

## Coronavirus Risk Assessment for Chesham Local Produce Market

**Date Assessed: 9 June 2020**
**Assessed by: Kathryn Graves**
**Task/Activity:** Operating Chesham Local Produce Market during coronavirus

|                                     |   |   | Risk rating before implementing control measures |                |               |   |  |  | Risk rating after implementing control measures |                |               |   |
|-------------------------------------|---|---|--|----------------|---------------|---|--|--|---|----------------|---------------|---|
| Activity/<br>Task                   | Hazard/Risk   | Persons at Risk                                   | Likelihood (1-5)                                 | Severity (1-5) | Risk/Priority | Controls Measures in Place  |  |  | Likelihood (1-5)                                | Severity (1-5) | Risk/Priority | Additional Controls Measures Required   |
| Operating the Local Produce Market  | Coronavirus   | Employees<br>Members of the public<br>Contractors | 5  | 5              | 25            | COVID-Secure guidelines and instructions to be provided to all traders in advance of the market, and a signed copy to be returned to the market organisers.<br><br>All traders and market organisers are instructed to follow government guidance on self-isolating and adhere to advice given.   |  |  | 2   | 5              | 10            | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<br><br><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a><br><br>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Working at the Local Produce Market | Contact with persons who may have been exposed to coronavirus | Traders,<br>organisers                            | 5  | 5              | 25            | Traders and organisers who are suspected to have coronavirus are to quarantine themselves in accordance with the government guidance.<br><br>People who may have been exposed to coronavirus have been instructed by the government guidance to quarantine themselves.<br><br>Traders and organisers who have returned from foreign travel should quarantine themselves, even if they do not show any symptoms. |  |  | 2   | 5              | 10            | Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.<br><br><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a><br><br>Control measures will be revised and updated daily at 2pm when the latest government guidance is released. |
| Cash handling                       | Coronavirus   | Traders   | 5  | 5              | 25            | Card payments to be encouraged. Pitch fees to be paid by bank transfer.   |  |  | 3   | 5              | 15            |   |

|                       |  |                             |   |   |    |   |   |   |    |  |
|-----------------------|--|-----------------------------|---|---|----|---|---|---|----|--|
|                       |  |                             |   |   |    | All traders and organisers who handle cash are advised to wash hands regularly (using hand sanitiser – min 60% alcohol) and not to touch their face until they have washed their hands.   |   |   |    |  |
| Working at the market | Contact with persons who may have been exposed to coronavirus  | Traders, organisers, public | 5 | 5 | 25 | <p>Social distancing to be implemented by layout of stalls and markers on the pavement. Organisers to liaise with open shops to ensure queues to shops do not overlap with queues for the market. Traders to be encouraged to offer ‘click and collect’ or phone ordering service to reduce need for browsing at stalls.</p> <p>Market organisers and stall holders to assist public with social distancing guidelines if necessary.</p> <p>Signage to be displayed on stalls to encourage social distancing.</p> <p>‘Staying COVID-19 Secure in 2020’ poster displayed.</p> <p>Traders to work side-by-side or facing away rather than face-to-face with one another.</p> <p>Traders and organisers who fall into the vulnerable, clinically vulnerable and clinically extremely vulnerable categories will be advised not to attend the market.</p> | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
| Working the markets   | Disposal of waste that may be contaminated by a coronavirus sufferer/member of the public, i.e. public waste bins, personal protective | Traders, organisers, public | 5 | 5 | 25 | Traders will take their own waste home with them, in line with standard market conditions. Litter bins available in the High Street and Market Square for waste from the public, so organisers and traders will not come into contact with this.  | 1 | 5 | 5  |  |

|                    |  |  |   |   |    |   |   |   |   |  |
|--------------------|--|--|---|---|----|---|---|---|---|--|
|                    | equipment (PPE), etc.  |  |   |   |    |   |   |   |   |  |
| Working the market | Contact with persons suffering from coronavirus – wearing of PPE | Traders, Members of the public, organisers | 5 | 5 | 25 | <p>As the workplace is outside a clinical setting and we do not respond to a suspected or confirmed case of COVID-19, this workplace will not encourage the precautionary use of extra PPE to protect against COVID-19.</p> <p>Wearing a face covering is optional and is not required by law. If organisers or traders choose to wear one, it will be important to use face coverings properly and wash your hands before putting them on and taking them off.</p> <p>Traders or organisers using face coverings will be encouraged to:</p> <ul style="list-style-type: none"> <li>• Wash their hands thoroughly with soap and water for 20 seconds or use hand sanitiser before putting a face covering on, and after removing it.</li> <li>• When wearing a face covering, avoid touching their face or face covering, as it could contaminate them with germs from their hands.</li> <li>• Change their face covering if it becomes damp or if they have touched it.</li> <li>• Continue to wash their hands regularly.</li> <li>• Change and wash face coverings daily.</li> <li>• If the material is washable, wash in line with manufacturer’s instructions. If it is not washable, dispose of it carefully in your usual waste.</li> <li>• Practise social distancing wherever possible.</li> </ul> | 1 | 5 | 5 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |

|                       |  |  |   |   |    |   |   |   |    |  |
|-----------------------|--|--|---|---|----|---|---|---|----|--|
| Working at the market | Contracting and spreading of infection | Traders, Members of the public, organisers | 5 | 5 | 25 | <p>Basic infection controls should be followed as recommended by the government:</p> <ul style="list-style-type: none"> <li>• Cover your mouth and nose with a tissue or your sleeve (not your hands) when you cough or sneeze.</li> <li>• Put used tissues in the bin straightaway.</li> <li>• Wash your hands with soap and water often – use hand sanitiser gel if soap and water are not available.</li> <li>• Try to avoid close contact with people who are unwell.</li> <li>• Clean and disinfect frequently-touched objects and surfaces.</li> <li>• Do not touch your eyes, nose or mouth if your hands are not clean.</li> </ul> <p>Traders will be advised to avoid passing products to customers hand to hand, but to place products on the market stall for customers to pick up.</p> <p>Persons worried about symptoms should use the NHS 111, only call if they cannot get help online, and NOT go to their GP or other healthcare centre.</p> | 2 | 5 | 10 | <p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p><a href="https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19">https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19</a></p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p> |
|-----------------------|--|--|---|---|----|---|---|---|----|--|

## Risk/Priority Indicator Key

### Likelihood

1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

### Severity (Consequence)

1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

### RISK / PRIORITY INDICATOR MATRIX

|                        |   |   |    |    |    |    |
|------------------------|---|---|----|----|----|----|
| LIKELIHOOD             | 5 | 5 | 10 | 15 | 20 | 25 |
|                        | 4 | 4 | 8  | 12 | 16 | 20 |
|                        | 3 | 3 | 6  | 9  | 12 | 15 |
|                        | 2 | 2 | 4  | 6  | 8  | 10 |
|                        | 1 | 1 | 2  | 3  | 4  | 5  |
|                        |   | 1 | 2  | 3  | 4  | 5  |
| SEVERITY (CONSEQUENCE) |   |   |    |    |    |    |

### Summary

### Suggested Timeframe

|       |        |                                     |
|-------|--------|-------------------------------------|
| 12-25 | High   | As soon as possible                 |
| 6-11  | Medium | Within the next three to six months |
| 1-5   | Low    | Whenever viable to do so            |

## Review Record

| Date of Review | Confirmed by | Comments |
|----------------|--------------|----------|
|                |              |          |
|                |              |          |
|                |              |          |
|                |              |          |

I have read the risk assessment and understand and accept its contents form part of my job role. I will keep myself informed of any changes.

| Organiser Name (Print) | Date         |
|------------------------|--------------|
| Kathryn Graves         | 12 June 2020 |
| Debbie Grant           | 12 June 2020 |
| Julia Brammer          | 12 June 2020 |
| Colette Littley        | 15 June 2020 |
|                        |              |