

Coronavirus Risk Assessment for Market Hall

Location/Dept: Market Hall, Shrewsbury	Date Assessed: 10 September 2020	Assessed by: Helen Ball/Gary Farmer/Mike Cox/Amanda Spencer (STC) Kelvin Jones (Health and Safety Consultant, Ellis Whittam)
Task/Activity: The aim of this Assessment is to address the various risks posed to specific individuals and to identify satisfactory Control Measures to be implemented in order to reduce the employee's exposure to the virus.	Description of Tasks: The Market Wardens post required working in the indoor market to collect rents, remove unwanted waste and walk the job to maintain a high profile within the Market and to assist customers and traders alike. It is not possible to undertake this work from home.	

			Risk rating before implementing control measures			Risk rating after implementing control measures			
Activity/ Task	Hazard/Risk	Persons at Risk	Likelihood (1-5)	Severity (1-5)	Risk/Priority	Controls Measures in Place			Additional Control Measures Required
			Likelihood (1-5)	Severity (1-5)	Risk/Priority	Likelihood (1-5)	Severity (1-5)	Risk/Priority	

Working for Shrewsbury Town Council – Infection Control	Coronavirus	Market Warden, Traders, Public	5	5	25 H	<p>Installation of tape on floor and signage to remind employees of social distance.</p> <p>Site will begin to undertake Ellis Whittam’s COVID-19 Daily Management Checklist and COVID-19 Daily Cleaning Checklist.</p> <p>Communication and training materials will be provided for employees prior to returning to site, especially around new procedures for arrival at work.</p> <p>Greater emphasis on personal hygiene to include washing of hands regularly and wipe down of hard surfaces.</p> <p>Hand sanitisers available throughout the site.</p> <p>Emergency Action Plan (EAP) in place and communicated to all members of staff and visitors, including what symptoms to look out for and what action to take. EAP to be displayed in visible areas around the workplace.</p> <p>All members of staff instructed to follow government guidance on self-isolating and adhere to advice given.</p>	3	5	15	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible.</p> <p>https://www.gov.uk/government/publications/guidance-to-employers-and-businesses-about-covid-19.</p> <p>Control measures will be revised and updated daily at 2pm when the latest government guidance is released.</p>
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Working for Shrewsbury Town Council	Contracting and spreading of coronavirus	Market Warden, Traders, Public	5	5	25	<p>If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Posters are available in the Market to publicise this.</p> <p>Line managers will maintain regular contact with staff members during this time.</p> <p>If advised that a member of staff or public has developed Covid-19 and that they were recently in the Market Hall, the STC management team will contact Public Health England Authority to discuss and agree a plan of action. Staff will be kept informed of any guidance received and action taken.</p> <p>Traders and staff who are suspected to have coronavirus are to quarantine themselves in accordance with the Government guidance: https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance/stay-at-home-guidance-for-households-with-possible-coronavirus-covid-19-infection. Current STC guidelines specific that staff will not be financially disadvantaged if this occurs.</p> <p>Traders and staff who have returned from foreign travel to specific locations should quarantine themselves, even if they do not show any symptoms: https://www.gov.uk/foreign-travel-advice.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible: https://www.gov.uk/coronavirus/business-support.</p> <p>Follow STC Emergency Action Plan.</p>
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					25	<p>All measures to be reviewed on a daily basis by Market Wardens and the manager on a weekly basis. Non-compliance to the above measures to be addressed appropriately as a priority.</p>			10	
Working for Shrewsbury Town Council	Getting or spreading coronavirus by not washing hands or not washing them adequately	Market Warden, Traders, Public	5	5	25	<p>Follow Government guidance on cleaning, hygiene and using hand sanitiser: https://www.hse.gov.uk/coronavirus/working-safely/cleaning.htm.</p> <p>Provide water, bacterial soap and hand towels with an appropriate bin for disposal.</p> <p>Information about where hand washing facilities are available is available. Hand washing facilities are available in toilet areas. Hand sanitiser is available when these cannot be accessed.</p> <p>Provide hand sanitiser (with at least 60% alcohol) to be used if hand washing facilities are unavailable.</p> <p>A regular supply of gloves is also available. These are to be disposed of via clinical waste bins. Staff to be reminded that wearing of gloves is not a substitute for good hand washing https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/</p> <p>Regular checks to be scheduled and carried out by managers to ensure that the necessary procedures are being followed.</p> <p>All measures to be reviewed on a daily basis by Market Wardens and the manager on a weekly basis. Non-compliance to the above measures to be addressed appropriately as a priority.</p>	2	5	10	Internal communication channels and cascading of messages through line managers will be carried out regularly to reassure and support employees in a fast changing situation as Government guidelines develop.

Working for Shrewsbury Town Council	Getting or spreading coronavirus in common use high traffic areas including toilets, entry/exit points to facilities and lifts	Market Warden, Traders, Public	5	5	25	<p>Signage is erected at the market entrance with guidance information for the public about social distancing in line with Government guidelines which say that people should still ideally stay 2m (6ft) apart. If that's not possible, they should stay 1m (3ft) plus apart with extra precautions such as face coverings being used: https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing. The steps include:</p> <ul style="list-style-type: none"> • One way system in and out of the building, and along lengthy narrow walk ways • Distancing markers placed along footways <p>The layout of the Market Hall mean that it is not possible to keep people 2 metres apart in all public spaces, however all distances between all stalls have been measured and are at least 1.2 metres apart (the majority are over 1.7 metres) and PPE is available for when the Market Wardens need to work on the Market floor (gloves/face coverings/hand sanitisers). These periods of time should be kept to a minimum.</p> <p>Face coverings: It is now compulsory for all customers and traders within a retail environment (including indoor markets) to wear a face covering: https://www.gov.uk/government/publications/face-coverings-when-to-wear-one-and-how-to-make-your-own.</p> <p>Anyone not wearing a face covering will be asked to put one on immediately or be told to leave the Market Hall.</p>	2	5	10	
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						<p>Bin room: Only one person is allowed in the bin room at once. All staff have been notified of this restriction.</p> <p>Signage is in place to confirm this restriction.</p> <p>Lifts: There is a restriction on the number of users in the lift to two people at any one time.</p> <p>Signage is in place to confirm this restriction.</p> <p>All measures to be reviewed on a daily basis by Market Wardens and the manager on a weekly basis. Non-compliance to the above measures to be addressed appropriately as a priority.</p>				
Working for Shrewsbury Town Council	Getting or spreading coronavirus in the Market Wardens office	Market Wardens	5	5	25	<p>Only one person to work in the office at any one time to ensure that social distancing of two metres can be maintained. Signage is in place to ensure this.</p> <p>The Market Wardens do not work at the same time so this can be maintained.</p> <p>Every time anyone leaves the office surfaces and equipment such as the laptop and telephone should be wiped down with the antibacterial materials provided.</p> <p>At the end of the shift, all surfaces and equipment should be thoroughly cleaned with materials provided. This should be recorded on a daily log.</p> <p>Each Market Warden has been provided with a considerable quantity of Personal Protective Equipment for their own specific use including:</p>	2	5	10	

						<p>face shields, gloves, masks, hand sanitizer and wipes.</p> <p>All measures to be reviewed on a daily basis by Market Wardens and the manager on a weekly basis. Non-compliance to the above measures to be addressed appropriately as a priority.</p>				
Working for Shrewsbury Town Council	Getting or spreading coronavirus by travelling to work	Market Wardens	5	5	25	<p>Within the town of Shrewsbury, Shropshire Council has erected signage regarding social distancing and narrow paths marked out to reduce risk of physical contact.</p> <p>The layout of the town of Shrewsbury means that it may be difficult to maintain social distancing of 2 metres at all times when walking to working. Market Wardens are able to use the supply of PPE made available to them on both their journeys to and from work.</p> <p>Persons should not share vehicles or cabs, where suitable distancing cannot be achieved.</p> <p>Market Wardens should ideally avoid travelling to work in uniform to avoid spreading the virus, particularly if using public transport.</p> <p>The office is available to change in and out of work uniforms. The door should be locked from the inside when doing this.</p>	2	5	10	
Working for Shrewsbury Town Council	Mental health and wellbeing affected through isolation or anxiety	Market Wardens	5	5	25	<p>Market Wardens to keep in regular contact with their line manager and/or Deputy Town Clerk and to feel able raise any concerns regarding the impact of the working environment on their mental health.</p>	2	3	6	

	about coronavirus					<p>Regular 'meetings' to be set up by video or telephone call with the line manager and/or the Deputy Town Clerk.</p> <p>Specific support for any mental health issues is available to all staff of Shrewsbury Town Council. Full details are available in the Staff Handbook or from the Deputy Town Clerk but this includes Occupational Health support and the provision of counselling as well as increased 1:1 support. Any conversations or requests for support are in confidence.</p> <p>Further support is also available at: https://www.mind.org.uk/information-support/coronavirus-and-your-wellbeing/ www.hseni.gov.uk/stress.</p>				
Working for Shrewsbury Town Council	Ensuring market traders are aware of up to date guidance	Market Warden, Traders	5	5	25	<p>COVID-Secure guidelines and instructions to be provided to all traders on a regular basis.</p> <p>All traders and market organisers are instructed to follow government guidance on self-isolating and adhere to advice given.</p> <p>All market traders to complete a risk assessment and return this to the line manager.</p> <p>To be reviewed by Market Wardens and manager as new guidelines are announced.</p>	2	5	10	<p>Guidance and recommended risk control measures will be sourced directly from the GOV.UK website wherever possible: https://www.gov.uk/coronavirus/business-support.</p>
Working for Shrewsbury Town Council	Cash handling	Market Wardens, Traders	5	5	25	<p>All traders and organisers who handle cash are advised to wash hands regularly and to accept electronic payment wherever possible.</p> <p>Electronic methods for payment of weekly rent are being investigated but are not yet available.</p>	1	5	5	

					<p>The preferred method of payment is therefore cheque. Approximately 75% of traders are using the method currently.</p> <p>Where this is not possible cash payments can be used provided that the exact change is counted in front of the Market Officers into a plastic box.</p> <p>Payments are taken on a Friday but will not be checked and banked until a Monday to ensure that all methods of payment are as safe as possible for Market Wardens and bank staff. Payments will be securely stored in the office over the weekend.</p> <p>All measures to be reviewed on a daily basis by Market Wardens and the manager on a weekly basis. Non-compliance to the above measures to be addressed appropriately as a priority.</p>				
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Risk/Priority Indicator Key

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15

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)

	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
02/11/2020	Amanda Spencer	

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.

Employee Name (Print)	Employee Signature	Date