

RISK ASSESSMENT RECORDING FORM

Date of trip/activity : Markets at various dates in the Market Square Abingdon.

When completed a copy of this form must be sent to the appropriate person for authorisation

Location or Address: Market Square Abingdon - on - Thames	Date assessment undertaken: September 2017	Assessment undertaken by (PRINT name): Michael John
Activity or Situation: Markets in Market Square	Review Date September 2020	Signature: <i>Michael John</i>

1. Task	2. Hazard & Outcome(s)	3. Risk Groups	4. Control Measures in Place	Measure of	Measure of	5. Level of Risk			6. Additional Control Measures Required	Measure of	Measure of	7. Level of Risk			8. Action Plan Required
						L	M	H				L	M	H	
Market Operation – At all times	Injuries, untrained persons in working area Injuries, untrained persons in working area	A,B,C,D,E	<ul style="list-style-type: none"> H&S awareness and guidance given by Market Trading Manager. Untrained persons prohibited from working area. Only traders with a PLI or NFMU 	2	2	4								No <input type="checkbox"/>	

			card and appropriate Insurance can apply for a stall.												
Market Operation - Setting-up, Trading hours and dismantling	Personal health & hygiene of staff and traders.	A, B	<ul style="list-style-type: none"> Access available to WCs and washing facilities in the Multi Story Car Park 0800-1800hrs. Access to first aid kit provided by each Trader. 	2	2	4									No <input type="checkbox"/>
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	A,B,C,D ,E	<ul style="list-style-type: none"> Supervision by Market & Street Trading Manager. Entry/exit only at designated points. Time for deliveries & collection controlled and coordinated with stall erection / dismantling. All deliveries to front of stalls only via controlled crossing-over points. Whilst gazebos 	2	5	10		<ul style="list-style-type: none"> One Way Traffic movement on the market Square when the market is setting up and taking down. Persons in Hi-Vis jackets to monitor vehicle movement during these times 	1	5	5				No <input type="checkbox"/>

			<p>are being erected, equipment should be confined to one limited area close by.</p> <ul style="list-style-type: none"> • After gazebos are erected all equipment should be kept within the edges of the stall area. 												
Market Operation - At setting- up and dismantling	Public access to the working area	A,B,C,D ,E	<ul style="list-style-type: none"> • Working area supervised by Market Manager. • Market Staff wearing high viz vests within working area. 	3	1	4									No <input type="checkbox"/>
Market Operation - At setting up and dismantling	Trip hazard of loose equipment & stock	A,B,C,D ,E	<ul style="list-style-type: none"> • Stock to be delivered directly to stall. • Trolleys and pallet lifters not to be left unattended. • Stock to be secured against wind lift. • Whilst gazebos are being erected or dismantled, equipment should be confined to one limited area close 	2	2	4									No <input type="checkbox"/>

			by.															
Market Operation - At setting up and dismantling	Personal injury when handling and erecting / dismantling stalls. Injury to spine and other body parts through incorrect procedures in lifting and carrying.	A,B	<ul style="list-style-type: none"> Stallholders must gain adequate training from their company / organization before erecting a gazebo, or lifting and carrying equipment. Stallholders who are not fully fit and healthy should not attempt to erect equipment. 	2	2	4												No <input type="checkbox"/>
Market Operation - At setting up and during trading hours	Electrical safety	A,B,C,D,E	<ul style="list-style-type: none"> 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. Fire Extinguishers to be on hand if cooking on Market 	1	2	2												No <input type="checkbox"/>

			Square												
Market Operation - At all times	Inclement weather. Wind-lift to stalls or sheeting. Water falling in large amounts from stall covers, soaking passers by	A,B,C,D ,E	<ul style="list-style-type: none"> Stalls secured by Weights and linked together if possible. Adequate securing of sheeting. Ban on tall displays liable to topple. During rain, action to be taken to remove build-up of water on the roof covers before the amount becomes significant. Verbal warning to be given when water is being removed from covers so that passers-by can move away from the splash area. Market cancellation in extreme weather. 	2	2	4									No <input type="checkbox"/>
Market Operation - During trading hours	Trip and slip hazards	A,B,C,D ,E	<ul style="list-style-type: none"> Pavements to be kept clear of stock and refuse. Regular litter 	2	2	4									No <input type="checkbox"/>

			<ul style="list-style-type: none"> picking, sweeping up and bin emptying. All spillages promptly removed. 																		
Market Operation - During trading hours	Prevention of access leading to pedestrians taking dangerous alternative routes such as walking in the road	B, C, D, E	<ul style="list-style-type: none"> No stall displays to protrude so as to prevent any member of the public from having access via the normal public walkway. If any circumstances arise so that any member of the public is forced to take an alternative route (eg into the road) stallholders must take immediate action to reinstate the access if they can do so. This applies even if the stallholder has not caused the additional conditions that have made access 	1	5	5															No θ

			difficult (eg: if a car has parked opposite the stall).														
Market Operation - During trading hours	Exhaustion, sunburn to Traders and Shoppers.	A,B,C,D ,E	<ul style="list-style-type: none"> Awareness guidance, welfare facilities are available to Stallholders. Access to water and refreshments. Facilitate first aid requirements. Easy access for ambulance to be maintained 	2	1	2											No <input type="checkbox"/>
Market Operation - During trading hours	Fire and emergency evacuation	A,B,C,D ,E	<ul style="list-style-type: none"> Fire extinguishers to be on food preparation stalls. Emergency town centre procedures to be followed as directed by emergency authorities. 	2	2	4											No <input type="checkbox"/>
Market Operation - During trading hours	Food safety	A,B,C,D ,E	<ul style="list-style-type: none"> Traders to display a Food Rating Certificate when required. Inspection by 	2	1	2											No <input type="checkbox"/>

			<p>Environmental Health Officer when required.</p> <ul style="list-style-type: none"> Assessment by the Market Manager when required. Availability of washing facilities. 												
Market Operation - At close of business.	Loose equipment, refuse, fires in bins, vermin, and site security	A,B,C,D ,E	<ul style="list-style-type: none"> All stalls dismantled and equipment and bins removed to storage. Cleansing of all areas. Final walk-round inspection by the Market Manager Update to daily risk assessment and accidents books as necessary. 	2	1	2									No <input type="checkbox"/>
Market Operation	Equipment Defects	A,B,C,D ,E	<ul style="list-style-type: none"> Gazebos should be checked regularly by a responsible person and any 	1	3	3									No <input type="checkbox"/>

			<p>defects noted.</p> <ul style="list-style-type: none"> • Defects must be assessed to see if they have any implications for the safety of stallholders and the public. • Gazebos that are deemed to have defects that compromise the safety of stallholders and the general public will be withdrawn from public use. • Stallholders should be informed of any existing defects when taking responsibility for the stalls. • Stallholders are responsible for replacing gazebos that are 											
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			<p>damaged beyond normal wear and tear whilst under their responsibility.</p> <ul style="list-style-type: none"> • Consideration should be given to insurance for the replacement value of the gazebos 																
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AT RISK GROUPS

A: MarketStaff B: Traders C: Public D: Contractors E: Other Agencies

RISK CALCULATOR

Risk is the chance that harm will be caused by a hazard. It is measured in terms of severity, likelihood & population affected.

A simple approach to quantifying risk is to define measures of likelihood and severity such as the descriptors given below. This allows the construction of a risk matrix which can be used as the basis of identifying acceptable and unacceptable risk.

$$\text{Likelihood} \times \text{Severity} = \text{Risk}$$

MEASURES OF LIKELIHOOD (PROBABILITY)

LEVEL	DESCRIPTOR	CHANCE	DESCRIPTION
1	Very unlikely	0 to 20%	The event may occur only in exceptional circumstances.
2	Unlikely	21 to 40%	The event could occur at some time.
3	Moderate	41 to 60%	The event will occur at some time.
4	Likely	61 to 80%	The event could occur in most circumstances.
5	Very likely	81 to 100%	The event will occur in most circumstances.

MEASURES OF SEVERITY (CONSEQUENCE)

RISK ASSESSMENT MATRIX - LEVEL OF RISK

Fatalities	5	10	15	20	25
Major	4	8	12	16	20
Serious	3	6	9	12	15
Minor	2	4	6	8	10
Negligible	1	2	3	4	5
SEVERITY	Very Unlikely	Unlikely	Moderate	Likely	Very Likely
	LIKELIHOOD				

Low Risk	Acceptable - Monitor
Moderate Risk	Acceptable - subject to guidance
High Risk	Unacceptable. Activity must not proceed.

Monitoring arrangements.(e.g. Before each use/occasion, during handover/staff meeting/weekly/monthly/annually during site inspection etc.)

Before each Market

Review date/frequency **Annually**

Name of Assessor	Signed
Job title	Name
Date of Assessment	Date