A close up of a sign

Description automatically generatedA picture containing green, drawing

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**COVID R.E.A.D.Y Risk Assessment  
Developed in association with Primary Authority**

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\*\* Subject to Guidance Update & Change

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| **Hospitality Sector:** | Retail – Open air market |

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| **Assessment Details** | | | | | | | | | | | | | | | |
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| **EHA Membership No:** | | | N/A | | | **Date:** | | | 29.06.2020 | | | | | | |
| **Business Name:** | | | Eastbourne Borough Market | | | **Address:** | | | 49 Gildredge Road, Eastbourne | | | | | | |
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|  | | | | | | **Post Code:** | | | BN21 4RY | | | | | | |
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| **Insurance Certificate:** | | Y | **Gas Safety Certificate:** | | Y | **Fire Risk Assessment:** | | | Y | **CO Detectors:** | | | N/A | | |
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| **Completion Guide:** | | | | | | | | | | | | | | | |
| The example below demonstrates how this Risk Assessment works. Give the **Severity (S)** and **Likelihood (L)** a score based on the table below. **Multiply (S) by (L) to create a risk score (R)**.  Score each job hazard rather than each control measure. | | | | | | | | | | | | | | | |
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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | Severity **(S)**: | **6** Multiple Deaths | **5** Single Death | **4** Major | **3** Lost Time Injury | **2** Minor | **1** Delay | | Likelihood **(L)**: | **6** Certain | **5** Very Likely | **4** Likely to Happen | **3** May Happen | **2** Unlikely to Happen | **1** Very Unlikely to Happen | | | | | | | | | | | | | | | | |
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| The figures will give a risk score between  **0** and **36**:  **0-10** low risk (Green)  **11-20** medium risk (Amber)  **21-36** high risk (Red) | | **0-10** | **Green**  **Low Risk** | | **11-20** | | **Amber**  **Medium Risk** | | | | **21-36** | | **Red**  **High Risk** | | |
| Focus should be placed on any high-risk areas and where risk can be mitigated. | | | | | | | | | | | | | | | |
| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | | | **Existing  Control Measures** | | | | **Recommended Controls / Information  (In Priority Order)** | | | | **S** | | **L** | **R** |
| **EXAMPLE**  **Person to person contact during COVID 19 pandemic** | Becoming infected with COVID-19 and further spread the infection | | | Social distancing measures in place; physical distancing and signage. Use of PPE - face masks, sanitizer by pay machines, gloves. Screens at counter where possible. | | | | Control number of customers entering the shop. Abide distancing requirements. Card payment only. | | | | **2** | | **2** | **4** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures/Action /By whom** | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| Covid 19 control – Stall spacing in Terminus Road  Covid 19 control – Correct PPE/anti-bacterial methods to be worn/used by traders at all times | Traders/Customers. Covid 19 spread more easily without safe social distancing in place between stalls.  Traders/Customes. Covid 19 spread more easily without the use of PPE. | All stalls to be spaced at least 3 metres a part to allow for safe social distancing between customers/stallholders. Stalls to be positioned 4 metres away from nearby shop frontages to allow for safe queuing systems in the precinct. Stallholders must enforce 2m queuing systems next to their stalls as outlined by market manager. These will be highlighted by floor stickers.  All stallholders to carry and use correct PPE. Anti-bacterial gloves, masks, anti-bacterial wipes/ hand sanitizer available for use and to be used throughout the trading day. | Cones/stickers to be position in precinct by market management/traders to help enforce social distancing queues.  Market manager to check correct PPE is in use each market day. | **2**  **2** | **2**  **2** | **4**  **4** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures** | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| Covid 19 control – Social distancing rules to be adhered to at the market  Covid 19 control – Correct hygiene practices in place at the market | Traders/Customers. Covid 19 spread more easily without social distancing in place.  Traders/Customers. Spread of covid 19 without correct hygiene practices. | Queuing stickers/cones marked out in precinct for each stall to enforce a queuing system. Two customers maximum allowed in each stall at any one time.  Hand washing/ hand sanitizer facility available at each stall provided by trader. Regular use by traders during the day between each transaction. | Market manager/traders to set out queuing system on each market morning and enforce.  Traders to use hand sanitizer/hand washing facility after each transaction during the market. | **2**  **2** | **2**  **2** | **4**  **4** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures** | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| Covid 19 control – Traders required to remind customers of their social distancing obligations | Traders/customers. Covid 19 spread more easily if social distancing is not adhered to. | Traders to ask customers to keep to their 2m social distancing queues as set out on each market day. | Traders to stay vigilant on market days and enforce social distancing. | **2** | **2** | **4** |
| Covid 19 control – money exchange at the market | Traders/Customers. Cash increases risk of covid 19 spread. | All traders to have card payment option available at their stalls and actively request customers to pay by card instead of cash. | Traders to ask customers to pay by card for purchases to reduce exchange of cash, which in turn will help reduce the spread of the virus. | **2** | **2** | **4** |

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| **Job Hazard Exposure / Detailed Hazard** | **Possible Harm  and Effects** | **Existing Control Measures** | **Recommended Controls / Information  (In Priority Order)** | **S** | **L** | **R** |
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| Covid 19 control – Traders to ask customers not to touch products and instead offer ‘old school’ style customer service.  Covid 19 control – road closures for market days  Covid 19 control – Food traders to operate track & trace if they wish to place tables in the precinct.  Covid 19 control – hot food traders to space tables 2 metres apart in seating areas. Tables to be cleaned between each customer.  Covid 19 control – Food traders to use serving tongs and gloves when serving food  Covid 19 control – Hot food traders to prep food away from customer queuing area or use spit screens to shield food. | Traders/customers. Touching of products by customers increases spread of covid 19.  Traders/customer. Spread of Covid  Customers. Spread of Covid  Customers/trader. Spread of Covid.  Customers/trader. Spread of Covid  Customers. Spread of Covid | Traders to display excellent customer service and offer to handle products on customers behalf in order to reduce possible spread of infection onto products.  Road closures for market days to be requested in order to reduce vehicle movement in terminus road. This will allow for safer queuing systems.  Market traders not allowed to place chairs/tables in the precinct unless they operate track & trace. Customers must supply their contact details when sitting down at tables so that they can be contacted if necessary.  Market traders must ensure that any seating area tables are spaced at least 2 metres apart throughout the trading day. A maximum of two households are permitted at each table with a maximum of 4 people at any one table. Tables must be cleaned by market traders after every customer has finished.  Traders to have correct serving utensils available at stall to use when serving food. To be regularly sterilized throughout the trading day.  Hot food traders to prepare food inside stall, 2 metres away from queuing customers. If this distance cannot be achieved, then spit screens must be used. Preparing food at a distance form queuing customers will help reduce the spread of Covid. | Traders to stay vigilant throughout the trading day with each customer.  Market management to continue to liaise with EBC/ESCC over implementing of road closures  Market management to check traders are following these rules on each market day. Traders to request customer details when sitting down at tables.  Market traders to set seating out with correct spacing each morning and clean regularly after each use. Market management to inspect. Seating areas to be closed down if 2metre spacing cannot be adhered to.  Market management to check traders are using utensils on market day.  Traders to prepare food 2 metres away from queuing customers. Alternatively traders can install spit screen to help negate the risk of covid spread. Traders to place food prep area accordingly on each market day and market management to monitor. | **2**  **2**  **2**  **2**  **2**  **2** | **2**  **2**  **2**  **2**  **2**  **2** | **4**  **4**  **4**  **4**  **4**  **4** |