 days, or an overall rise in sickness absence where coronavirus (COVID-19) is suspected, we may have an outbreak, and School Management will continue to work with their local health protection team who will be able to advise if additional action is required;</p> <p>15. In some cases, our local health protection team may recommend that a larger number of other pupils self-isolate at home as a precautionary measure – perhaps the whole site or year group.</p>						
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<p><b>Educational visits</b></p>	<ol style="list-style-type: none"> <li>1. Increased exposure to persons outside their community;</li> <li>2. Reliance on the visit environment being kept clean &amp; appropriately cleaned;</li> <li>3. Visit to areas subsequently designated as a COVID19 'hotspot'.</li> </ol>	<p>Pupils/ Staff</p>	<ol style="list-style-type: none"> <li>1. Government advises against domestic (UK) <u>overnight</u> and overseas educational visits;</li> <li>2. Non-overnight domestic educational visits can resume in this Autumn Term providing a Risk Assessment which identifies the COVID19 secure measures being taken at the trip destination.</li> </ol>	<p>3</p>	<p>3</p>	<p>9</p>	<p>M</p>		
<p><b>Stress upon staff members</b></p>	<ol style="list-style-type: none"> <li>1. Roles may be overlapping with greater demands in shorter term;</li> <li>2. Parents may make increased demands upon staff.</li> </ol>	<p>Staff</p>	<ol style="list-style-type: none"> <li>1. Prioritisation of important tasks for the School/ Nursery community for that day/ week;</li> <li>2. Regular feedback &amp; updates for remaining staff as a group activity;</li> <li>3. Staff kept informed of developments before pupils/ children &amp; parent community;</li> <li>4. Staff aware of need to report concerns to School Management;</li> <li>5. Governing Body aware of the need to support</li> </ol>	<p>3</p>	<p>3</p>	<p>9</p>	<p>M</p>	<p>Minimise/ only essential contact with staff members outside working hours.</p>	<p>15/7/2020</p>

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

<b>Assessment authorised by Headteacher</b>			
<b>Print Name: Stephen Warrell</b>		<b>Signature:</b> 	<b>Date: 15/7/2020</b>
<i>RISK RATING SCORE</i>	<b>RESIDUAL RISK LEVEL</b>	<b>MANAGERIAL ACTION</b>	<b>RISK RESULT</b>
<b>1 - 5</b>	<b>L - LOW</b>	<b>Monitor, no action normally required</b>	<b>Acceptable = Risk Level &amp; Controls Acceptable</b>
<b>6 - 10</b>	<b>M - MEDIUM</b>	<b>Attempt to improve controls so far as is reasonably practicable</b>	
<b>11 - 25</b>	<b>H - HIGH</b>	<b>Priority action to be taken to apply control measures</b>	<b>Not Acceptable = Risk Level &amp; Controls Not Acceptable – Further Action Required</b>
<b>The Risk Assessment should be reviewed where circumstances change and/or at least annually. Significant changes will require a new risk assessment. For minor changes complete the boxes below. Attach additional Assessment Review Pages as necessary.</b>			
<b>Assessment Review</b>			

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<b>Reviewed by:</b>		<b>Review date: Weekly</b>	<b>Existing risk assessment valid? (Y/N):</b>
<b>Has the activity changed? (Y/N):</b>	<b>How:</b>	<b>New controls:</b>	
<b>Have new equipment or materials been introduced? (Y/N):</b>	<b>What:</b>	<b>New controls:</b>	