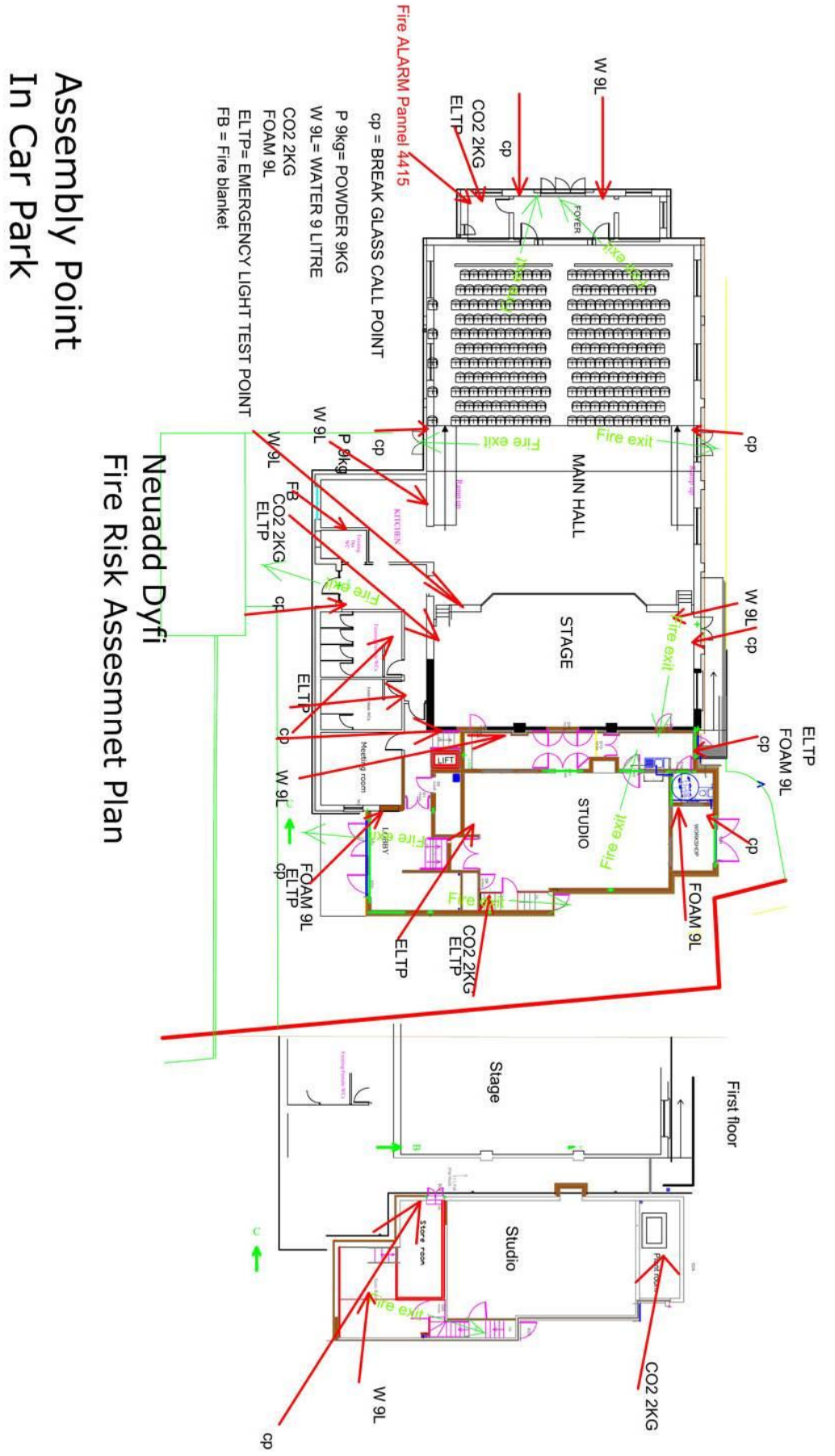

Assembly Point
In Car Park
Neuadd Dyfi
Fire Risk Assesmnet Plan
Fire ALARM Pannel 4415
cp = BREAK GLASS CALL POINT
P 9kg= POWDER 9KG
W 9L= WATER 9 LITRE
CO2 2KG
FOAM 9L
ELTP= EMERGENCY LIGHT TEST POINT
FB = Fire blanket
MAIN HALL
STAGE
STUDIO
Stage
Studio
First floor
Fire exit
LIFT
W 9L
CO2 2KG
ELTP
FOAM 9L
FB
P 9kg
cp

Covid 19

Under the situations that prevail during the global pandemic a risk Assessments will be adjusted and modified to comply with the regulations that apply on the day. Each activity will have its own requirements in addition to the overall RA contained within this document

The following is specific for Group Exercise sessions the only substantial activity Currently taking place.
The hall is not open except to authorised individuals
Remember
Keep Wales safe:

- always observe social distancing
- wash your hands regularly

Self-isolate if you or anyone in your household has **symptoms**.

If you **have symptoms get a test**.

EMD UK COVID-19 Risk Assessment
Template for Group Exercise Instructors

For both indoor and outdoor classes, you should complete your own COVID-19 Risk Assessment and publish this to your users. This template is designed to help - you should consider which sections will apply to your individual situation and complete a risk assessment based on your activity, including (but not limited to) people management and communication, hygiene and first aid. You may still wish to record that you have assessed facility risks through enquiries made with your facility provider.

We have provided an example COVID-19 risk assessment below, which is for illustrative purposes only, and includes some examples of things to consider. Consider how this will apply to each aspect of your teaching and identify the controls you require to meet Government guidance regarding health, social distancing, and hygiene etc. Remember that you must review your other Health and Safety, and Safeguarding, risk assessments for other hazards such as fire, first aid etc.

What are the hazards?	Transmission of COVID-19
Who might be harmed?	Facility users and the wider community

Neuadd Dyfi Risk assessment

No.	Controls Required	Mitigations	Action Taken
People Management, Instructor Best Practice and Communication			
1	Self-screening of individuals before they arrive at the class to ensure individuals displaying COVID-19 symptoms or those who should be shielding do not travel or attend	Email / phone participants before to remind them to self-screen. PAR-Q emailed to everyone to complete and help remind them of their responsibility.	SA
2	An assessment of user numbers, space capacities, venue circulation and layout planning to maintain social distancing	Emailed participants to advise on social distancing requirements and provide the guidelines prior to arrival. Map showing one-way system also emailed to everyone. Social Distancing - Reducing the number of persons on arrival and leaving the venue to comply with the 2-metre gap recommended by the Public Health Agency. Review class schedules including start & finish times. Tai Chi on Monday, Dance Fitness moved to Tuesdays & Thursdays.	SA emailed information SA SA
3	Communications in place so that all participants are aware of the control measures in place and how to act appropriately to minimise the risk of transmission of COVID-19	Personal belongings should not be brought into class, other than a personal water bottle and keys Remind students of one way system, wearing of masks when entering and leaving building, to stay on marks in hall and to keep distance when moving in and out of building.	SA to remind before class and on the day.
4	Clear protocols to manage any person who becomes symptomatic at the venue as per government guidelines for employers and businesses as the most relevant information	All participants to go home immediately and told to self-isolate & get tested. SA to contact participants from other classes that the person has been to and inform about situation, to self-isolate and get tested. SA also to inform Des George, manager of building.	SA to monitor
5	Outline how participants who are returning to the environment from isolation due to suspected or confirmed cases of COVID-19 or other COVID-19 related reasons should be medically assessed prior to return	No participant will return to the class for at least 10 days from the onset of symptoms and they must be at least 7 days with no symptoms. They will not be allowed back to the venue for at least 14 days from the onset of symptoms.	SA to monitor and remind class at each class
6	Agree a clear position on how participants who are deemed vulnerable or are in a household with vulnerable individuals interact with the environment, which must be in line with government advice on clinically vulnerable individuals.	Clinically extremely vulnerable individuals or those continuing to live with anyone deemed clinically extremely vulnerable should not be engaged in the class environment in line with current government advice. Participants deemed 'clinically extremely vulnerable' should continue to follow government advice. This currently includes maintaining 'shielding' and therefore, should not return to organised exercise outside of the home.	SA to remind participants
8	Ensuring class session plans are designed to minimise the injury and illness risk/NHS burden as a priority consideration	Limit where possible movement outside of the spacing guidance for classes.	SA to ensure movement is limited

9	Should a known or suspected COVID-19 case occur in the exercise environment or an individual be identified as a contact of a known case the individual/s in question should be placed in isolation and follow the PHE guidelines.	Any participant who may become symptomatic whilst at the class should leave the venue immediately without touching anything and without coming into close contact with anyone. If they are clinically unstable, they will be isolated in a separate room and medical assistance called for. Venue to be notified to ensure the isolation room to be cleaned after use. Names, phone numbers and email address to be taken at each class and this to be maintained for 21 days for track and trace purposes and then destroyed if not required. SA to collect.	Entrance foyer at back of hall to be used as isolation room.
10	Avoid cash transactions.	Cashless payment system put in place.	SA done
11	Ensure any support staff within the group exercise venue are operating to the minimum standards of practice that ensure any professional body endorsement and professional indemnity insurances they require are still valid.	Applicable insurances checked	SA insurance checked DG to check
Buildings and Venues			
12	Assess ventilation in the building (natural and mechanical) and take appropriate measures to maximise ventilation and minimise risk of transmission.	A target ventilation rate of 20l/s/p is advised for facilities. This can either be attained through adjustments to ventilation systems themselves, or by controlling numbers (based on 100sqft per person, net usable indoor space available to members to use, including changing rooms) and using natural ventilation. 3m distance marked out. Ventilation systems should provide 100% fresh air and not recirculate air from one space to another. All doors and fire exit doors to be kept open during class if warm enough. If outside temp cold, increase temp inside before class starts. Increasing the existing ventilation rate by fully opening dampers and running fans at least 50%.	SA SA to monitor DG / SA
13	Assess the maximum occupancy of your class	Limit number of participants to 12 for Dance Fitness and Tai Chi (giving 3m distance between participants) Communicate with participants the reason for limited numbers in advance of class – included in email information to participants Mark the floor with markers at 3m distance	SA SA emailed SA done
14	Check the venue has a deep cleaning strategy to minimise COVID-19 transmission risk	Check the strategy with the venue	SA to talk to DG
15	Check the venue has a daily cleaning strategy to minimise COVID-19 transmission risk	Have in place appropriate cleaning policy for toilets in between each use and classes	SA to talk to DG

16	Check the venue has a high-frequency touchpoint cleaning strategy to minimise COVID-19 transmission risk and how you will keep records	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods	SA to clean these areas after each class
17	Assess if spaces can be allocated between car park bays to minimise risk	Communicate with participants the need to park away from others wherever possible	SA
18	Ensure accesses, exits, passage, main room and stairways are safe, unobstructed, and accessible	Ensure there is a 2 metre social distancing allowance outside of classroom and signposted Ensure there is a 1-way system in place to avoid pinch points and areas of high traffic (1 entry point/ 1 exit point where possible) Check all furniture and equipment is neatly stored Sufficient cleaning equipment available to wipe fitness equipment (such as bikes) after each class	SA SA SA DG
19	Review emergency exits and access in the event of an emergency	Ensure exits are clearly marked There is clear access to doors and that they are not locked Review if the premises are accessible to the emergency services	DG SA & DG
20	Kitchen spaces are not to be used	Ensure participants bring their own water	SA
Hygiene and Cleaning			
21	Provision of hand washing facilities with warm water and soap	See hand washing guidance. One person in toilets at a time. Signs put up	SA, DG
22	Provision of suitable wipes hand sanitiser in locations around the facility to maintain frequent hand sanitisation.	Participants to be encouraged to carry their own sanitisers with them. Sanitiser at entrance to the building, payment area, hall and exit. Also in the isolation room.	SA
What are the hazards?		Other venue hazards to be considered after temporary closure such as Legionnaire's Disease, fire, electrical safety etc.	
Who might be harmed?		Facility users	
No.	Controls Required	Mitigations	Action Taken
Venue Preparation			
23	Check with the venue as to the risk of Legionnaire's disease and if necessary, work has been done to make your water supply safe for users		DG done
26	Check with the venue that routine maintenance has not been missed and certification is up to date (e.g. Gas safety, Electrical Safety and Portable Appliance Testing, Fire Safety, Lifts and Heating – Ventilation and Air Conditioning).		DG
27	Re-check the fire procedures for the venue	Plan an escape route and meeting point that respects social distancing measures? Informed the class of any hall fire procedures including escape routes &	SA SA

		meeting points Easy access to the register or list of those attending the class If you are using a public building e.g. a school, leisure centre etc. know where the nearest fire bell is sited so you can alert others Check fire extinguishers are accessible, of the correct type & maintained and if training is required Inform participants that they must not try to extinguish a fire themselves unless they are an appointed person, and that you must be informed immediately	SA DG / SA
28	Electrical & other equipment	Ensure you aware of the light switches, including emergency lights Check plugs and sockets and own equipment is in working order Provide own head mic	SA DG SA

What are the hazards?	Vital first aid equipment is not available when needed. First aiders do not have adequate PPE to carry out first aid when required.		
Who might be harmed?	First aiders, facility users		
No.	Controls Required	Mitigations	Action Taken
First Aid			
29	Check that your first aid kits are stocked and accessible during all activity		SA
30	What steps have you taken to improve your understanding of first aid provision under COVID-19?	Follow guidance from St Johns Ambulance	SA
31	If you have an AED then check that it is in working order, service is up to date and that it is available during all activity		
32	Check you have an accessible Incident Report Book		SA, DG
33	Implement a Register of all attendees for each class (this must be kept for 21 days in case of outbreaks)		SA
34	Ensure you access to a phone in case of emergencies		SA

Neuadd Dyfi Popup Shop

- All Surfaces wiped down with sanitiser start of session Door handles tables and other areas that might be touched
- Doors to main hall closed and route to Main toilets blocked by table
- Main door pegged back when shop open (unless howling gale)
- Hand gel available at door
- One purchaser at a time. Signage on the door
- Serve under screen hands washed each time money is handled
- No customer to enter kitchen
- Wipe down surfaces with sanitiser at end of the session
- If disabled toilet is used (people sometimes desperate) sanitise after use

1 Layout and Activities

Physical Layout

The Neuadd Dyfi is a community hall with some 700 sq metres of floor space. It has three main entrances :-

The Foyer the lobby and the lobby to the new annexe
.
In addition there are five other external doors three of which are designated fire exits. The hall is mainly on one level though the stage and backstage areas are 850mm higher. Thee is an old projector room above the foyer , now used for sound control. This is accessed by a steep flight of steel steps.

The building is generally in good condition having been modernised refurbished and extended in 2000. Primarily this involved removing a block of chairs flattening part of the raked floor and the building of an annexe with a kitchen toilets and a meeting room. In 2011/12 a community annexe was built to the rear of the existing building. This gave an additional hall of some 70 square meters, an independent lobby , a first floor storage area and workshop/plant room

There is a mix of adequate lighting throughout the building.

The adjoining car park is a tarmac area lit indirectly by street lighting.

Activities carried out

The hall is used for a wide variety of community activities which include:- Youth club, Women's Institute Meetings, Amateur Dramatics, Dinner Dances, Children's parties, Gardening Club Shows, Music performances, Art workshops, wedding receptions etc . There is a fire licence for 400 in the main auditorium and a further 80 on stage. We have this number on several occasions during the year

Some of the above activities are regular users others are one off events. Some know the hall well others do not.

The management of the hall is done through a voluntary committee as is much of the maintenance. There is a part time caretaker.

The hall is in use throughout the year.

Machinery and Chemicals

Machinery Equipment and Vehicles

The new community annexe is heated via a ground source heat pump system. Heat is extracted via 7* 50m boreholes under the main building. The heat exchanger and buffer tank are situated on the first floor plant room above the workshop.

The main hall is heated via 14 3kw quartz heaters all other areas use electric wall heaters.

There is a 3kw photovoltaic array on the new annexe roof

We have 3 main cleaning machine two vacuum cleaners and a numatic industrial floor polisher.

There is 3 phase stage lighting system. This has 4 zero 88 dimmer racks for generic lanterns. In 2014 we installed a new lighting system comprising 3 rows of Led Selecon cycs above the stage and a mix of Selecon Fresnel and profile spots and two lighting bars suspended over the auditorium on a pulley system.

There is a fire alarm system which has 9 call points and two heat sensors in the lobby and kitchen area. The doors in the kitchen and lobby area have magnetic catches linked to the fire alarm system. Most of the internal doors in the new annexe also have There is no sprinkler system but there are more than the required fire extinguishers of the appropriate type for the location i.e. water co2 foam and dry powder.

There is a Pollock wheel chair lift to gain access to the stage area and Studio

Heating is done by wall heaters all electric .plus a ground source heat pump
There is a public car park to the side of the building and a lightly used road on the other side.

Chemical and substances

There are very few chemicals or substances other than those used for general cleaning or maintenance. These are normal domestic materials.

There are a large assortment of pots of paint used for both maintenance and painting of stage scenery. All paints are stored outside in the workshop. Only Water based paints are used for scenery construction.

Stage pyrotechnics are occasionally used during pantomime productions. The association of British Theatre Technicians (ABTT) code of practice is followed.

Physical layout hazards

Physical layout producing hazard	Description of Hazard	Description of existing precautions	Is the hazard adequately controlled?		If hazard not adequately controlled –Required workplace precautions or other actions
Steep steps leading into old projection room	Trip or fall		yes		
Stage 850mm above flat dance floor area. Access by small flight of moveable steps	Trip or fall	Edge of stage painted in contrasting colour. Light available to illuminate step		No	In most conditions of use the risk is low. However when used for dinner dance with tables on stage there is an increased trip hazard. Control through the positioning of the tables and removal of the steps. Possible need for hand rail along front of stage. The rope barrier helps to define the edge. June 2015 structural survey identified issues with stage not to be used for dance or large groups.
Flight of steps outside old foyer	Trip or fall especially when large crowds queue for show.	Edge of steps painted white. Lights around foyer removed as glare was distracting	yes		Edge of steps has a durable edge marking. Possible need for front of house manager at busy times.
Access to high level cupboards	Trip or fall	Appropriate step ladders, hand rope	yes		Limited access
Access to plant room via steep ladder	fall	Limited access	yes		
Access to flat roof	Fall from height	Limited access	yes		
Floor surfaces	Slip/ trip	Signage when wet. Develop awareness wen problems might occur	yes		Caution needs to be taken especially with the main hall floor. When cleaned and polished it can become slippery. In very cold weather when heating turned on a thin layer of condensation can develop making it slippery
Sub floor storage	Confined spaces/ hitting head etc	Restrict access to competent people	yes		Fine if common sense used . r
Path	prickly plants	Keep trimmed	yes		Hec during spring and summer

Machinery and Equipment hazards

Machinery etc producing hazard	Description of Hazard	Description of existing precautions	Is the hazard adequately controlled?		If hazard not adequately controlled –Required workplace precautions or other actions
			Yes	No	
Photo voltaic	Electrocution as charge exists when main power supply is off	Signage on all consumer units	yes		Awareness that 240 volts can exist when mains inlet is off.
Polishing machine	Impact with machine out of control. Entanglement with electric cable	Machine only to be used by trained operative. Machine stored in locked cupboard.	yes		
Stage lighting system	Electrocution. Falling object	System fully protected by circuit breakers and RCD's. System tested by qualified electrician annually. Appropriate steps or scaffolding tower used for servicing lights. Lamps clamped and have safety bonds.	Yes		Move to LED has reduced the need to go up steps to change coloured gels
Kitchen cookers and boilers	Fire and hot liquids	Well designed layout. Moveable counter to limit access to cookers. Cookers with closed down lids with safety cut-outs. Handbook available		no	Appliances need servicing system. Current method is haphazard. No system for training new users
Fixed Seating	Fall	Check fixed seating screws before a show.	yes		
Movable seats	Trip in fire situation	Link together and use floor bars	yes		

Chemical and Substance hazards

Chemical etc producing hazard	Description of Hazard	Description of existing precautions	Is the hazard adequately controlled?		If hazard not adequately controlled –Required workplace precautions or other actions
Cleaning materials	Poisoning especially to Children	Limit quantities and type. Small quantity kept in cleaning cupboard low down on shelf. Spare stock kept in old projection room	yes		
Paint storage	Possible fire risk	Limit the use of Oil based paints. All paints are stored externally in workshop	Yes		
Pyrotechnics	Fire and explosion	All stored offsite. Fired following the ABTT code of practice. Experienced personnel and rehearsed	Yes		

The key areas used for storage

Area	What stored	Hazards	Notes
High level cupboards	Spare glasses plates, Christmas decorations office records	Falling off ladders, Items falling out	Use correct ladder
Shed over the road	Spare tables scenery building	Manual handling	Apt to get very cluttered
Old projection room	Sound equipment lights stage props spare cleaning equipment		Needs regular tidying
Under the stage	All materials being removed	fire	Awaiting complete rebuild of stage
Workshop	Paint storage tools garden equipment		Apt to get cluttered
Above workshop			
Under studio floor	Street Christmas lighting cloths rails		Keep locked. Chemicals low down
Cleaners cupboard	All sorts of cleaning materials	Falling off ladder items falling from shelves	
Above annexe lobby	Costumes small office	Tripping falling	keep area tidy
Foyer office	Sound equipment display boards		

Active monitoring

Reference point	Hazard	Active Monitoring required	Frequency
Physical layout	Trip or fall down external steps by foyer	Check steps are clearly painted. Check Lighting is adequate	3 months and before each show
Activity	Fall from height changing light bulb	Check condition of catwalk safety wire anchor points and harness	Annually
Activity	Fall from height gaining access to high level cupboard	Check cupboards are kept locked. Check condition of steps. Check condition of hand rope	Regularly on use. Annually
Machinery	Stage lighting System	Check all lights have safety bonds Test RCD operating correctly Have System checked by qualified electrician PAT testing on RA basis	After rigging before each show Monthly Main circuitry Annually by certified electrician
Fire equipment	Fire	Annual test and check by certified company	
Chemical and substance	Pyrotechnics fire and explosion	Demonstrate usage to performers. Test firing system is working correctly. Check fire appliances in place. Check ABTT code . Train responsible person	At technical rehearsal. In advance of each show using pyrotechnics.
Gas cooker and water heater	fire and explosion	Service by Corgi equivalent	

Fire risk assessment

Statement:

It is the policy of the Neuadd Dyfi to protect all persons including employees, customers, contractors and members of the public from potential injury and damage to their health which might arise from work activities.

The Management Committee will provide and maintain safe and healthy working conditions, equipment and systems of work for all employees, volunteers and visitors to provide such information, training and supervision as they need for this purpose.

The committee will give a high level of commitment to health and safety and will comply with all statutory requirements.

The fire alarm Panel situated in room by old Foyer	Code 4415

Commentary: The Fire Safety Management plan is contained within the Health & Safety file and is kept in the office by the old Foyer. A schematic is attached.

It confirms that a fire risk assessment will be completed to ensure adequate fire safety and will be reviewed as necessary. The fire risk assessment will follow the 5-step narrative method. The significant findings will be recorded. Any deficiencies identified by the fire risk assessment process will be prioritised and rectified accordingly.

Although having overall responsibility for fire safety matters the Neuadd Dyfi Management Committee has made the Health & Safety Advisor responsible for fire safety matters which includes the fire risk assessment and all matters appertaining to it.

This person will be responsible for:-

- Deciding the fire safety protective and preventative measures
- Informing other responsible persons what they are

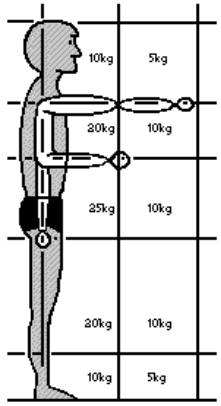
• Ensuring they are implemented and communicated to other employees • Ensuring co-ordination between other responsible persons Fire Safety will be an agenda item for the Management Committee Meetings. The other responsible persons are shown on the schematic (attached). They will be responsible for the fire safety measures as shown. The Health & Safety Advisor will be responsible for monitoring the effectiveness of the fire risk assessment process and its implementation.

Fire Warning System:	(i.e. automatic fire detection, break-glass system to BS 5839, other)
Automatic and Break glass to Bs 5839 heat detection in kitchen and lobby	
Emergency Lighting	: (i.e. maintained/non-maintained, 1hr/3hr duration to BS 5266)
A mix of Maintained, Non Maintained and flood serviced annually	

Step 1 - Identify fire hazards		
Sources of ignition	**Sources of fuel**	**Sources of oxygen**
Smokers, power tools electric heaters	Paint cans	Generally atmospheric available
Cooker Hob	Gas from cookers and water heater	
Electrical Short circuit	Stage curtains scenery and props	
Table candles at dinner functions	Rubbish bins	

Step 2 - People at risk
Those working and helping out for example in the kitchen The general public. Any user of the hall
Step 3 - Evaluate, remove, reduce and protect from risk
(3.1) Evaluate the risk of the fire occurring The risk of a fire occurring is possible though with control measures in place it is reduced
(3.2) Evaluate the risk to people from a fire starting in the premises Occupancy varies from small numbers to 400 in an audience with an additional 100 or so performers and helpers. There is a wide variety of ages and abilities. If a fire were to start
(3.3) Remove and reduce the hazards that may cause a fire All flammable liquids such as paints are stored outside in the workshop Smoking is not allowed in the building. All stage curtains are made of flame retardant materials Table candles kept in appropriate containers and carefully extinguished after use. The use of Led or battery lamps reduces the need for lit candles. Recommend that the refuse bins are located away from the lobby doors so that smokers do not put lighted cigarettes in bins
(3.4) Remove and reduce the risks to people from a fire Emergency lighting provides adequate illumination in all areas serviced annually and checked regularly. Flood lights have been installed in auditorium and the stage area to produce better spread When large audiences are in hall seating is held in place by floor bars and corridors are kept free. There are a large number of emergency exits opening out either onto a large car park area or a quiet road.
Review outcome (where substantial changes have occurred a new record sheet should be used see below)

RISK ASSESSMENT

Hazard	Who might be harmed and how	Likelihood	Severity	Risk Level	The controls are they adequate?	Further action?
Something that can cause harm **Look only for hazards which you could reasonably expect to Result in significant harm under the normal conditions in your hall** **Use the following examples as a guide: -** ✎ Food preparation and serving – cleaning rotas etc. ✎ ✎ Fire and explosion – premises, fuel storage ✎ Working at heights – ✎ Parking areas ✎ Use of tools and equipment ✎ Lifting, manoeuvring heavy objects ✎ ✎ Premises – electrical wiring, escape routes	**There is no need to list individuals by name – just think about Groups of people carrying out normal Club activities who may Be affected your identified Hazards: -** **For example:** ✎ The public ✎ Support ✎ Cleaners ✎ Instructors ✎ Students under instruction ✎ Family groups Pay particular attention to: - ✎ People with disabilities ✎ Visitors ✎ Absolute beginners	♦ **Probable** ♦ **Occasional** ♦ **Possible** ♦ **Remote** ♦ **Improbable**	♦ **Fatal** ♦ **Major Injury** ♦ **Serious Injury** ♦ **Minor Injury**	♦ **Very High** ♦ **High** ♦ **Medium** ♦ **Low** ♦ **Very Low**	**For the hazards listed, do the precautions already in place -** ✎ Meet the standards set by any legal requirement? ✎ Comply with a recognised safety standard or code of practice? ✎ Represent good practice? ✎ Reduce risk as far as possible? **Have you provided: -** ✎ Adequate information, instruction or training And visitors? ✎ Adequate systems or procedures? **If so, then the risks are adequately controlled, but you may need to indicate the precautions you have in place.**  	**What more could you reasonably do for those risks which you Found were not adequately controlled?** **You will need to give priority to those risks which affect large Numbers of people and/or could result in serious harm.** **Apply the principles below when taking further action. If Possible in the following order: -** ✎ Remove the risk completely ✎ Try a less risky option ✎ Prevent access to the hazard (e.g. by fencing off) ✎ Organise group to reduce exposure to the hazard ✎ Insist that protective clothing or safety equipment is used where Necessary ✎ Provide adequate facilities (e.g. washing, first aid)

Neuadd Dyfi Risk assessment

Annual check list template

Hazard	Who might be harmed and how	Likelihood	Severity	Risk Level	The controls are they adequate?	Further action?
				♦		
Lobby						
Toilets						
Meeting Room						

Prepared June 21/2015 Current update November 2020

Neuadd Dyfi Risk assessment

Hazard	Who might be harmed and how	Likelihood	Severity	Risk Level	The controls are they adequate?	Further action?
Stage area						
Back Stage corridor						
Studio						
Rear Lobby						
Store room						
Outside/ carpark						
Other areas						

Prepared June 21/2015 Current update November 2020