



Risk Assessment for Covid-19 – Market Hall /Civic (Inside and Outside)

Date of Risk Assessment / Review:

12th April 2021 / To be reviewed regularly in line with changes of government procedures.

Completed by:

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What are the hazards?	Hazard Level	Who might be harmed and consequences?	What controls are already in place?	What further action is necessary?	Action: by whom and by when?	Done	Final Hazard Level
Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> Official government guidelines and recommendations are followed, and all staff are briefed on the latest updates. Clinically Extremely Vulnerable individuals (as notified by government correspondence advising them to shield at home) are strongly advised to stay at home. Clinically Vulnerable individuals may be able to return to work with additional precautions; these will be assessed on a case-by-case basis and a separate Risk Assessment produced. Correct PPE is worn in line with government guidance and the work we conduct. Good hygiene practices are followed with increased cleaning conducted on all touch points and welfare facilities. Employees with any symptoms are immediately sent home to self-isolate. Staff are encouraged to bring only pre-prepared food and drinks from home to work, and strongly discouraged from travelling to shops immediately before or during working hours and bringing food and drinks directly to our premises. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



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Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> The number of traders outside will be limited to 20 only to ensure social distancing can be adhered to. There will be members of staff on duty monitoring to ensure all controls measures are met. They will be in constant communication with the use of radios. Signage will be installed in and around the market in inform members of public of our procedures. We will mark out the floor to show 2m distances in place Traders must only serve customers from one side as directed by us. All the entrances, four doors open to members of public to enter building and exit. The flow of people and capacity of 50 will be monitored by member of staff. If the hall becomes too busy, then the doors maybe closed or barriered off until it is safe to allow people back in. People will only be allowed to queue outside the hall if it is safe to do so. Any staff or traders who have visited countries or territories must self-isolate on their return as per the government guidance unless that country is on the none isolation list of the English government - https://www.gov.uk/guidance/coronavirus-covid-19-travel-corridors All traders both inside and outside must wear a face covering unless exempt. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



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Contracting or Spreading Covid-19	High	<p>Who?</p> <ul style="list-style-type: none"> All Staff Visitors Contractors Others Public <p>Consequences</p> <ul style="list-style-type: none"> Coronavirus Respiratory distress Death 	<ul style="list-style-type: none"> Hand sanitizer will be provided at entrances and exits and signs erected to remind people to use it regularly. Staff will wash hands and use hand sanitizer regularly. Traders will be allowed to setup from 7 am (no public allowed in until 8 am) and can bring in stock from the Pepper House side carpark (no vehicles to be parked in this area unless agreed with the Facilities Manager). Traders failing to comply with this risk assessment, our procedures or directions from our staff will be asked to leave. Breaks are rotated for market staff so social distancing can be met. The 2m social distancing rule is adhered to where reasonably possible 1m with additional controls in place where absolutely necessary. We would prefer traders to utilize contactless payments rather than handling cash where possible. The layout of the inside and outside of the hall will be changed so social distancing is adhered to and this will be regularly reviewed. All traders must wear face coverings anyone refusing to will be reported to the local police as per the government guidance. Staff must not leave their allocated areas unless asked to do so. 	<p><i>Continual monitoring to ensure these controls are adhered to.</i></p> <p><i>Staff regularly reminded to social distance.</i></p> <p><i>Monitor to ensure social distancing is being adhered to.</i></p> <p><i>Ensure hand sanitizing facilities are being provided and monitored for replenishment as required.</i></p>	Manager	Ongoing	Medium



Market Traders Rules

1. Please use hand sanitiser and wash your hands regularly.
2. No physical contact to be made with any members of the public.
3. Social distancing to be adhere to where possible (unless working the stall with someone from your immediate household).
4. Contactless payments preferred over handling cash.
5. Only serve customers from one side of your stall as directed by us.
6. Our signage, procedures and direction from our staff must be followed at all times.
7. Serve clients quickly to reduce and congestion.
8. If you require the use of the welfare facilities, please speak to a member of staff for access.

Failure to comply with these rules will result in you being asked to leave.

Useful links to help stay up to date with Covid-19 procedures and government guidance:

UK Government Covid-19 Website and Working Safely During Coronavirus Guidance

<https://www.gov.uk/coronavirus>

https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19?fbclid=IwAR3pJlgcDNsGGQkccDIUXdE27QY6cqWEPM_Hy9RXR37VDWHGMSjEApS_R10

The Health and Safety Executive Covid-19 Website

<https://www.hse.gov.uk/news/coronavirus.htm>

The World Health Organisation Covid-19 Website

<https://www.who.int/emergencies/diseases/novel-coronavirus-2019>

The National Health Service Covid-19 Website

<https://www.nhs.uk/conditions/coronavirus-covid-19/>

