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ONR Ref: CNI/20/xxx

Date: 13 March 2020

Licence Conditions 7, 11, 12 and 36 Arrangements for reporting on COVID-19 preparedness

Dear xxxxx

I am writing to highlight that in accordance with the conditions attached to your Nuclear Site Licence(s) in your undertakings, you should formally notify ONR immediately you believe that the prevalence of COVID-19 is likely to impact the capability of your organisation significantly.

You recently provided assurance to my teams with regard to your level of preparedness in the face of the emerging situation associated with COVID-19. I recognise that you will be continuously monitoring this situation, evaluating the impact on your staff and organisation, and assessing your ability to continue your undertakings safely. However, given the pandemic spread of COVID-19, my concern is ensuring your continued ability to maintain safe nuclear operations of your undertakings.

From 11.00am on Monday 16th March, daily returns from the defence nuclear sector should be routed through ONR via CNI.office@onr.gov.uk.

Annex 1 to this letter and should form the basis of your future returns, which my team will analyse on a daily basis. Consequently, you are requested to provide the information required in Annex 1 as follows:

- i) **By 11:00am on 16th March**, return a completed Annex 1 to ONR with an initial response as to the operational status of licensed sites in your undertaking, including levels of absenteeism and outline details of mitigations in light of the current situation regarding COVID-19.

- ii) Thereafter **on a daily basis** provide an update on any material change to i) above, including nil responses;
- iii) **Notify ONR immediately** of any material change in your assessment and projections that indicate you may compromise your ability to maintain safety of your undertakings.

The information requested above is necessary to provide confidence in your ability to safely manage the situation and ensure that the public and workers remain protected from the hazards of the nuclear industry.

Yours sincerely

A handwritten signature in black ink, appearing to read 'M. Foy', with a horizontal line extending from the end of the signature.

Mr Mark Foy
Chief Nuclear Inspector

1. Specify the **current operational status** of facilities in your organisation's undertakings in light of COVID-19:

BRAG	Guidance	Comments in applicable box
Green	Site(s) / Organisation is operating at BAU levels with respect to operational facilities.	
Amber	Some non-essential* site operations have been reduced *Non-essential relates to operations which are NOT necessary to maintain or support nuclear safety	
Red	Most or all non-essential operations have ceased on site(s) in your undertaking or you anticipate may cease within the next 24 hours	
Black	Your site(s) have invoked onsite emergency plans due to insufficient depleted capability to maintain nuclear safety	

2. Provide specific detail of the numbers of **duly authorised and other suitably qualified and experienced persons (SQEPs)** who are absent for reasons related to COVID-19:

Cases	Number	Breakdown by site in your undertaking	Any other comments
Confirmed or suspected cases in healthcare quarantine			
Individuals in voluntary and/or precautionary self-isolation			
Other individuals absent for caring responsibilities			

3. Highlight* the mitigations and/or provisions you are putting in place to **maintain safe nuclear operations of your undertakings**, in particular:

* Limit any narrative to the space in the table below to enable prompt analysis

<p>Summarise arrangements to limit the spread of the virus within your organisation</p>	
<p>Summarise arrangements to assure the continued viability of supply chains to support essential services and supplies</p>	

4. Assess the projected potential **impact of current absenteeism rates**, in light of COVID-19, on **the risk of failing to maintain nuclear safety of your undertakings**:

*Where you operate more than one licensed site across your undertakings, please detail on a site specific basis

BRAG	Guidance	Comments in applicable box(es)
Green	<p>Staff absence is currently at BAU levels and you do not anticipate any challenge in the next 7 days to fulfil either:</p> <ul style="list-style-type: none"> • Nuclear baseline requirements • Capability under the emergency scheme • Maintain operation of facilities essential for nuclear safety 	
Amber	<p>Staff absence is such that you anticipate your ability to fully normal nuclear baseline requirements over the next 7 days is or may be compromised</p> <p>AND</p> <p>You anticipate the need to reduce operation of non-essential facilities necessary for nuclear safety</p> <p>BUT</p> <p>There will remain sufficient margins of capability (SQEP resource and critical supplies) to support the emergency scheme</p>	

<p style="text-align: center; color: white;">Red</p>	<p>Staff absence is such that you anticipate in the next 7 days that your ability to maintain sufficient margins of capability (in terms of SQEP resource and critical supplies) to support the emergency scheme is likely to be compromised</p> <p>AND</p> <p>You anticipate the need to invoke the onsite emergency plan during the next 7 days</p>	
<p style="text-align: center; color: white;">Black</p>	<p>Staff absence is such that your ability to maintain sufficient capability (in terms of SQEP resource and critical supplies) to support the emergency scheme has been or will be likely to be compromised in the next 7 days</p> <p>AND</p> <p>You have invoked onsite emergency plans</p>	