

# Activity Risk Assessment Landscape Report



<b>Reference</b>	1969	<b>Activity Description</b>	Government guidance from 1st June Markets can be re-instated Erection, dismantling and operation of Bassetlaw Markets						
<b>Assessment Date</b>	26/05/2020	<b>Publish To Portal</b>	No						
<b>Assessor Name</b>	John Simmonds	<b>Description</b>	Covid-19 Secure - Reinstatement of Markets						
<b>Assessment Team Members</b>	Sue Bowler Natalie Jayne Cockrell (139)	<b>Review Date</b>	16/07/2020						
<b>Project Risk Assessment Reference</b>		<b>Overall Potential Risk Level</b>	84						
<b>Org Unit</b>	Bassetlaw -> Bassetlaw District Council -> Regeneration Neighbourhood & Housing -> Growth & Enterprise -> Markets & Town Centres	<b>Overall Residual Risk Level</b>	58						
<b>Location</b>	Workshop Bridge Street and Retford Market Square	<b>Number Of People Exposed</b>	0						
<b>Risk Assessment Category</b>		<b>People Exposed</b>	Staff Public Traders						
<b>Date Record Created</b>	26/05/2020								
<b>Hazard Category &amp; Hazard Phrases</b>	<b>Persons At Risk &amp; How Is Person At Risk</b>	<b>Control Measures</b>	<b>P</b>	<b>S</b>	<b>R</b>	<b>Additional Control Measures</b>	<b>P</b>	<b>S</b>	<b>R</b>
Corona Virus - Covid-19 Carrying out work where social distancing cannot always be assured.	Staff Public Staff Public  The virus is spread by mini water droplets from someone coughing, sneezing, talking or breathing. it can survive on surfaces and be transferred to the hands, mouth, nose and eyes. There is currently no vaccine. The virus has resulted in lots of people being sick and many deaths across the UK.	Work is carried out outdoors reducing the exposure risk.  Ensure social distancing where possible.  Personal Protective Equipment (PPE) - Employees will be permitted to use face-coverings in the workplace to protect others.  Employees to carry hand sanitiser with them during their shift	3 - Significant	4 - Major	12 - High	Personal Protective Equipment (PPE) - Where employees elect to use face coverings, sufficient guidance and support has been made available on washing hands before putting on and after removing, avoiding touching face, if washable wash as per guideline, change coverings regularly.  Employees to follow social distancing guidelines where practicable (at least 2 metres)	3 - Significant	3 - Serious	9 - Medium

# Activity Risk Assessment Landscape Report



<p>Corona Virus - Covid-19 Employees who may be exposed to virus or showing symptoms of Covid-19</p>	<p>Employees Traders Public Exposure to surfaces that could be contaminated with coronavirus Exposure to members of the public and members of staff who could be COVID-19 positive.</p>	<p>Employees instructed to wash their hands or use suitable gel / wipes regularly (for at least 20 seconds).</p> <p>Refrain from direct physical contact such as shaking hands.</p> <p>Issue and ensure the correct use of PPE</p> <p>wipe down and sanitise stall frames and board at the beginning and end of market days.</p> <p>Once a week do a full clean and sanitisation of all bars and boards</p> <p>Sanitise any shared vehicle before / after use.</p> <p>Employees showing Covid 19 symptoms will be required to go home, self-isolate and if possible work from home for 7 days.</p> <p>Employees with symptoms to ring NHS 111 coronavirus service to organise a test.</p>	<p>3 - Significant</p>	<p>4 - Major</p>	<p>12 - High</p>	<p>Ensure stalls are distanced in line with Government Guidelines</p> <p>Operate a one way system with floor marking encourage people to keep left where possible.</p> <p>Marshal to ensure correct distancing is adhered to by public queuing and ensure that small congregations are moved on by Covid Task Force.</p> <p>Ensure public information banners are in place</p> <p>Market traders to confirm that the following procedures are place for</p> <ol style="list-style-type: none"> <li>1. handing food and passing over to Public</li> <li>2. Money handling</li> <li>3. Their own hand hygiene and PPE</li> </ol> <p>Cleaning and Sanitisation - Employees will use good hygiene measures</p> <p>Install provision of automated hand sanitising dispensers for public use.</p> <p>Do not share vehicles where social distancing cannot be maintained</p>	<p>3 - Significant</p>	<p>3 - Serious</p>	<p>9 - Medium</p>
--	---	---	------------------------	------------------	------------------	---	------------------------	--------------------	-------------------

# Activity Risk Assessment Landscape Report



<p>Manual Handling Manual Handling Injuries erecting and dismantling market stalls</p>	<p>Staff Public Traders Manual handling injuries taking down of stalls Working too close Public spacing</p>	<p>Manual Handling procedures apply to the market staff must wait until market traders have left the market before dismantling the stalls</p> <p>Market staff to be aware of spacing whilst erecting dismantling stalls</p> <p>Reduce number of stalls and staff</p> <p>Where possible leave stalls in place</p> <p>Staff work in fixed teams or partnering to reduce number of potential contacts</p>	<p>3 - Significant</p>	<p>3 - Serious</p>	<p>9 - Medium</p>	<p>Use gazebos where possible (not used in strong winds)</p> <p>Phased return for some market stalls to abide by social distancing rules.</p> <p>If a reduced market service is provided sheets may not be provided.</p> <p>Retford Market Layout - linear format Workshop - Bridge Street placing stalls where social distancing is least effected line of stalls.</p> <p>Job location and rotation has been reduced as far as possible</p>	<p>1 - Very Low</p>	<p>3 - Serious</p>	<p>3 - Low</p>
<p>Work adjacent to public Trading</p>	<p>Public Traders Cash transferring Selecting of goods Queuing Movement around market area</p>	<p>Card payment where possible Click and collect system type used by traders</p> <p>Floor Markers indicating social distances</p> <p>One person being served at a time at the stalls</p> <p>Only traders to handle goods Traders to use verbal instructions to members of public</p> <p>Signage in place advising public of distances.</p> <p>Wearing of suitable PPE</p> <p>Monitoring by markets staff Suitable spacing between stalls so as not to encourage gathering</p> <p>Traders provide their own hand gel.</p>	<p>4 - High</p>	<p>3 - Serious</p>	<p>12 - High</p>	<p>Consider the option to reduce amount of stalls or cancel Market if necessary</p>	<p>3 - Significant</p>	<p>3 - Serious</p>	<p>9 - Medium</p>

# Activity Risk Assessment Landscape Report



Work adjacent to public Rent Collecting Monitoring public	Staff Public Collection of rent (cash) Speaking to members of the public	Suitable PPE will be provided in line with Government guidance.  Reduced number stalls and traders  Sanitiser provided at strategic points  Keep social distance whilst interacting with public	5 - Very High	3 - Serious	15 - High	New system of collection via card	5 - Very High	2 - Minor	10 - Medium
Corona Virus - Covid-19 Increased risk of infection arising from attending accident scenes	Trained Council First Aiders Exposure to virus ill health or death	Attendance at Accidents - Employees will use good hygiene measures as soon as possible after assisting in an accident response or any other essential breach of distancing rules.	3 - Significant	4 - Major	12 - High	First aiders have been briefed on recent guidance on first aid resuscitation methods. Staff aware how to summon help and report on SHE system  Enough space between stalls for emergency vehicles to attend the scene of any incident.	3 - Significant	3 - Serious	9 - Medium
Corona Virus - Covid-19 Members of staff who have specific underlying health conditions (see attachment)	staff Increased risk of complications should they catch the virus	Communications and Guidance - Direct staff to the Public Health England and 111 NHS websites if they have concerns about their health. See attached link.	3 - Significant	4 - Major	12 - High	Employee Vulnerabilities - Employees in the moderate risk group and who cannot work from home will be assessed by their Manager to determine what additional control measures are required before they will be permitted to return to work.  Employee Vulnerabilities - Employees in the high risk group will wherever possible work from home. Where work from home is not possible, they should remain at home and observe Government advice.	3 - Significant	3 - Serious	9 - Medium
<b>Assessment Conclusion</b>	There may be a reduction in stalls and trader numbers to enable social distancing, one way systems where possible and adequate signage. Follow Government guidelines on hand washing, appropriate PPE, cleaning and disinfection of market stalls following market operation. Staff to report any symptoms of COVID-19 in line with Council Procedures. Follow Safe System of Work.								