

Watton Town Council Market Risk Assessment including COVID - 19

Activity/Event: Watton Wednesday Market

Location: Middle Street, Watton

	Assessors Name	Assessors Signature	Checked by
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Hazards (The potential for harm arising from activity/event)	Risks (possible harm to public, traders, or Council staff)	Existing controls (Preventive and protective measures provided)	Additional control measures (Required to reduce risk to acceptable level)	Risk Level (L,M,H)
Setting up, operation & Dismantling	Personal health & hygiene of staff and traders	<ul style="list-style-type: none"> Access available to Public Toilets from 7am. Access to first aid kit available from Wayland Hall from 7am Market Supervisor checks for trip hazards Pavements to be kept clear of stock and refuse and spillages to be promptly removed Market Supervisor monitors High street at closure of market 	To consider opening Public Toilets earlier Town Clerk/Deputy Clerk to ensure first aid kit is up to date Market Supervisor to assist if required	
Market Operations	Public, Traders or Staff struck by traffic	<ul style="list-style-type: none"> Supervised by Market Supervisor Time for set up and dismantling controlled Cones and safety tape positioned around stalls by Market Supervisor 	Holiday cover in place Rules managed by Market Supervisor	
Weather	Inclement weather. Wind and heavy rain Sunburn and exhaustion due to heat exposure	<ul style="list-style-type: none"> Market Supervisor to check stall anchors and monitor Staff aware of risk, not exposed for more than 2 hours at a time 	Market to be cancelled or closed early if deemed unsafe Exposure time to be reviewed in extreme conditions either hot or cold	

Emergency situations	Mass evacuation of area	<ul style="list-style-type: none"> • Open area with exit routes clearly available • Phone available in Town Council office 7am – 5pm 	<p>Market Supervisor to report any suspicious activities</p> <p>Market Supervisor to consider use of 2 way radio</p>	
Food safety	Public Liability insurance and Food Hygiene Certificates must be held by stall holders	<ul style="list-style-type: none"> • Copies held by the Town Council office and reviewed yearly • Market Supervisor obtains initial information on any new Stallholder 		
Additional Hazards				
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Covid 19 Additional Operation Measures	<p>Need to maintain social distancing as per Govn. guidelines to minimise spread of infection</p> <p>To be aware of all associated risks and appropriate Government</p>	<ul style="list-style-type: none"> • Traders allocated space for stall and must remain in area of stall/gazebo • Areas for customer queues to be identified. • Market Supervisor to ensure one way systems are implemented. 	<p>Traders to provide plan of stall to indicate how stall will be configured to facilitate the flow of customers and speed up the service to customers</p> <p>Signage and markers to be used as appropriate</p>	

	Guidelines and advice for market trading		Traders to provide signage/extra staff to inform customers of safe purchasing procedures e.g. signage stating 2m safe distance between customers, need to wait at marked points and method of preferred payment to be highlighted.	
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