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MINUTES

EMERGENCY PREPAREDNESS OFFSHORE LIAISON (EPOL) GROUP

DATE: Wednesday 9th December 2020

LOCATION: Virtual Meeting hosted by Police Scotland

CHAIR/MINUTES: Dave Cowie and Len Braun

MEMBERS PRESENT: The following members intimated their participation

Paul Ness (Ithaca Energy)	Julia Stringer (MCA)
Ewan Donald (CNOOC)	Colin Patterson (Altera Infrastructure)
Norman Thomson (Spirit Energy)	Christy Birnie (Repsol Sinopec)
Gwen Thomson (Bristow)	Dave MacDonald (OPRED)
Stuart Clow (IADC)	Ed Miller (HSE)
Sinead Watson (TAQA)	Heather Gavin (Babcock)
Pete Lawson (MCA)	Hannah Curd (Shell)
Alix Thom (OGUK)	Richard Bevan (Enquest)
Tracey McDonald (Ithaca Energy)	Paul Ray (Norfolk Constabulary)
John Duncan (Total)	Stuart Clark (Police Scotland)
Nick Bailey (HSE)	Dave Cowie (Police Scotland)
Sharon Robertson (Wood)	Len Braun (Police Scotland)
Rob Bly (BP)	
Lynne McLeod (INEOS)	
Craig Robertson (Serica Energy)	
Grace Cameron (TAQA)	
Toni Hutcheson (Dana Petroleum)	

1. WELCOME AND DOMESTIC ISSUES

The Chair welcomed everyone to the virtual meeting brought about by the ongoing Covid-19 issues.

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2. OPENING OF MEETING AND INTRODUCTIONS

The Chair formally opened the meeting and welcomed those who were new to the group.

3. APOLOGIES

Apologies were received from the following:-

Lynne Deboer (UK Oil & Gas Chaplaincy)
Gordon Craig (UK Oil & Gas Chaplaincy)
Sheila Tait (BP)
Steve Golightly (Petrofac)
Sandra Henderson (CNRI)
Wayne Bradford (Transocean)
Marc Duncan (Chrysaor)
Andy Taylor (OPRED)
Gary Cooper (Babcock)
Alison Jansch (Apache)

4. MINUTES OF PREVIOUS MEETING

The minutes of the previous meeting, held on Wednesday 23rd September 2020 were approved.

5. EPOL SUB-GROUPS UPDATE

5.1 EVACUEE RECEPTION CENTRE / RELATIVE RESPONSE SUB-GROUP

Ewan Donald advised the Group that the short-life working group (SLWG) had completed the review and re-write of the EPOL Relative Response Guidance document. Once it has been published and added to the website the SLWG will embark to the second strand of the work stream relating to the review of the Evacuee Reception Centre Guidance.

6. MCA UPDATE

Pete welcomed Julia Stringer to the group. Julia is the new Offshore Energy Support Officer and will be assisting Pete as part of the Offshore Energy Team (OET), providing more resilience and capability in regards to engagement with industry.

At the last meeting, details were circulated regarding a new capability to provide training offshore and Pete has received a couple of notes of interest for this. While it isn't appropriate in the current climate to pursue this, once the impacts of Covid ease, he will be looking at future opportunities.

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In addition, the OET will be offering more training opportunities for onshore teams and engaging with exercises. Operators are encouraged to contact the OET to arrange for the operations centres to take part in these more frequently, and for the OET to observe and contribute to these on a more regular basis.

It was recently noted that not all OIM courses contained content regarding HM Coastguard. This is being addressed though highlighted the importance of including this information, as HMCG are a key part of any offshore incident.

Regrettably, the Offshore SAR Management course has not been possible during the pandemic restrictions and it may be a few months into 2021 before they can restart. However, early in the New Year, Pete will be releasing a new half day course aimed at providing SAR awareness before the full OSARM can be provided. This will be a free of charge course and conducted completely online.

Pete mentioned there had been a couple of incidents since the last meeting worthy of brief note. Two key points were raised: the importance of being aware of medical evacuation procedures and the value of post incident reviews (including with offshore); and the length of time normally expected regarding a response to a person with an altered mental state.

The OET will be improving the quality of the information they hold regarding offshore installations and as part of this, Pete requested Installation Summary Sheets were provided, and updated as required.

7. HSE UPDATE

Nick Bailey provided the following update. HSE's Energy Division continue to conduct inspections of offshore installations and operations during the COVID-19 pandemic. Our Emergency Response and Marine and Aviation Operations (ERMA) Team continue to find examples of concern in the testing and exercising of arrangements for emergency response. Offshore particularly, where COVID-19 precautions presently limit POB, reduced ER resource and social distancing make realistic and robust training difficult. HSE will looking carefully at these areas during our inspections, and will continue to take enforcement action where arrangements for assuring effective ER during the pandemic are found to be non-compliant. It is hoped that some ER inspection planned for offshore installations in 2021 might be conducted in conjunction with the MCA (once COVID-19 precautions and POB restrictions allow).

Revised Safety Case Topic Assessment Guides (TAG) / templates for all regulatory inspection and specialist topic areas - including one for the broader ERMA topic – have been developed, are to be shared with industry bodies over the coming weeks, and will be adopted in early 2021 during assessment of Safety Case submissions. The TAGs have been reformatted and will provide more targeted guidance as to the focus of specialist topic assessment of Safety Cases.

HSE has been involved in the development of the Step Change in Safety (SCiS) guidance being produced to assist duty holders' compliance in regard to providing

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familiarisation training for marine evacuation to offshore personnel. This is being finalised – subject to sign off by all concerned - and should be available via SCiS in the New Year.

All duty holders are advised that compliance with the requirements of [HSE Safety Notice SN 01/2006 \(revised April 2017\)](#) is being scrutinised over the coming months as part of an effort during HSE offshore inspections to review the extent of industry's replacement of dated Lifeboat Release and Recovery Systems (LRRSs).

As part of a broadening programme of inspection onshore response arrangements, HSE's ERMA topic plan to conduct oversight of more large and multi-agency ER exercises in the next working year, and duty holders / operators should expect to be contacted at some point during the intervention cycle to make arrangements for these.

8. OPRED UPDATE

The following update was provided by Dave MacDonald. OPRED continues to undertake regulatory functions remotely. We have recommenced some offshore inspections but the majority of our inspection activity is still being undertaken remotely.

SOSREP (Tier 3) exercises have recommenced with three undertaken since September and approx. 10 planned for next year. We will work with operators to see how those exercises can be delivered while covid restrictions remain in place. OCU's will continue to be remote for the foreseeable future so it's mainly how we would engage with the operators ERC.

On the IRS the latest is that the software development is nearing completion for phase 3.2 which is the last of the non-compliance forms which is undergoing wider internal UAT at the moment and is due to be completed by Xmas. We will look to do a familiarisation session on this closer to release. The hold-up continues to be written guidance which is encompassing updated PON1 Guidance, OPPC Guidance & the reporting of releases & non-compliances for OCR, guidance on other non-compliance reporting, F-gas guidance, etc. There's a lot of it and there's linkages across all of this and we can't roll out part of it if we create a reporting gap elsewhere.

The Met Office have advised that their old 01392 886160 number will cease to work towards the end of March 2021 as they change their telephone systems (Note our Env Alert in Jan 2020 advised it would cease working at end of March 2020 – that apparently didn't happen). The current 0330 135 0010 number will not be affected as it is already on the new system and the expectation was that all OPEPs needed to be updated by March 2020. Just a reminder to ensure that any OPEPs or internal procedures and telephone directories need to be updated with the current number if not done already.

9. INTERNATIONAL ASSOCIATION OF DRILLING CONTRACTORS UPDATE

Stuart Clow provided the following update from the IADC.

The IADC has a new Chairman, Bob Geddes CEO of Ensign Drilling based in the USA. Bob replaces Julie Robertson CEO of Noble Drilling.

There has been a slight increase in drilling activity with our members in the North Sea, a couple of contracts have been extended, one member is mobilising a rig and another is coming out of Chapter 11.

Drilling contractors are still working from home, although some employees have been allowed back due to mental wellbeing and personal circumstances at home. This has been risk assessed with all the correct measures put in place within the building.

The IADC is continuing to work with Police Scotland to carry out some drills and exercises on a warm stacked rig in Dundee in the near future.

IADC WellSharp Live, launched on 4th May 2020 due travel restrictions and stay at home guidelines. WellSharp Live allows our training providers to deliver courses virtually, to help ensure continuity of well control certification. There are over 50 approved training providers, 4 approved cloud-based simulator providers. 645 courses have been delivered and 3,740 trainees have attended the courses virtually.

A new program called KREW, Knowledge Retention & Education for our Workforce has been developed to improve retention of well control concepts and enhance knowledge and skills. A decision has been made by WellSharp and KREW Panels to create a training path for trainees during the two year certification period. This will reduce minimum required training hours for the in-person WellSharp recertification course.

The workgroup is working on identifying learning objectives that can be taught via KREW during two-year certification period and maintain alignment with WellSharp requirements.

The KREW program launch target is Early 2021.

An IADC steering committee comprising key personnel from the drilling contractors has been formed to consider performance standards and verification of Third-Party Safety Critical Equipment. The IADC North Sea chapter members have identified a need for clarity on the regulatory and safety aspects of Temporary and Third Party SECE equipment used on MODUs. Objective: To provide useful guidance to all members to ensure Clients, Equipment providers, MODU duty holders and ICPs understand their roles and responsibilities in ensuring safe specification, installation, use and regulatory compliance with respect to Temporary and Third Party SECE equipment.

10. OIL & GAS UK UPDATE

Alix Thom provided an update on the Pandemic Steering Group, latest Government guidance regarding the pandemic and updated offshore guidance regarding 'cabin sharing'. The offshore POB numbers continues to be stable but lower than pre-Covid.

11. POLICE SCOTLAND UPDATE

The Chair provided the following update:

ILO Name Change

The oil and gas community and EILU are well aware of the PLO acronym when dealing with Emergency Response exercising and live incidents. For Police operational reasons PLO has been replaced with ILO (Incident Liaison Officer). Can everyone please make themselves aware of this change and amend documentation accordingly. Your assistance and understanding in this matter is appreciated.

ILO Guidance Documents for ERR

I am aware that Emergency Response Rooms store various versions of Police Guidance documents. Please review the information within your ILO folders and if there is anything dated older than 2019 email us on OSDEnergyAberdeen@scotland.pnn.police.uk

Cop 26 - 1 - 12 November 2021

Due to the potential of protest action by climate change activists at sites throughout Scotland during COP 26, where possible, it may be beneficial for your companies to consider a protestor element as part of an exercise scenario during 2021. If the EILU receive advanced notice I will try to arrange for specialist operational officers (Public Order, Protest Liaison, etc.) to take part.

RRT Guidance

The RRT guidance has been updated and added to the EPOL website. Thanks to Ewan Donald who led the SLWG, along with Sinead Watson, Marc Duncan, Ruth Evans, John Duncan and Sandra Henderson. Thanks to all contributors to the document. This work will now lead into the same SLWG members reviewing Evacuee Reception Centre Guidance.

Notifying NOK and proactive family notification

Leading on from the RRT updated guidance, during some recent exercises there seems to have been a reluctance in the early stages of a scenario to inform NOK with proactive family notifications. Can I please ask ER Leads to discuss with HR

representatives and come back to me with any queries? Obviously every situation is different but if a scenario is being exercised, a galley fire for example, and we become aware of injured personnel but not detailed information of condition, I think it would be good practice to make the proactive family notification.

Offshore Death Notification Flow Chart

An Offshore Death Notification Flow Chart has been added to the EPOL website. Can everyone please review and discuss the two page document and add to the ERR packs.

12. INFORMATION SHARING / OPEN SPACE

- Paul Ray advised the Group EPOL member Becky Heginbotham-Blount had moved from Norfolk Constabulary to the Suffolk Resilience Forum as the partnership manager. Paul has taken on the role of Offshore Liaison Officer, vacated by Becky, alongside his role of Contingency Planner. Paul's contact details will be added to the email when the meeting minutes are circulated.
- Pete Lawson suggested to the Group that the UK exit from the EU presented a number of challenges that perhaps could be considered in the emergency response exercises of member companies.

13. AOCB

14. DATE OF NEXT MEETING

Dates for 2021 Meetings

Wednesday 10th March 2021

Wednesday 9th June 2021

Wednesday 22 September 2021

Wednesday 8 December 2021

At present the meetings will be hosted virtually via Microsoft Teams. If the situation changes new meeting arrangements will be circulated.