

Title:	Managing COVID-19 at Rampion	Ref ID: ROW RA 42 v19
Location:	Rampion	Date: 30/03/2021
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		Next Review: 17/12/2021

No.	Hazards	Associated Risk	People at Risk	Likelihood x Severity			Mitigation	Likelihood x Severity		
				L	S	R		L	S	R
1	Normal operations involves high staff numbers & regular face to face interaction / close contact.	Risk of COVID-19 infection being transmitted between members of the team.	RWE staff, contractors & vessel crew	5	3	15	<p>Rampion staff have access to the O&M building to work in accordance with the following control measures</p> <ul style="list-style-type: none"> - Upon arrival all staff to stop at the welcome station in reception, check compliance with the posted questions and sanitise hand - All staff have a designated desk, are to keep desks clean & clear allow the cleaners access with no hot desking. Sanitising materials have been issued. - Upstairs, excluding the gym, is closed, No more than 2 from a 'bubble' to use the gym at any one time - Social distancing (ideally 2 metres to be maintained, no less than 1 metre) - Face coverings are to be worn whilst moving around the office. They may be relaxed when sat at desks and at meal breaks. - One person allowed on stairs or in lifts at any given time - Door stops will be used to keep all doors open and Automatic doors for the main Reception <p>No offsite meetings, without management approval. Any requirement for visitors or contractors to come to site to be raised at the planning meeting, and if deemed necessary included on manifest. Videoconferencing to be the default meeting method.</p> <p>On weather days technicians are allowed on site to undertake training & certain work activities. These technicians will be identified by line managers, all other technicians will work from home.</p> <p>The offshore work scope will continue to reflect what's required to maintain operations and the sites Critical National Infrastructure Status. Work scope will continue to be assessed and prioritised as needed to utilise the resource available.</p> <p>Shift rotations are 2 weeks on 1 week off. Teams will work in 4 separate COVID work bubbles and will be assigned to specific CTVs. These bubbles will be discussed and arranged via the weekly planning meeting. Bubbles will have a fixed duration of 7 days and will be communicated out via the manifest.</p> <p>All staff shall keep up to date with latest government advice on distancing and hygiene and stay vigilant at all times to ensure this is maintained.</p> <p>If symptoms develop, contact the NHS. Those who have been in close contact (2m for >15 mins) to quarantine until test results are known, and quarantine working areas for at least 72 hours. If result is positive, personnel should quarantine for 14 days.</p> <p>If required Rampion Staff will be allowed flexible working patterns to avoid peak times on public transport, this will be arranged with line managers.</p>	4	3	12
2	Increase in staff due to summer Service campaign	Risk of COVID-19 infection being transmitted between members of the team.	RWE staff, contractors & vessel crew	5	3	15	<p>7 Day Planning will implement 4 separate COVID bubbles for dedicated work teams who are assigned to a specific vessel. Bubbles will be in place for 7 day durations. All planning requirements should reflect the designated bubbles. The only thing that may impact bubbles is staff sickness.</p> <p>In the event of adjusting bubbles part way through a 7 day period, COVID Tests are available if Team Members wish to accept.</p> <p>Technician traffic in the O&M building is to be kept to an absolute minimum. Mobilisation & Demobilisation processes have been adjusted to reflect the changes:-</p> <ul style="list-style-type: none"> - Technicians are to arrive at work, change into work wear, collect work pack & personal belongings and mobilise straight to CTV. - Morning Briefs and afternoon Briefs will be conducted remotely on the vessel - In the event of an unexpected delayed sail, technicians without a permanent desk should use one of the larger rooms such as the briefing room or upstairs kitchen to prevent groups congregating. Separation should be maintained and when using the upstairs kitchen or conference room the door should be opened to provide ventilation. All dirty crockery is to be washed before leaving the building to reduce the load on the cleaner. 	4	3	12
3	COVID Restricted operations but major repair is underway or increased numbers need to be on site	Risk of COVID-19 infection being transmitted between members of the team.	RWE staff, contractors & vessel crew	5	3	15	<p>Request to be on site to be made at Daily meeting with at least 24 hours However, a manager to be consulted for access to the upper floor when Rampion numbers may seem excessive.</p> <p>Major Correctives Team and other external groups to use upper floor when presence on site is unavoidable, otherwise electronic communications to be used.</p> <p>External groups should not access the ground floor offices</p> <p>For the upper floor, meals and drinks should be prepared in the small kitchen; the canteen remains out of bounds Us of showers and changing must be managed in such away as to avoid contact with others outside a particular 'bubble'</p>	4	3	12

4	Transmission of COVID-19 from general public to Rampion staff	Risk of COVID-19 infection being transmitted to a member of the Rampion team.	RWE staff, contractors & vessel crew	5	3	15	<p>Agreement to come to site to be obtained from line manager. Frequency of visits to be kept to an absolute minimum</p> <p>All staff attending site shall be referred to on either on the daily manifest or the accompanying email (to support track & trace).</p> <p>If COVID symptoms are suspected (persistent dry cough, temperature, loss of taste or smell), contact the NHS ASAP and inform your line manager. Remain at home until the results test are known.</p> <p>If there has been close contact (2m for >15 mins) with somebody who has tested positive for COVID-19 in the previous 14 days, seek NHS advice, inform line manager and isolate for 10 days.</p> <p>If there has been close contact (<2m for >15 mins) with somebody in the previous 10 days who has COVID-19 symptoms, seek NHS advice, inform line manager and do not return to work until either 10 days from contact with that person, or the contact receives a negative test result.</p> <p>Travel in private transport (e.g., car, cycle). Avoid public transport or shared transport.</p> <p>External deliveries will be accepted. Where access to toilet is requested, driver to be directed to the disabled toilet.</p> <p>3rd Party contractors on site will need management approval and a specific COVID RA in place with control measures in place that are task specific.</p>	4	3	12
5	Transmission of COVID-19 between Rampion staff in the office / onshore areas.	Risk of COVID-19 infection being transmitted between members of the Rampion team.	RWE staff, contractors & vessel crew	5	3	15	<p>Where available, personnel coming to site or prior to shift from a Tier 4 area should undergo lateral flow testing at local test site.</p> <p>All personnel coming to site are to review the questions in the lobby. Any positive answer bars that individual from coming onto site</p> <p>Hand wipes placed at doorways and shall be used by those passing through, as well as regular use of antibacterial hand cleaning gel. Where possible, non-fire doors shall be propped open to avoid touchpoints. Only one person on stairs at a time - self police</p> <p>Clearly separate access, welfare and working areas for external contractors working on site. External contractors to make a written disclosure concerning relevant symptoms, prior to arrival. To be managed by an RWE employee or full time RWE contractor embedded within the Rampion team.</p> <p>Where a face to face meeting is deemed critical, only the bare minimum of people shall attend, it shall be as short as possible, the morning briefing room or conference room will be used (due to their size), and those in attendance shall sit as far apart as possible. After any meeting, the meeting attendees shall wipe all door handles, chair armrests and any other touchpoints.</p> <p>Quayside crane operators to wear disposable gloves when using remote control.</p> <p>Only one person is permitted in the control room at any time, other than in an emergency.</p> <p>Cleaning regime to focus on high throughput areas and touch points . Where a cleaner is present, no-one should enter that room until they have completed their work. They should be afforded a 2 meter 'bubble when working in the main office.</p> <p>Meal breaks to be staggered and separation maintained in the mess room . Additional tables available outside and use of balcony promoted. Eating at desks will be permitted. Clean touch points after use e.g. microwave, kettle, and all surfaces.</p> <p>Dishwasher to be run at least 60°C</p> <p>Act in accordance with any signage which should be considered mandatory</p>	4	3	12

6	Transmission of COVID-19 between Rampion staff and vessel crew during CTV transit and transfer	Risk of COVID-19 infection being transmitted between members of the Rampion team.	RWE staff and vessel staff	4	3	12	<p>Standard working practice ensures minimal contact between transferee and crewman:</p> <ul style="list-style-type: none"> •Transferee stood back until called forward •Latchways handed at arm's length (both technician and deckhand shall wear gloves during this operation). •Deckhand stands back to allow transfer •Greater risk from disrupting an established and safe routine should this change <p>Working gloves to be worn when handling any item bags, brothers, tag lines etc.</p> <p>Technicians to follow seating plan which will be bubble/CTV specific and issued via the manifest this will ensure distancing whilst PAX are seated on the CTV.</p> <p>A maximum of 8 technicians and 2 crew to sail on each vessel.</p> <p>Face coverings are to be worn:</p> <ul style="list-style-type: none"> •Until gear is stowed and passengers sat down. •If more than 6 are sat in the cabin. •When a crew member enters the cabin. •When moving around the cabin. •When readying for, and undertaking the transfer. •When disembarking until separation can be regained. <p>Where possible working parties will have the same team members and vessel allocation throughout the shift rotation (COVID Bubbles).</p> <p>Transferees are not to enter crew areas such as wheelhouse and storage areas.</p> <p><u>CTV crew to clean galley surfaces, appliances, door handles, seats, toilet and other touch points on the vessels regularly.</u></p>	3	3	9
7	Loading out Transfer to vessel (bags and PAX) and vice versa	Use of site vehicle (shared access) Multiple personnel handling bags shared lifting of larger bags (close proximity) Multiple personnel handling equipment such as lifting tackle, shackles and slings- Multiple people accessing and using mechanical lifting aids, e.g. forklift trucks (FLT), electrical trolleys, cranes and pendant controls and pallet trucks	RWE Staff	3	4	12	<p>Use of site vehicles is restricted to Stores personnel (or if not available a single person nominated on each shift) only, touch-points should be wiped with antibacterial wipes before and after use, and no passengers shall be carried</p> <p>Mobilisation lay-down area to be prepared in advance where possible by store personnel and area to be vacated prior to technician's arrival</p> <p>Packing of bags to be undertaken by offshore technician team members only.</p> <p>Good hand hygiene to be observed before and after packing bags, handling all bags and equipment (including lifting equipment)</p> <p>Team must ensure they pack adequate supplies of PPE, hand sanitiser and antibacterial wipes</p> <p>Caged areas in Stores to be controlled by Stores personnel (or other nominated person if not available) – if items are required from these cupboards these should be requested</p> <p>Minimise contents of bag where possible so single person lifts are safe and possible</p> <p>Transportation of offshore bags will be done using mechanical aids operated by Stores personnel (or other nominated team member if not available) and remain in the vehicle whilst it is unloaded</p> <p>Technicians shall walk to quayside – maintain social distance</p> <p>One person in each shift to be designated as the user of specific equipment, whether that be site vehicle, FLT, cranes etc. Where this is not possible, any contact surfaces must be cleaned before and after use as should users hands</p>	2	3	6

8	Transmission of COVID-19 between team members working on turbines.	Risk of COVID-19 infection being transmitted between members of the Rampion team.	RWE staff and contractors	4	3	12	<p>Following setting to work, only the AT (Authorised Technician) or the leader of the working party should handle safety rules documentation; WMSR 063 does not require all team members to sign GSAF</p> <p>Radios to be frequently cleaned with disinfectant to prevent infection via hand to face contact. Only use your own radio.</p> <p>Wear gloves at all times and wipe clean regularly. Where task allows, wear disposable gloves and change them regularly. Regularly use sanitising gel.</p> <p>Offshore teams will take portable hand wash basins and teams should wash hands regularly and especially before eating or drinking.</p> <p>Teams will be supplied cleaning product and Tork paper to wipe down control panels, tools etc as required to minimise infection</p> <p>Tools to be cleaned before and after use and avoid passing tools between colleagues</p> <p>Single occupancy of lifts, and lift and controls to be cleaned after each use</p> <p>Maintain distancing e.g. if a 2 person lift is required, re-engineer the task to remove this requirement.</p> <p>When distancing cannot be maintained as part of an activity or task the individual(s) shall report back to their supervisor with specific details about the task & rationale as to why distance cannot be maintained. The task/activity shall be reviewed to confirm its deemed essential, if it is essential then a separate "Essential Task" Risk Assessment shall be carried out that puts in place additional control measures applicable to COVID -19. The Job hazards should clearly identify those working conditions where a person cannot work at a greater distance than 2M</p> <p>Clean touchpoints before use if turbine has been visited in the previous 7 days.</p> <p>All technicians will be issued with FFP1 masks and can wear them as an additional precautionary measure if they wish</p>	3	3	9
9	Transmission of COVID-19 from workplace to home	Infection of family members	RWE staff and vessel staff & their families.	4	3	12	<p>Change out of working clothes on leaving site.</p> <p>When using changing rooms, ensure distances rules still apply, this may mean moving to another area of the changing room.-</p> <p>A maximum of 2 people in the shower area</p> <p>Wash clothes worn at work separately to other clothing.</p>	3	3	9
10	Transmission of COVID-19 to people in an 'at risk' group	Infection of 'at risk' people	RWE staff and vessel staff & their families.	3	4	12	<p>Those in 'at risk' group (as specified by government / NHS guidance), should discuss with their line manager.</p> <p>Those with direct contact with a family member or other person in at 'at risk' group should discuss with their line manager.</p> <p>In either instance, line managers shall seek advice from HR on reasonable protective measures to take.</p>	2	4	8
11	Welfare of those working from home.	Muscular skeletal issues and mental health impacts	RWE staff	3	2	6	<p>Employees having contact with infected persons or those who have recovered from a COVID-19 infection may only return to a RWE RES location after checking back with their manager by phone.</p> <p>Any member of Rampion who feels that their mental wellbeing is being affected should consider contacting the Employee Assistance Programme, or contacting an organisation like MIND.</p> <p>Any Rampion staff who continue to work from home shall have arrangements in place with their line manager to maintain contact and ensure suitable DSE set-up.</p>	1	2	2
12	Ability to provide good management of emergencies (whether related to COVID-19 or not).	Increased impact of an incident.	RWE staff and contractors	4	3	12	<p>The reduced staffing level still includes at least the following staff who are able to evacuate a casualty to shore in accordance with the Rampion ERP. At least 2 personnel onshore, one of which have been trained in emergency response management. At least 2 technician teams in the field.</p> <p>When treating a casualty the first aider shall wear Light Eye Protection (LEP), mask, gloves and shall cover their arms.</p> <p>If the situation allows, place mask on casualty (first aider to make an assessment on whether this will worsen their condition).</p> <p>Support casualty in self treating as far as is practicable</p> <p>Do not use mouth to mouth. Support airway and use bag valve mask (available in advanced 1st aid kits).</p> <p>Ensure all waste is bagged and retained for 72 hours before disposal.</p> <p>Once their immediate needs have been managed in accordance with the NHS guidance, any personnel who have been in close contact with an infected person (<2m for >15mins) shall return home and self-isolate for a period of 10 days, seeking advice from NHS if they exhibit symptoms during that time, and informing their line manager.</p>	3	3	9

13	Waste from possible cases and cleaning of areas	Risk of COVID-19 infection being transmitted between members of the Rampion team.	RWE staff and vessel staff & their families.	5	3	15	<p>The waste shall be put in a plastic bag and tied off</p> <p>The plastic bag shall then be placed in second plastic bag and tied off</p> <p>The bags shall then be stored in a suitable and secure place and marked for storage for a minimum of 72 Hours</p> <p>After storage of 72 Hours the waste can be placed with normal waste for disposal on site</p>	3	3	9
14	Transmission of COVID-19 between Rampion staff while using Rampion Gym	Risk of COVID-19 infection being transmitted between members of the team.	RWE staff, contractors & and vessel crew	5	3	15	<p>The gym remains open as a wellbeing measure</p> <p>No more than 2 from a 'bubble' to use the gym at any one time</p> <p>Equipment to be used to wiped down before and after use</p> <p>Gym to be vacated when cleaners undertake cleaning</p>	1	3	3