



COLCHESTER MARKET Christmas Market High St and St Nicholas Square

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.
- Each market taking place on every market day.
- The Council's Neighbourhood Team check and record set up through Health & Safety Check [form](#)

These documents are live documents and will be reviewed regularly.



Risk Assessment

Ref.

RiskAssessmentSEMktOps.V8

Last reviewed: 01.08.24

Applicable to:

Colchester Special Event Market High St Sunday 8th December

To be read in conjunction with:

- Colchester City Council Strategic Health & Safety Policy
- This Risk assessment in conjunction with the Scoring Table
- Operational Methods Statement High Street Markets in Colchester including the Market & Street Trading Manager duties (Section C)
- Management Regulations for Market Trading in Colchester
- Market Trading/Street Licence 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 & street 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.



Risk Assessment

Activity / Event: Colchester Christmas Market				Date Assessed: 01.08.24				Location: City Centre- Colchester							
Assessor's Name: Demi Quinn				Assessment Ref. No.: V8 2023				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				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)	
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 and traders.	2	2	4	Access available to WCs and washing facilities in Town Hall 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 or WIC. Entry/exit only at designated points. Time for deliveries & collection controlled and	1	3	3	Y					

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						coordinated with stall erection/dismantling, trailer 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 all times		Traders or shoppers struck by passing traffic	4	5	5	Site closed to traffic, loading unloading supervised 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	3	3	Y					
Market Operation - At setting-up and dismantling		Public access to the working area	3	1	4	Working area supervised by Wardens and Security Neighbourhood Staff wearing high viz vests within working area. 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					

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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. 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	2	2	Y					
Market Operation - At setting up and dismantling		Personal injury when handling and erecting / dismantling stalls, unhitching trailers	2	2	4	Training given by Neighbourhood Manager. Ongoing supervision by Neighbourhood Wardens & Market and Street Trading Manager. Use of appropriate PPE when working. Access equipment made available for working at height. No individual lifting of more than 20Kgs. Additional Documentation: <ul style="list-style-type: none"> Neighbourhood Team set up/pack down Risk Assessment Traders' Risk Assessments. Persons Responsible. <ul style="list-style-type: none"> Manager. Neighbourhood Staff. Traders 	1	2	2	Y					
Market Operation - At setting up and during trading hours		Electrical safety	1	2	2	110v step-down transformers to be used. Traders' generators not permitted. All management kit to be PAT tested and RCD protected. All cables to be protected by cable protectors to prevent trip hazards/barriered off. Additional Documentation: <ul style="list-style-type: none"> Management regulations. Operational Methods Statement Persons Responsible. <ul style="list-style-type: none"> Manager. Neighbourhood Staff. 	1	1	1	Y					

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						<ul style="list-style-type: none"> Traders 									
Market Operation - At all times		Inclement weather. Wind-lift to stalls or sheeting.	3	2	6	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 (windspeed in excess of 48mph) 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 	2	1	2	Y					
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. Neighbourhood 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. 	1	1	1	Y					

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						<ul style="list-style-type: none"> Neighbourhood Staff. Traders 									
Market Operation - During trading hours		Fire and emergency evacuation	2	2	4	No smoking rule enforced. Fire extinguishers to be on food preparation stalls. Emergency 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. Neighbourhood Staff. Traders 	1	1	1	Y					
Market Operation - During trading hours		Food safety	2	1	2	Management Regulations include CCC'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's Daily Risk Assessment Persons Responsible. <ul style="list-style-type: none"> Manager. Neighbourhood Staff 	1	1	1	Y					