



COLCHESTER STREET MARKET

RISK ASSESSMENT and HAZARD CONTROL MEASURES TO BE APPLIED TO THE MARKET OPERATION:

To be incorporated in the Market Health & Safety file and duties of the Market & Street Trading Manager

Introduction

This risk assessment is just one part of the Council's approach to risk management on the market and it should be noted that there are / will be other risk assessments carried out by each trader to ensure that their set up/operating/dismantling operation has been evaluated and assessed once the market has relocated.

These documents are live documents and will be reviewed regularly.

Ref. 02

.04.20.RiskAssessmentCulverStEastMktOps.V7

Last reviewed: 23rd April 2020

Applicable to:

Colchester Street Market Culver St East & Lion Walk

To be read in conjunction with:

- Colchester Borough Council Strategic Health & Safety Policy
- This Risk assessment in conjunction with the Scoring Table



Risk Assessment

- Operational Methods Statement Markets in Colchester including the Market & Street Trading Manager duties (Section C)
- Management Regulations for Market Trading in Colchester
- Market Trading Contract

Note: All Stallholders are to receive H&S guidance before commencing trading
Welfare and first aid facilities and emergency procedures are included within the Management Regulations for market trading in Colchester
Market & Street Trading Manager to conduct regular walk round risk assessments during trading

Procedure: An initial risk assessment for all site activities has been prepared and identified in Column C 'Risks' and scored 1 – 16 using the Scoring Table for guidance.

Existing controls have been devised in Column G and the risks have been re-scored.

Any activity with a re-scored risk level of 6 must be reported immediately to the Council's H&S Officer.

Any activity with a re-scored risk exceeding 6 must be halted immediately and reported to the Council's H&S Officer.

Review Date	Review Date	Review Date	Review Date	Review Date
Signed Assessor	Signed Assessor	Signed Assessor	Signed Assessor	Signed Assessor



Risk Assessment

Activity / Event: Colchester Street Market Culver St & East Lion Walk	Date Assessed: 23.04.20	Location: Lion Walk - Colchester
Assessor's Name: Demi Quinn	Assessment Ref. No.: RiskAssessmentCulverStEastMktOps.V7	Assessor's Signature: DQ
High Risk (Rate >7) – Unacceptable risk, take immediate action	Moderate Risk (Rate 4 – 6) - May or may not be an acceptable risk. Introduce & make all efforts to control/reduce risk	Low Risk (Rate 1- 3) – Risk may be acceptable, but consider possible low or no-cost improvements.

A	B	C	D	E	F	G	H	J	K	L	M	N	P	Q	R
Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? A/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls		Existing controls (preventive and protective measures provided)	Risk level with existing controls		Risk level acceptable Y/N	Additional control measures required to reduce risk to acceptable level	Residual risk Level		Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)			
			Likelihood (1-4)	Severity (1-4)		Risk Level (1-16)	Likelihood (1-4)			Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)
Market Operation - At all times		Injuries, untrained persons in working area.	3	2	5	H&S awareness and guidance given by Market & Street Trading Manager. Untrained persons prohibited from working area. Additional Documentation: <ul style="list-style-type: none"> • Management regulations. • Trader's contract. • Operational Methods Statement Persons Responsible: <ul style="list-style-type: none"> • Manager. • Neighbourhood Staff. 	1	2	2	Y					
Market Operation - Setting-up, Trading hours and dismantling		Personal health & hygiene of staff, traders and general public.	2	2	4	Access available to WCs and washing facilities in Lion Walk 0600-1800hrs. Access to first aid kit provided by each Trader. Additional Documentation: <ul style="list-style-type: none"> • Management regulations. • Operational Methods Statement Persons Responsible: <ul style="list-style-type: none"> • Manager. • Neighbourhood Staff. • Traders 	1	1	1	Y					
Market Operation - At setting-up/stock delivery and taking-down/stock collection		Public or Traders or staff struck by delivery vehicle(s) or passing traffic	2	3	5	Supervision by Market & Street Trading Manager, WIC or Lion Walk Staff	1	3	3	Y					

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Hazards (the potential for harm) arising from activity / event	Can the hazard be avoided? A/N	Risks (Identify who may be harmed, how they may be harmed and how likely it is)	Risk level without controls			Existing controls (preventive and protective measures provided)	Risk level with existing controls				Additional control measures required to reduce risk to acceptable level	Residual risk Level			Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)	
			Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)	Risk level acceptable Y/N		Likelihood (1-4)	Severity (1-4)	Risk Level (1-16)		
						No more than three vehicles on site at any time. All vehicles travelling at 5-10mph with hazard lights on Entry/exit only at designated points. Time for deliveries & collection controlled and coordinated with stall erection/dismantling. Speed limit applied. Traders to wear high viz vests when loading. All deliveries to front of stalls only via controlled crossing-over points Additional Documentation: <ul style="list-style-type: none"> Management regulations. Operational Methods Statement. Health & Safety Policy Persons Responsible: <ul style="list-style-type: none"> Manager. Neighbourhood Staff. Traders 										
Market Operation - At setting-up and dismantling		Public access to the working area	3	1	4	Working area supervised by Neighbourhood/Lion Walk Staff prohibiting public access. Neighbourhood Staff wearing high viz vests within working area. Set up times 6:00 to 8:00 when small number of visitors Additional Documentation: <ul style="list-style-type: none"> Neighbourhood Team set up/pack down Risk Assessment Persons Responsible: <ul style="list-style-type: none"> Manager. Neighbourhood Staff. 	2	1	2	Y						
Market Operation - At setting up and dismantling		Trip hazard of loose equipment & stock	2	2	4	Stock to be delivered directly to stall. Trolleys and pallet lifters not to be left unattended. Stock to be secured against wind lift.	1	2	2	Y						
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A Hazards (the potential for harm) arising from activity / event	B Can the hazard be avoided? A/N	C Risks (Identify who may be harmed, how they may be harmed and how likely it is)	D Likelihood (1-4)	E Severity (1-4)	F Risk Level (1-16)	G Existing controls (preventive and protective measures provided)	H Likelihood (1-4)	J Severity (1-4)	K Risk Level (1-16)	L Risk level acceptable Y/N	M Additional control measures required to reduce risk to acceptable level	N Likelihood (1-4)	P Severity (1-4)	Q Risk Level (1-16)	R Initials of Line Manager responsible for monitoring (G & Q) and implementing (M)
						<p>Where Risk Assessment identifies wearing of gloves as a requirement of the job, an adequate supply of these will be provided. Staff will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.</p> <p>Symptoms of Covid-19 If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance. If advised that a trader, member of staff or public has developed Covid-19 and were recently on our premises, the management will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken.</p> <p>Mental Health Management will promote mental health & wellbeing awareness to traders during the Coronavirus outbreak and will offer whatever support they can to help Reference - https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/</p>									
Market Operation - At all times		Inclement weather. Wind-lift to stalls or sheeting.	3	2	6	<p>Stalls weighted with minimum of 15kg per leg (min 60kg per stall). Sheeting secured. Ban on tall displays liable to topple. Market cancellation in extreme weather (wind speed in excess of 48mph) Additional Documentation:</p>	2	1	2	Y					

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						<ul style="list-style-type: none"> Management regulations. Operational Methods Statement Persons Responsible: <ul style="list-style-type: none"> Manager. Neighbourhood Staff/LW Centre Management Traders 									
Market Operation - During trading hours		Trip and slip hazards	2	2	4	Pavements to be kept clear of stock and refuse. Regular litter picking, sweeping up and bin emptying. All spillages promptly removed. Additional Documentation: <ul style="list-style-type: none"> Management regulations. Operational Methods Statement Persons Responsible: <ul style="list-style-type: none"> Manager. Lion Walk Staff. Traders 	1	2	2	Y					
Market Operation - During trading hours		Exhaustion, sunburn to Traders and Shoppers.	2	1	2	Awareness guidance, welfare facilities are available to Stallholders. Access to water and refreshments. Facilitate first aid requirements. Easy access for ambulance Additional Documentation: <ul style="list-style-type: none"> Management regulations. Operational Methods Statement Traders' Risk Assessments. Persons Responsible: <ul style="list-style-type: none"> Manager. Neighbourhood/Lion Walk Staff. Traders 	1	1	1	Y					
Market Operation - During trading hours		Fire and emergency evacuation	2	2	4	No smoking rule enforced. Fire extinguishers to be on food preparation stalls.	1	1	1	Y					

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						Emergency town centre procedures to be followed as directed by emergency authorities Evacuation practice. Additional Documentation: <ul style="list-style-type: none"> Operational Methods Statement Traders' Risk Assessments. Persons Responsible: <ul style="list-style-type: none"> Manager. LW Centre Management Traders 									
Market Operation - During trading hours		Food safety	2	1	2	Management Regulations include CBC's Guidance to Mobile Traders at Markets & other Outside Events Requirement of Traders to possess a Chartered Institute of Environmental Health Level 2 Certificate in Food Safety in Food Catering. HACCP (Hazard Analysis Critical Control Point) risk assessments by Traders. Inspection by Environmental Health Officer. Assessment by Market & Street Trading Manager . Availability of washing facilities. Additional Documentation: <ul style="list-style-type: none"> Operational Methods Statement Traders' Risk Assessments. Persons Responsible: <ul style="list-style-type: none"> Manager. Neighbourhood Staff. Traders. Environmental Health Officers. 	1	1	1	Y					

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Market Operation - At close of business.		Loose equipment, refuse, fires in bins, vermin, and site security.	2	1	2	All stalls dismantled and equipment and bins removed to storage. Cleansing of all areas. Final walk-round inspection by Market & Street Trading Manager . Update to daily risk assessment and accidents books as necessary. Additional Documentation: <ul style="list-style-type: none"> Operational Methods Statement Neighbourhood Team set up/pack down Risk Assessment Manager. Neighbourhood/Lion Walk Staff. 	1	1	1	Y									

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