

HORSFORTH FARMERS' MARKET RISK ASSESSMENT

APPROVED BY HFMC ON:

16-Jul-20

Activity	Hazard(s)	People at risk	Gross Risk rating			Control measures or comments	Net Risk rating			Result	Check
			Severity	Likelihood	Risk		Severity	Likelihood	Risk		
A COVID-19 secure market											
Personal health	An individual with COVID-19 symptoms attends the market and spreads the infection.	Team, HFMC Members, Stallholders, Public	5	3	15	All individuals asked not to attend if they have any of these symptoms: high temperature; a new, continuous cough; and loss/change in taste or smell. Everyone attending asked to comply with social distancing guidelines, i.e. limit contact with people and stay 2 metres apart and marked distances will be set out.	5	2	10	Amber	TRUE
Social distancing	Team and HFMC members may need to work within 2 metres of each other.	Team, HFMC Members, Stallholders	5	3	15	Team and members to be paired and given a clear brief to limit number of people working closely together. Where possible use people from same household to erect stalls. Have clothes which can be washed afterwards. All Team and HFMC members to be provided with hand sanitiser and face masks. All Stallholders to provide sanitiser for their stalls and to wear gloves.	5	2	10	Amber	TRUE
	Stallholders and stall erectors being closer than 2 metres.	Team, HFMC Members, Stallholders	5	3	15	Stall holder vehicles on site only for unpacking then leave immediately keeping physical space to a maximum. One way system used for vehicles, all moving vehicles to use hazard warning lights.	5	2	10	Amber	TRUE
	Customers closer than 2 metres.	Team, HFMC Members, Stallholders, Public	5	3	15	Customers not allowed onto site until all stalls are set up and all vehicles removed. Then customers allowed to enter the site via a managed queue. All customers to be clear of the site before stalls are taken down and vehicles are allowed back in.	5	2	10	Amber	TRUE
Shared handling of stalls	Stall Erectors handling stalls and passing virus on via cross contamination of stalls.	Stallholders, Public	5	3	15	Each stall erector to use hand sanitiser after each stall erected. Stall to be cleaned once it is erected.	5	2	10	Amber	TRUE

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Market signage											
Market signage	Signs could be blown around in high winds.	Public	3	3	9	If winds are considered to be dangerous, signs will be taken down.	3	2	6	Green	TRUE
Market layout											
Erecting/taking down stalls	Slips, trips, falls. Crushing of fingers, toes etc.	Team, HFMC Members	3	3	9	Erection/taking down of stalls only under supervision. Annual safety awareness training. High visibility jackets to be worn. First Aider box on site.	3	2	6	Green	TRUE
	Too many people in space	Team, HFMC Members, Stallholders, Public	5	3	15	Once site cleared (by 12:30) vehicles to be allowed back on site. HFMC Members to marshal vehicles.	5	1	5	Green	TRUE
	Vehicles block Church Road when queueing to get into the site.	Team, HFMC Members, Stallholders	1	3	3	HFMC Members to marshal vehicles.	1	1	1	Green	TRUE
Collapse of stall(s)	Collapse of stall(s) causes injury.	Stallholders, Public	3	3	9	As above, all stalls assembled under supervision. Market Manager to perform visual inspection of all stalls. HFM and stallholders public liability insurance in place.	3	2	6	Green	TRUE
Electricity cables	Trailing electric cables cause a tripping hazard.	Team, HFMC Members, Stallholders, Public	2	3	6	Exposed cables to be covered with matting/cable protectors or to be above head height where they cross vehicle and pedestrian areas.	2	1	2	Green	TRUE
	Risk of electric shock	Stallholders	3	3	9	Stallholders to have RCD trips on electricity supplies; equipment and cables must be tested annually. Cables protected by rubber matting.	3	1	3	Green	TRUE
Use of generators	Generator exhaust causes burns or excessive noise.	Stallholders, Public	3	3	9	All generators to be inspected by the Market Manager before being used.	3	1	3	Green	TRUE
Use of Calor gas canisters	Danger from Calor gas.	Team, HFMC Members, Stallholders, Public	3	3	9	Calor Gas safety guidelines to be followed by all Stallholders: http://www.calor.co.uk/gas-bottles/gas-cylinder-safety .	3	1	3	Green	TRUE

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Flow of customers	Overcrowding, crushing, falling, panic.	Team, HFMC Members, Stallholders, Public	5	1	5	Stewards in high visibility clothing to control flow of customers as required. Agreed minimum of 6 volunteers at any one time (3 at entrance, 1 at exit, 2 floaters), which means having 7 available to provide for breaks.	5	1	5	Green	TRUE
	Injury to members of public attending the market.	Public	2	2	4	First Aid kit available. Layout intended to reduce risk of public tripping if cutting between stalls.	2	1	2	Green	TRUE
	Children become separated from their parents.	Public	1	1	1	Designated lost children officer is the Market Manager, who will notify the Police if the parents do not return within 30 minutes.	1	1	1	Green	TRUE
Site security	Verbal and/or physical assault, theft.	HFMC Members, Stallholders, Public	3	2	6	HFMC Members supervise the site at all times. If a situation occurs, the Market Manager will liaise with the Police.	3	1	3	Green	TRUE
Fire potential	A fire starts in or close to the market.	Team, HFMC Members, Stallholders, Public	3	2	6	In case of fire, HFMC Members and Stallholders must advise public of safe areas. Team, HFMC Members and Stallholders must be trained on emergency action. Fire extinguishers to be tested annually.	3	2	6	Green	TRUE
Incidents and accidents	Personal injury as a result of an incident or accident.	Team, HFMC Members, Stallholders, Public	3	2	6	All incidents and accidents to be reported to the Market Manager and recorded in the Accident Book. All incidents and accidents to be reviewed by the HFMC and appropriate action taken to avoid repetition. A first aid kit is available.	3	2	6	Green	TRUE
Queue at the entrance	Personal injury as a result of a collision with a moving vehicle.	Team, Public	5	3	15	Ensure hedges are trimmed to provide maximum room on pavement, site an A-board near the Church Lane junction with Fink Hill to warn traffic to slow down and carefully monitor the queue, particularly if it crosses the car park entrance.	5	2	10	Amber	TRUE
	Social distancing not maintained in queue.	Team, Public	5	3	15	Ensure appropriate distance marking is in use, e.g. cones, floor marks etc.	5	2	10	Amber	TRUE
Weather conditions	Extreme weather, e.g. wind, snow, ice.	Team, HFMC Members, Stallholders, Public	4	2	8	Reserve supply of extra sandbags, gazebo weights, clips etc. Agreed cancellation procedure.	4	1	4	Green	TRUE

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Waste	Waste generated by stalls causes hygiene and/or obstruction risk.	Public	1	1	1	General/re-cycling bins provided. All waste removed from site by Team/HFMC Members. Market Manager to carry out final inspection of site.	1	1	1	Green	TRUE
Market operation											
Cooking of hot food	Naked flames, fat splashes.	Stallholders, Public	5	2	10	Only trained staff to operate stall. Appropriate fire extinguisher/blanket to be provided by Stallholder. First Aider/First Aid box on site.	5	2	10	Amber	TRUE
Food hygiene	Risk of food poisoning.	Team, HFMC Members, Stallholders, Public	3	3	9	Stallholders are vetted by HFM for public liability insurance and are subject to food hygiene legislation, including being registered as food businesses with the local Environmental Health Department. Market duration is limited to 3.5 hours. Meat stalls have priority for shade and electricity is prioritised for food cooling.	3	1	3	Green	TRUE
Bouncy castle	Bouncy castle works free from moorings.	Public	2	1	2	Sandbags/ropes used to secure Bouncy Castle.	2	1	2	Green	TRUE
	Injuries from slips, trips and falls on Bouncy Castle.	Public	3	3	9	Mats used on floor by exit area. Maximum users at any one time as recommended. Adult supervision at all times. First Aider present.	3	2	6	Green	TRUE
Buffer											

Severity

5(Fatality), 4(Major injury resulting in disability, 3(Injury requires Doctor's or Hospital attendance), 2(Minor injury, First Aid required), 1(Minor injury, First Aid not required)

Likelihood

5(Almost certain), 4(Probable), 3(Possible), 2(Possible, under unfortunate circumstances), 1(Rare)

Result

Green: Acceptable

Scores between 1 and 6

Amber: Acceptable but procedures to be improved

Scores between 7 and 12

Red: Safety proposals are unacceptable, cannot be used, revise procedures

Scores between 13 and 25