

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		07-Jan-21		Materials		See location / activity specific risk assessments					
Serial No (if applicable)		Revision 6.0		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 - Eliminate - Reduce - Isolate - Control - PPE	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	<p>ELIMINATE - Travel to client sites will be restricted to personal transport only. Where a client wishes training to be carried out on their sites, they will be required to provide parking for the trainer.</p> <p>REDUCE - Non training staff travelling to Citrus Group sites are requested to avoid using public transport, and use personal transport.</p> <p>If public transport must be used, it should be used during off-peak times.</p> <p>ISOLATE - 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.</p> <p>Staff should remain on site where possible, and avoid off site breaks.</p>		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	<p>ELIMINATE - Staff working from home where possible.</p> <p>Non essential personnel are not to attend Citrus Group venues.</p> <p>Virtual Training courses used where possible for theory based courses.</p> <p>REDUCE - Windows must be opened wherever possible to provide thorough ventilation.</p> <p>ISOLATE - 2m social distancing to be retained where possible. In restricted areas 1.5m+ additional controls must be used (typically 3 ply face masks, screens or non face to face seating plans).</p> <p>Floor signage provided to reinforce social distancing awareness in high traffic areas.</p> <p>Screens provided in reception areas, and desk partition screens provided for workstations.</p> <p>Hot desking is not permitted.</p> <p>Staff only smoking area provided.</p> <p>Where possible staff should use separate entrances from the delegates, especially around times when delegate are arriving and leaving site.</p> <p>All Trainers (directly employed and contractors) have received a COVID Prevention Box including PPE, hand sanitisers, cleaning/sanitising wipes, flipchart/whiteboard pens and board wipes.</p> <p>CONTROL - Specific activity and location risk assessments to be carried out as required to provide more detailed guidance.</p> <p>Signage (posters, floor spots, distance marking tape) to be used to re-enforce social distancing.</p> <p>Records of all visitors to site are kept and will be made available as required to the NHS test and trace service</p> <p>PPE - All staff, contractors, and visitors are to wear a facemask when moving around the building / away from their workstation/desk.</p> <p>All persons to use sanitising hand gel before and after moving around the building</p> <p>Where social distancing (2m or 1m+) cannot be maintained full face visors, three ply masks and gloves are provided and should be used.</p> <p>DISCIPLINE - All staff and visitors should challenge and report unsafe behaviours on site. Those refusing to comply risk being removed from site.</p>	<p>REDUCE - Air-conditioning units to be fitted with virucidal filters where reasonably practicable.</p> <p>All staff to limit movements around the building as far as possible.</p> <p>Communications within the building should be via phone and video conferencing as far as possible.</p>	1	5	5	Y

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Contamination of the workplace 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	ELIMINATE - "Purehold" silver ion disinfecting door handle covers and finger plates installed throughout Citrus Group House and is being rolled out to Leeds and Brentwood Training centres. REDUCE - Hand gel points at all building entrances, and by key doorway touchpoints throughout the building. Automatic release fire door hold backs used on key fire doors to reduce touchpoints. Regular cleaning of touchpoints in high traffic areas. Cleaning logs displayed and kept for key areas. Meeting rooms need to be booked for use, and should not be used for impromptu meetings. Cleaners hours increased to provide cover throughout the day. Increased numbers of bins in offices for the disposal of wipes and tissues.		1	5	5	Y
Contamination of work equipment 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	REDUCE - 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. REDUCE - Sanitising alcohol sprays next to printers/copiers to allow cleaning of touchpads. REDUCE - All ride on plant with enclosed cabs have been supplied with a supply of disinfectant wipes. Operators are required to wipe down plant controls and touchpoints after every use. PPE - Gloves must be worn when using non-enclosed ride on plant, and all other hand operated plant.		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	ELIMINATE - Temperature checks and triage questions for all delegates and visitors arriving on site conducted by a COVID monitor before delegates leave their vehicles REDUCE - Trainers to wipe down all training rooms at the end of training sessions and dispose of all left over pens and paperwork. ISOLATE - Course specific parking provided to create holding areas for delegates who are kept in course bubbles. course start times, break times and lunchtimes are staggered to prevent delegates from different courses meeting. Screens provided on training room desks in front of delegates to provide 1.5m+ controls. Desks arranged to provide 1.5m separation plus a side by side seating plan. Staff are prohibited from using delegate canteens and toilets. CONTROL - All delegates to be provided with a COVID controls briefing sheet at the check point upon arrival. Delegates to be escorted from the carpark assembly point directly to the training room. COVID Control Video shown to all delegates at the start of all onsite courses. All training rooms to have a "Guidelines for Trainers" document outlining COVID19 controls. All training rooms to have a supply of tissues and cleaning materials, and social distancing signage. PPE - Delegates are to wear face coverings at all times while in the buildings except where practical training exercises require otherwise (exemptions on medical grounds to be assessed on a case by case basis). When training, trainers are to use one of the following controls at all times: • Face covering (these MUST be used when walking around the classroom during training) • Face visor (the trainer must remain at the front of the room when wearing a visor) • Seated at a desk behind a Perspex screen		1	5	5	Y
First Aid Incidents (COVID19 related or otherwise)	All Citrus Staff, Contractors, Delegates and visitors to Citrus venues	Contamination of first responders, increased infection risk to the injured party	4	5	20	ISOLATE - Trained first aiders, identified triage areas for all buildings. PPE - Visors and FFP2 face masks are located next to first aid kits.	CONTROL - 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	CONTROL - Line managers to maintain regular contact with employees working from home to discuss work issues and provide support. Employees to be involved with activity and location specific risk assessments. Regular company communications to provide insight on company progress.		2	3	6	N

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Home Working	All Citrus Staff	Musculo-skeletal injuries	3	4	12	CONTROL - Display Screen Equipment risk assessments carried out by all homeworkers and forwarded to HR, including pictures of their DSE setup. Employees reminded to take regular breaks, and to stretch.		2	2	4	N	
PPE Required	Y/N	Grade or specification (if applicable)			PPE Required	Y/N	Grade or specification (if applicable)					
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	where required	Splash resistant visors/face shields shall be used as a minimum except where higher standards are required for safety.					
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) Masks with unshielded/filtered exhalation valves will not be permitted for COVID control purposes..			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					
Risk Assessment By:	Warwick Jones				Review Date: WEEKLY reviews are required			14th January 2021				
Assessor Signature(s):					Have major changes/updates been identified, requiring the RA to be republished			Yes				