

| Scope of Risk Assessment  |  | Citrus Group Managing Risk COVID 19   |                    | Activity   |                     | Opening and Running Citrus Group Venues  |   |                    |                  |                 |                       |
|---|--|---|--------------------|--|---------------------|--|---|--------------------|------------------|-----------------|-----------------------|
| Location  |  | All Citrus Group Venues   |                    | People   |                     | Citrus Group Staff, Sub-Contractors, Delegates, & Visitors   |   |                    |                  |                 |                       |
| Assessor(s)   |  | Warwick Jones   |                    | Equipment  |                     | See location / activity specific risk assessments  |   |                    |                  |                 |                       |
| Date undertaken   |  | 23rd September 2020   |                    | Materials  |                     | See location / activity specific risk assessments  |   |                    |                  |                 |                       |
| Serial No (if applicable)   |  | Revision 3.0  |                    | Environment  |                     | Citrus Group Venues  |   |                    |                  |                 |                       |
| Documents, records, people consulted  |  | Wayne Taylor, Charlie Walker, Geoff Walden, HM Government Guidance and Advice |                    |  |                     |  |   |                    |                  |                 |                       |
| Risk Description  |  | Max Rating  | Risk Level         | Description  |                     |  |   |                    |                  |                 |                       |
| Negligible  |  | 3   | N (Negligible)     | Continue to monitor  |                     |  |   |                    |                  |                 |                       |
| Low   |  | 6   | L (Low)            | Check that risks cannot be further reduced by simple additional control measures. Continue to monitor                    |                     |  |   |                    |                  |                 |                       |
| Medium  |  | 12  | M (Medium)         | Seek to avoid hazard if possible or eliminate at source. Otherwise institute control measures to reduce risk             |                     |  |   |                    |                  |                 |                       |
| High  |  | 25  | H (High)           | Risk too high, STOP WORK. Re-evaluate task & take control measures to reduce risk to lowest reasonably practicable level |                     |  |   |                    |                  |                 |                       |
| Hazard  | Who's affected:  | How could they be affected  | Likelihood (1 - 5) | Severity (1 - 5)   | Overall risk rating | Current control measures   | Further controls to ensure risk is acceptable   | Likelihood (1 - 5) | Severity (1 - 5) | New Risk rating | Action Register (Y/N) |
| Exposure to COVID19 during commute to and from work, and during off site breaks | All Citrus Staff, Contractors, Delegates and visitors to Citrus Group Venues | Transmission of COVID19 either directly or through contamination of surfaces  | 4                  | 5  | 20                  | <b>REDUCE</b> - Staff are requested to avoid using public transport, and use personal transport. If public transport must be used, it should be used during off-peak times.<br><b>ISOLATE</b> - Car sharing should be limited to co-habiting groups where possible. Where this is not possible, keep passenger numbers to a minimum, maintain good ventilation and clean and wipe down the vehicle regularly.<br>Staff should remain on site where possible, and avoid off site breaks.  |   | 1                  | 5                | 5               | N                     |
| Presence of COVID19 in the Workplace  | All Citrus Staff, Contractors, Delegates and visitors to Citrus Group Venues | Transmission of COVID19 either directly or through contamination of surfaces  | 3                  | 5  | 15                  | <b>ELIMINATE</b> - Staff working from home where possible. Non essential personnel are not to attend Citrus Group venues. Virtual Training courses used where possible for theory based courses.<br><b>REDUCE</b> - Ventilation to be maximised in all buildings by opening windows while the building is occupied.<br><b>ISOLATE</b> - 2m social distancing to be retained were possible. In restricted areas 1.5m+ additional controls must be used (typically 3 ply face masks, screens or non face to face seating plans). Floor signage provided to reinforce social distancing awareness in high traffic areas. Screens provided in reception areas. Desk partition screens provided for workstations. Hot desking is not permitted. Staff only smoking area provided. Where possible staff should use separate entrances form the delegates, especially around times when delegate are arriving and leaving site.<br><b>CONTROL</b> - Specific activity and location risk assessments to be carried out as required to provide more detailed guidance. Signage (posters, floor spots, distance marking tape) to be used to re-enforce social distancing.<br><b>PPE</b> - All staff, contractors, delegates and visitors are to wear a facemask when away from their workstation/desk. All staff to Use sanitising hand gel before and after moving around the building Where social distancing (2m or 1m+) cannot be maintained full face visors, three ply masks and gloves are provided and should be used.<br><b>DISCIPLINE</b> - All staff and visitors should challenge and report unsafe behaviours on site. Those refusing to comply risk being removed from site. | <b>ISOLATE</b> - All Trainers (directly employed and contractors) to receive a COVID Prevention Box including PPE, hand sanitisers, cleaning/sanitising wipes, flipchart/whiteboard pens and board wipes.<br><br><b>CONTROL</b> - Records of all visitors to site are kept and will be made available as required to the NHS test and trace service | 1                  | 5                | 5               | Y                     |

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|---|--|---|---|---|----|--|--|---|---|---|---|
| Contamination of the <b>workplace</b> by asymptomatic person (or symptomatic person hiding symptoms)  | All Citrus Staff, Contractors, Delegates and visitors to Citrus Group Venues | Transmission of COVID19 either directly or through contamination of surfaces                                      | 3 | 5 | 15 | <b>REDUCE</b> - Hand gel points at all building entrances, and by key doorway touchpoints throughout the building.<br>Automatic release fire door hold backs used to reduce touchpoints.<br>Regular cleaning of touchpoints in high traffic areas. Cleaning logs displayed and kept for key areas.<br>Meeting rooms need to be booked for use, and should not be used for impromptu meetings.  | <b>REDUCE</b> - Cleaners hours increased to provide cover throughout the day.<br>Increased numbers of bins in offices for the disposal of wipes and tissues. | 1   | 5 | 5 | Y |
| Contamination of work <b>equipment</b> by asymptomatic person (or symptomatic person hiding symptoms) | All Citrus Staff, Contractors, Delegates and visitors to Citrus Group Venues | Transmission of COVID19 either directly or through contamination of surfaces                                      | 3 | 5 | 15 | <b>REDUCE</b> - Steam cleaning for large robust (non machine washable) equipment, harnesses and other machine washable items washed on a 60°C cycle, gas monitors and similar equipment cleaned using disinfectant sprays and wipes  | <b>REDUCE</b> - Sanitising alcohol sprays next to printers/copiers to allow cleaning of touchpads  | 1   | 5 | 5 | Y |
| Delegate/visitor management on site   | All Citrus Staff, Contractors, Delegates and visitors to Citrus Group Venues | Direct transmission of COVID19  | 3 | 5 | 15 | <b>ELIMINATE</b> - Temperature checks and triage questions for all delegates and visitors arriving on site conducted by a COVID monitor before delegates leave their vehicles<br><b>ISOLATE</b> - Course specific parking provided to create holding areas for delegates who are kept in course bubbles.<br>course start times, break times and lunchtimes are staggered to prevent delegates from different courses meeting.<br>Screens provided on training room desks in front of delegates to provide 1.5m+ controls.<br>Desks arranged to provide 1.5m separation plus a side by side seating plan.<br>Staff are prohibited from using delegate canteens and toilets.<br>Delegate/visitor only smoking area provided<br><b>CONTROL</b> - All delegates to be provided with a COVID controls briefing sheet at the check point upon arrival.<br>Delegates to be escorted from the carpark assembly point directly to the training room.<br>COVID Control Video shown to all delegates at the start of all onsite courses.<br>All training rooms to have a "Guidelines for Trainers" document outlining COVID19 controls.<br>All training rooms to have a supply of tissues and cleaning materials, and social distancing signage.<br><b>PPE</b> - All staff, contractors, delegates and visitors are to wear a facemask when away from their workstation/desk.<br>Where social distancing (2m or 1.5m+) cannot be maintained full face visors, three ply masks and gloves are provided and should be used. | <b>REDUCE</b> - Trainers to wipe down all training rooms at the end of training sessions and dispose of all left over pens and paperwork.                    | 1   | 5 | 5 | Y |
| Conducting Group activities in areas under local lockdown.  | All Citrus Staff, Contractors, Delegates                                     | Direct transmission of COVID19  | 4 | 5 | 20 | Only essential work should be conducted in areas under local lockdown using highest levels of control available.   |  | 1   | 5 | 5 | N |
| First Aid Incidents (COVID19 related or otherwise)  | All Citrus Staff, Contractors, Delegates and visitors to Citrus venues       | Contamination of first responders, increase infection risk to the injured party                                   | 4 | 5 | 20 | <b>ISOLATE</b> - Trained first aiders, identified triage areas for all buildings.<br><b>PPE</b> - Visors and FFP2 face masks are located next to first aid kits.   | <b>CONTROL</b> - First Aid and Fire Marshall cover shall be reviewed in response to COVID staffing levels,   | 1   | 5 | 5 | Y |
| Mental health and wellbeing affected through isolation and/or anxiety relating to COVID19             | All Citrus Staff   | Various mental health conditions  | 3 | 4 | 12 | <b>CONTROL</b> - Line managers to maintain regular contact with employees working from home to discuss work issues and provide support.<br>Employees to be involved with activity and location specific risk assessments.<br>Regular company communications to provide insight on company progress.  |  | 2   | 3 | 6 | N |
| Home Working  | All Citrus Staff   | Musculo-skeletal injuries   | 3 | 4 | 12 | <b>CONTROL</b> - Display Screen Equipment risk assessments carried out by all homeworkers and forwarded to HR, including pictures of their DSE setup.<br>Employees reminded to take regular breaks, and to stretch.  |  | 2   | 2 | 4 | N |
| <b>PPE Required</b>   | <b>Y/N</b>   | <b>Grade or specification (if applicable)</b>   |   |   |    | <b>PPE Required</b>  | <b>Y/N</b>   | <b>Grade or specification (if applicable)</b>   |   |   |   |
| Respiratory Protection for close contact training   | where required   | minimum standard FFP2 (please note that many practical training activities will require the higher FFP3 standard. |   |   |    | Eye protection   |  | Practical training requires visors (minimum EN166 grade B protection). For non practical training splash resistant visors used where required |   |   |   |

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| Respiratory protective masks provided as 'additional controls' under the government 1m+ and Citrus 2m+ standards             | where required | Three ply surgical style masks (although not approved for medical use to protect NHS supplies)<br><b>Masks with unshielded exhalation valves will not be permitted</b> as they do not reduce virus contamination in the exhaled breath. | Gloves  | where required   | minimum standard EN ISO 374-5:2016 (Virus). Activity specific gloves may also be required, see specific RA's |                     |
|  |                |   | High Visibility Clothing  | where required   | COVID Marshals will be required to wear Citrus branded high viz tabards                                      |                     |
| Note: This Risk Assessment should be used in conjunction with the following location specific and activity risk assessments: |                |   |   |  |  |                     |
| Training room and office specific risk assessments for: Irthlingborough; Leeds; Brentwood venues                             |                | Activity specific risk assessments for Confined Space Training, New Roads and Streetworks, Plant and practical training   |   | Vehicle risk assessments for company cars, vans and the mobile confined space unit |  |                     |
| <b>Risk Assessment By:</b>   | Warwick Jones  |   | <b>Review Date: WEEKLY reviews are required</b>                                       |  |  | 28th September 2020 |
| <b>Assessor Signature(s):</b>  |                |   | <b>Have major changes/updates been identified, requiring the RA to be republished</b> |  |  | Yes                 |