



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

Date of Risk Assessment / Review:

2nd July 2020 / 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"> There will be no stalls or furniture installed outside. 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 and the one ways systems in place Traders must only serve customers from one side as directed by us. There will be no traders allowed to setup on the car park to the Pepper House side of the hall to ensure social distancing can be met. Barriers will be erect to help control any queues and maintain social distancing. All the entrances, four doors open to members of public to enter building and exit. The flow of people and capacity of 30/40 will be monitored by members 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. 	<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. Traders will be allowed to setup from 8am (no public allowed in until 9am) 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. Staff will wash hands and use hand sanitizer regularly. Breaks are rotated for market staff so social distancing can be met and staff allocated to the market must not come over to the Civic Hall after the 13th July except for Saturdays to take payments and should use the welfare facilities at the market. The 2m social distancing rule is adhered to where reasonably possible. 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. Traders will visit the Civic Hall to pay at a specific time with a debit/credit card no cash time as agreed with the facilities manager. 	<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/>

