

Covid Secure Risk Assessment

Location/Dept: Stafford Indoor Market

Date Assessment Completed: 12 January 2021

Assessor: Debbie Hendon, Health and Safety Advisor

Task or Activity Assessed: Management of visitors to the indoor market during Covid restrictions

Who is at Risk	(tick as appropriate)	Y / N	Other (please specify)
	Employee	Y	
	Volunteer	Y	
	Members Of The Public	Y	
	Visitors	Y	
	Contractors	Y	

Hazards Identified	Outcome and Injury	Likelihood	Severity	Risk Rating
Public exposure to the virus	From mild to moderate flu like symptoms to death	3	3	Substantial

Examine each of the hazards involved in the task and note down any preventative or safety measures you already have in place.

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>General</p> <ul style="list-style-type: none"> • All employees feeling unwell should inform manager • Employees with symptoms of a dry cough, fever (high temperature), loss of taste or smell should not attend work and should self-isolate for 10 days from the first day of their symptoms. • Employees who live in a household where someone else has symptoms should self-isolate for 14 days from the first day of that persons symptoms • Employees to report to Manager of any underlying health issues • Employees should wash their hands: before leaving home, on arrival on site, after leaving site, after using the toilet, after breaks, before food preparation, before eating any food, including snacks, before leaving work, on arrival at home 	1	3	Moderate
<p style="text-align: center;">Exposure to Virus</p> <p>Access / Egress</p> <ul style="list-style-type: none"> • Access to the Market will be restricted to 125 members of the public at any one time; Caretaking staff will monitor numbers and alert the office if there are too many people in the market. Queue management will then be implemented until numbers are sufficiently reduced. • Communication between staff will be maintained by radio to ensure the numbers are effectively managed • Market customers will access the market via the right hand set of doors and exit the market via the middle set of doors • Customers are encouraged to use the NHS Track and Trace QR Code when entering the market • Signage is on display to direct customers to the entrance • If numbers exceed 125 a member of staff will be at the main entrance from the Guildhall and at the Broad Street entrance to manage the number of people inside the market. • Staff will also supervise and organise queues outside to ensure 2m or 1m+ with mitigation social distancing is maintained 	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
<p>Signage/ Announcements</p> <ul style="list-style-type: none"> • Signage is on all entrances for the requirement of face coverings to be worn inside the market, unless they are medically exempt • Signage is on all entrances and at regular intervals around the market highlighting social distancing rules • Floor markers are in place to indicate the 2m social distance • Signage on frequently touched items such as bins and benches highlighting social distancing and good hygiene practices 	1	3	Moderate
<p>Toilets / Cleaning</p> <ul style="list-style-type: none"> • Public toilets are open from 10am – 3pm and monitored regularly. • Frequently touched surfaces such as door handles, push pads, flushing handles etc. are cleaned at regular intervals <ul style="list-style-type: none"> ○ Soap dispensers and hand towels are regularly replenished • Toilets are well ventilated 	1	3	Moderate
<p>Ventilation within the building</p> <ul style="list-style-type: none"> • The building should be well ventilated • The use of recycled air and air conditioning units will be limited to areas that require cooling for fridges and freezers • The market doors will be left open to allow for adequate ventilation 	1	3	Moderate
<p>Stall Holders</p> <ul style="list-style-type: none"> • All stall holders will have their own risk assessment in place • Barriers will be in place around the fruit and veg stall to prevent public access to the counters • Food Operator have their own Covid19 Secure Risk Assessment in place including the use of the NHS Track and Trace QR Code and/or paper records of those visiting • Café is fully open, with socially distanced tables; including the use of empty stalls to accommodate additional covers. Each table and its chairs to be cleaned between customers. • Queues along the wall are to be managed by café staff and 2m or 1m+ with mitigation, social distancing measure in place 	1	3	Moderate

Control Measures Already in Place to Address Above Hazards	Likelihood	Severity	Risk Rating
Education of the public <ul style="list-style-type: none"> • Signage on approach routes and around the sites will reinforce social distancing, hand hygiene measures and the requirement to wear face coverings • Staff will liaise with the public to encourage social distancing and the wearing of face coverings 	1	3	Moderate

Further Action Needed to Decrease Risks	Person Responsible	Date Required	Date Implemented	Likelihood	Severity	Risk Rating

Date Completed: 12 January 2021

Assessor Signature: 

Date Agreed and Signed off: 13 January 2021

Signed by: 
Kevin Potter, Market Manager

Reviews:
(If there are no changes then the assessment should just be signed. However, if anything changes a new assessment must be completed)

1st Reassessment Date: 23 March 2021 _____

Assessor Signature:  _____

2nd Reassessment Date: _____

Assessor Signature: _____