

	Work Activity / Work Area	Markets	
	Compiled by Annette Clynes 26 May 2020	Checked by James Slack & ??????? May 2020	Issue Number
	Hazard Situation	Risk	Severity
	Social Distancing		
	Team arriving on shift being allocated tasks	Arrival at 7am and wait by old post office 2m apart. PPE of mask, gloves, apron and sprays. Allocated a team buddy to work with on the shift	4
	Traders arriving . Lots of traders arriving at once wanting car pass and showing to stalls	No social distance, Lots of traders and staff in one area	4

	Lifting equipment into middle row and return to compound, Setting up gazebos/weights	Touching equipment and leaving in van. Touching sides and weight	4
	Gazebos . Stall for trader	Full stall needed for trader with sides and table, gazebo pegs. With two team members	4
	Securing the gazebos . Pegs on the floor	4 pegs per gazebo with staff	3
	Markets ready to Start . Start of market and public arriving	Social Distance	4
		Amount of public arriving	
	Staff leaving area Shift finished .Stalls needed to be ready by 10am. Close team working. Staying Covid 19 free	Toilets for traders	3
		Removal of PPE	
		Dealing with public	
	Market close All traders and staff leaving and packing away	Working a team of two	4
		No social distance	
		Staff trying to pack down while traders in area	

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				<p>THE RISK EXPOSURE IS BASED UPON TWO FACTORS – SEVERITY</p> <table border="1"> <tr> <td>SEVERITY (sev)</td> <td>=</td> <td>WORST CREDIBLE OUTCOME</td> </tr> <tr> <td>Major Severity</td> <td>=</td> <td>Death</td> </tr> <tr> <td>High severity</td> <td>=</td> <td>Severe permanent injury</td> </tr> <tr> <td>Medium severity</td> <td>=</td> <td>Permanent injury</td> </tr> <tr> <td>Moderate severity</td> <td>=</td> <td>Temporary injury</td> </tr> <tr> <td>Low severity</td> <td>=</td> <td>Minor injury</td> </tr> </table> <table border="1"> <tr> <td>LIKELIHOOD (like)</td> <td>=</td> <td>OF AN ACCIDENT/INCIDENT</td> </tr> <tr> <td>High</td> <td>=</td> <td>Almost Certain</td> </tr> <tr> <td>High /medium</td> <td>=</td> <td>Very likely</td> </tr> <tr> <td>Medium</td> <td>=</td> <td>Likely</td> </tr> <tr> <td>Low</td> <td>=</td> <td>Possible</td> </tr> <tr> <td>Very low</td> <td>=</td> <td>Unlikely</td> </tr> </table> <p>RISK SCORE The risk score is SEVERITY x LIKELIHOOD e.g. a possible regular occurrence of permanent injury would be high severity i.e. 4 x 3 = 12</p> <p>A high risk score will fall between 12 and 25 inclusive. Er A medium risk score will fall between 6 and 10 inclusive. Er A low risk score will fall between 1 and 5 inclusive. Er</p>		SEVERITY (sev)	=	WORST CREDIBLE OUTCOME	Major Severity	=	Death	High severity	=	Severe permanent injury	Medium severity	=	Permanent injury	Moderate severity	=	Temporary injury	Low severity	=	Minor injury	LIKELIHOOD (like)	=	OF AN ACCIDENT/INCIDENT	High	=	Almost Certain	High /medium	=	Very likely	Medium	=	Likely	Low	=	Possible	Very low	=	Unlikely
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Likelihood	Score	H/M/L	Control Measures	Severity	
3	12	H	Wait until all team members have arrived including the rangers with van. Waiting is 2m apart and dress with PPE for the shift. Staff handover and plan of the shift to be given by Town Centre Service Officer. Working in twos only and with your buddy for the shift, trying to stay 2 m apart. Masks when in close contacts. Markets will start later to give staff time to prepare and work in small groups (10am start, stagger traders arrival	3	
4	16	H	Traders to be given an individual time to arrive. Trader to stay in car while Town Centre Service Officer shows to stall while in car. Town Centre buddy to give Car pass. Team Two with buddy to remove unwanted market items./barriers. All must wear full PPE. All traders to have money in envelope ready, give to Town Centre Service Officer from the car. All traders must wear masks. Markets to start later for staff to get ready and to give time slot.	3	

3	12	H	Ranger to set van up with gazebos ready for the morning. Use gloves and apron to move gazebos into the van. Remove apron and gloves once task complete. Do not touch gazebos until the morning. (throw away PPE) Table trolley to be sprayed before use (gloves and apron to bring down to the market at 7am) Face mask needed as two people will need to bring trolley/ keeping 2 m apart. Touching gazebo sides and weights- staff must wear PPE/ Apron/gloves/mask	2
3	12	H	Each buddy team to place a gazebo in the space indicated on the market plan. Use sides, back/ with window and table at the front. Use full PPE as not 2m apart while putting a gazebo up. Disinfect table top. Tape on floor 2m from table for social distance	2
2	3	M	All staff to wear gloves when touching the pegs. Social distance will be 3m apart from each leg. If Staff is at a peg and no social distance can be achieved- for example another stall next to a peg, staff must wait for the 3m space	2
3	12	M	All gazebos to keep all sides on. Tables at the front of each gazebo / not letting the public walk into the gazebo. A 2m tape line on the floor to give those looking at items on the stall space from those walking along Middle Row. Disabled toilet for use for Traders to wash hands/ spare Keys given to traders with hand gel and wipes. Markets to start later and finish early to minimise public contact	3
3	9	M	All staff to meet for handover. Removal of all PPE which must be placed in bin bag which will be provided. Hand wash and gel in Ashton Square disabled toilets Realistic performance targets Defined roles in the team on the day Policies in place	2
3	12	H	Traders given set times to bring cars into the area. Staggered departure. Staff to meet for handover on pack down and have PPE given. Buddy system with the same buddy as the morning. Staff to wait for trader to leave before removal of stall	3

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RISK (sev) AND LIKELIHOOD (like).	
COME FROM THE HAZARD	
	e.g. multiple or single death including fatal disease
	e.g. paralysis, loss of limbs, blindness, chronic diseases
	e.g. partial disablement, loss of digits, deafness, sight impairment
	e.g. fractures, non-fatal acute diseases, acute back injuries, deep cuts
	e.g. minor cuts and bruises, irritation to eyes, skin, respiration
EVENT OCCURRING	
	e.g. the adverse event which could result in accident/incident will occur almost every time
	e.g. the adverse event which could result in accident/incident will occur most times
	e.g. the adverse event which could result in accident/incident will occur regularly
	e.g. the adverse event which could result in accident/incident could occur
	e.g. the adverse event which could result in accident/incident will occur rarely, if ever

Low/medium frequency x medium

Inter as H
Inter as M
Inter as L

SEVERITY

5	L	M	H	H
4	L	M	H	H
3	L	M	M	H
2	L	L	M	M
1	L	L	L	L
	1	2	3	4

LIKELIHOOD

Likelihood	Score	H/M/L	Notes / Actions
2	9	M	All team must wait for Rangers arrival of stalls and Town Centre service officer. Full hand over and questions
2	6	L	All traders to receive an e mail from the Town Centre Service Officer with instructions for the day. Including time of arrival, set up and money

2	4	L	Any new staff must be briefed on stall set up and shown set up. To use the Rangers van for equipment to minimise moving and handling loads on trolleys
2	4	L	Check that all staff have uniform DTC and hi viz and PPE plus two disinfectant bottles and cloths
1	2	L	Show staff example on handover Stalls should try to be separated with stall layout plan
2	6	M	Encourage all public and traders to keep to the rules with signs reminding social distance. Regular monitoring from Town Centre Service Officer
2	4	L	Review how the shift went/ changes for return shift to be discussed and confirmation on return at 3pm
2	6	M	For all staff to observe traders leaving, remind of social distance. To be aware of the public in the area. Posts to be removed for traders to come into the area

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