

RISK ASSESSMENT

Headington Market Relocation to Quarry Hollow Park, OX3 8NX

v.5 / 05-01-2021

Risk Assessment relating to relocating and re-opening the market after the Covid19 closure. **Updated for Lockdown 3/ 5th January 2021.**

Background

The operators of Headington Market (Headington Action) took the decision on 22 March 2020 to suspend the market due to the narrow nature of the high street location and difficulty in enforcing social distancing measures until the risk was deemed to have reduced significantly. On 23rd March the Government banned outdoor markets except for food. On 25th May the Government announced that all outdoor markets could resume trading from 1st June 2020 with the right safety measures in place. Headington Market remained closed due to the site restrictions mentioned above. However, a temporary site was identified to accommodate a reduced sized market in the Council managed Quarry Hollow Park to which the Council gave consent. The park comprises of play areas, slopes and mounds with a flat tarmac area to one side. There is a 3-metre-wide sloped road down from Quarry Road to the tarmac area and a path exiting to Quarry Hollow Road. Both the entrance and exit have wooden gates. The area around the site comprises roads, houses, a village hall, etc.

On Thursday 5 November a second lockdown “**Lockdown 2**” commenced with similar restrictions to the first lockdown. Headington Action have consulted with Oxford Environmental Health and taken account of the latest Government rules, law and advice (<https://www.gov.uk/guidance/new-national-restrictions-from-5-november>) and considered any new or further risks before deciding on trading during lockdown 2. In line with most other outdoor markets we have decided to continue to trade in a safe environment to support both customers and traders, providing the permitted range of food, plants and restricted essential non-food products. This risk assessment takes account of latest rules. The market is in a controlled environment and has been trading safely since 4 July 2020. Online & delivery is available from key stalls and pre-order & click & collect encouraged. All traders will wear masks and customers have been asked to wear masks. Social distancing will be enforced by trained stewards.

From 5th January 2021 a third National lockdown commenced “lockdown 3”. Laws and guidance are very similar to the other national lockdowns in terms of the market continuing to open with some differences & noting increased rate of infection with the new strain/s and need for distancing & spacing. Therefore the market will continue to open as below:-

Key Points

- **Traders are permitted to travel as they cannot work from home. They are also providing food & essential supplies**

- **Customers are permitted to leave home for food & essential supplies**
- **Stewards are permitted out** – “You can leave home to offer voluntary or charitable services”. They will also be shopping for food whilst there
- **Primarily Food stalls with one or two essential non-food stalls (as per permitted essential products).**
- **Encourage pre-order & click & collect.**
- **Hot food – coffee and Greek stall located away from main market and plenty of space for queuing. Takeaway only as permitted.**
- **Spike posts and bunting ropes will create a barrier enclosing the Market area away from the other public areas**
- **Controlled Entry point for queuing – entry will not be permitted to a group size above limit**
- **Traders will wear masks or shields. Shoppers will be asked to wear masks. Free masks are available**
- **Traders will offer contactless payment**
- **Anyone showing signs of symptoms will not be permitted**
- **40m of entry queuing Market entry. Splits into one queue for bread and one for other**
- **Manned Sanitise station (we squirt the gel/public do not touch the bottles)**
- **Entry to Market trading area – numbers controlled to maintain correct distancing**
- **One-way route around market trading area. Exit only route provided**
- **Social distancing enforced – additional stewarding & measures to take account of new virus strain**
- **Stewards will be posted to manage the queuing areas, sanitise, entry & exit areas, trading area social distancing and hot food areas.**
- **The community police team regularly attend**
- **Anchor stalls of bread, vegetables and eggs have been positioned to allow for additional queuing space and segregation. The bread queue is outside the trading area to allow for the biggest queue and for people to get their bread first.**
- **Please see full details of sanitising and social distancing in the risk assessment below**

This risk assessment is to show the issues we have considered and the measures we have taken to allow us to trade as safely as possible at the current time in the temporary location, both in terms of our general operation and in light of Covid19 Government & Local Authority advice & regulations.

Risk assessment prepared by:	Ewan Tilbe, Market Manager	Date 20/06/2020. Revised on 15/07/20 to add hot food / post opening review. Revised 05/11/20 to take account of Lockdown 2 new laws/rules. Reviewed 05/01/2021 for Lockdown 3.	Signed: Ewan Tilbe
Risk assessment approved by:			
Risk assessment shared with:			

GENERAL MARKET OPERATION IN NEW LOCATION

What are The risks	Who might be harmed and how	What actions have already been taken to mitigate the risk	What further actions have been identified	Who needs to carry out the action	When is the action needed by	Action completed sign & date
GENERAL MARKET OPERATION						
Traffic and pedestrians	Members of the public, traders & volunteers could be hit by vehicles when crossing or walking alongside the roads	The roads are minor and residential and fairly quiet. There will be some increased traffic due to the market, however many people will walk to the market (Survey 75%). Most children will be accompanied by parents as it is a play area for younger children. A steward will regularly monitor Quarry Road watching out for traffic issues and any people queuing. There is ample parking most of it further down Quarry Road where there are no houses. SURVEY 11/07/20 – MAJORITY OF USERS COMING BY FOOT.	Briefing & training stewards. The Community police team have been invited to attend.	Market Manager, stewards	On the day	
Trader movement of vehicles, unloading, setting up, packing up, leaving site	Members of the public, traders, volunteers could be harmed & property damaged	Traders are well versed and are used to the much busier London Road. All traders are regulars. They will be given a map, plan and rules & instructions prior to the day and the Market Manager will be on-site to supervise operations. Traders will be given set times to enter & exit which will be staggered with a one-way access.		Market Manager, traders	On the day	
People causing disorder	The public, traders or volunteers by rowdy or violent actions of others e.g gangs of jobs	Not expected due to the nature of the activities, however stewards and the Market Manager are on hand alongside the assistance of other traders if required.	Call 999.	Market Manager, stewards	On the day	
Excessive numbers of people for the Location	Members of the public, traders & volunteers could Be crushed or harmed. (see Corvid-19 social distancing below)	The park has a gated entrance and exits and stewards will be positioned to control access.	The Community police team have been invited.	Market Manager, stewards	On the day	
Play area & children	Primarily children if straying into the Market area	The play area will be segregated from the Market area by a rope barrier and stewards are briefed to monitor & maintain this barrier and safeguard children.	The Community police team have been invited.	Market Manager, stewards	On the day	

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Sale or use of sharp or dangerous objects	Members of the public, traders & volunteers	There is no sale of sharp objects. Ensure traders keep sharp objects away from the public		Market Manager, traders	On the day	
Slip, trip or fall	Members of the public, traders & volunteers	The Market Manager removes or safeguards any hazards on set up and monitors throughout the day. Stewards will also be briefed to identify hazards and monitor the slopes.		Market Manager, stewards	On the day	
Flood or pooling	Members of the public, traders & volunteers	The Market Manager monitors weather conditions in the days leading up to the market. An inspection can be made the day before. In the event of potential flooding or pooling measures will be taken to re-arrange stall layout, remove pooling or other safety measures. Worst-case would-be cancellation.	Electric pump to remove water pools Gravel sanitise area	Market Manager, committee	Prior and on the day	
Wind or storm	Members of the public, traders & volunteers	The Market Manager monitors wind speed & weather conditions in the days leading up to the market. In the event of high winds or storms the market can be cancelled or additional safety measures taken.	Additional gazebo weights More windy on Quarry road	Market Manager, committee	Prior and on the day	
		Hot Food & Drink, Food Hygiene, Alcohol				
Hot Food & Drink – Social distancing	Members of the public, traders & volunteers being injured by touching, spilling, inhaling, etc	Hot food stalls can attract more queuing due to the wait times. Therefore pre-ordering and click and collect services are preferred. To separate hot food from the general market hot food has mainly been located in the frontage of Quarry Village Hall where there is ample space for queuing. There are also trader only toilets in the hall. Also the entrance to the park for a coffee van again providing plenty of queuing space away from the general market.		Hot traders, Market Manager	18 July	

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Hot Food & Drink - cooking, heat, flame & fumes	Members of the public, traders & volunteers.	<ol style="list-style-type: none"> 1. Barriers as required to segregate customers a safe distance away from any cooking or hot items. 2. Locate the stalls a safe distance from the building or any shrubbery. Consider a safe distance from the road and that vehicles including Buses are passing. Also consider pedestrian crossing routes, footpaths and neighbours. 3. Cooking is carried out in a safe manner with regard to the location and the method of cooking is prior approved. Smoke and fumes need to be considered and controlled so as not to affect the road traffic, pedestrians, customers, etc. 4. Queuing is strictly marked out & controlled by both the trader and the stewards. A steward will be present or close by. 5. The operation will be closed down in the event of any safety concerns and the usual food hygiene rules will be adhered to at all times. 6. All traders have a minimum £5 million Public Liability Insurance cover 		<p>Market Manager, traders, stewards</p> <p>Market Manager</p>		
Sale of Hot & Cold Foods	Members of the public, traders & volunteers	All stalls selling food are EHO registered and have provided evidence of this, their hygiene rating & hygiene training. The Market Manager monitors hygiene, food handling & temperature control of product. All traders are experienced operators.	Monitor on the day taking account of temperatures in particular a hot day	Market Manager	On the day	
Supply or consumption of alcohol	Members of the public	No alcohol will be on sale	The Community police team have been invited.			

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		<p>7. Stalls will be spaced out with a minimum of 1 metre between each stall, 2 metres in the corners and a clear area of 8 metres across the market from each row of stalls.</p> <p>8. Each stall will have space for one customer/small household group being served, plus one waiting. In addition, extra queuing space is provided for the anchor stalls of bread & vegetables. As entry to the whole trading area is controlled by the lead steward, who can see the whole area, numbers and queuing can be controlled.</p> <p>9. Stall holders to be encouraged to amend their stall layout to have a payment point at one end of the stall, allowing for all queues to be in the same direction.</p> <p>10. There is queuing capacity on the path leading down to the market of 50m plus space on the pathway outside the park if required.</p>	<p>Layout plan for traders</p> <p>Floor markers, Trader briefing</p> <p>Trader briefing, Monitoring</p> <p>Floor markers</p>	<p>Market Manager</p> <p>Market Manager, stewards</p> <p>Market Manager</p> <p>Stewards</p>	<p>26 June On the day</p> <p>26 June On the day</p> <p>26 June On the day</p> <p>On the day</p>	
Transmission of the disease	Infection of members of the public, customers, traders, staff & volunteers	<p style="text-align: center;">HYGIENE AND WELFARE MEASURES</p> <p>1. A hand sanitising station is located by the entrance point and stewards will squirt gel onto the customers hands to sanitise before shopping. Customers not to touch the bottles or table.</p> <p>2. Masks will be requested and available if customers need one. Traders and stewards will wear masks.</p> <p>3. Signage will be provided on the access path, at the sanitising station and at stalls as well as in publicity material reminding customers to sanitise and follow the necessary precautions.</p>	<p>Sanitising station</p> <p>Supply of masks</p> <p>A Boards, signs & Stall signage for traders</p>	<p>Market Manager</p> <p>Market Manager</p> <p>Market Manager</p>	<p>On the day</p> <p>On the day</p> <p>On the day</p>	

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		<p>3. Stallholders will have sanitiser available for themselves and on the front of the stall should customers wish to use before moving on to the next stall.</p> <p>4. Stall holders will be reminded to change gloves/sanitise hands after every cash transaction or when handling produce or touching other items. Spare gloves to be available to allow for changing as required.</p> <p>5. Stall holders to clean surfaces with anti-bacterial wipes/cleaner prior to set up, regularly during trading and at the end of trading.</p> <p>6. Stewards to wipe down any barriers, signs, the sanitise station or items being touched as well as monitoring stalls</p> <p>7. Food sampling to be suspended until further notice.</p> <p>8. Toilet facilities for stallholders and volunteers are available in Quarry Park Village Hall which will have restricted access. No public toilets are available.</p> <p>9. All waste to be bagged and removed from site at the end of the market by each trader and from the trading area by volunteer stewards.</p> <p>10. Collection of stall rents to be contactless payment where possible to avoid cash handling.</p>	<p>Stewards briefing</p> <p>Brief traders & stewards. Cleaning regime</p> <p>Brief traders, stewards. Bags & litter picking sticks/gloves.</p> <p>Card machine</p>	<p>Market Manager</p> <p>Market Manager</p> <p>Market Manager</p> <p>Market Manager</p> <p>Market Manager, stewards</p> <p>Traders, Market Manager, stewards</p> <p>Market Manager</p>	<p>On the day</p> <p>26 June On the day</p> <p>26 June On the day</p> <p>On the day</p> <p>26 June</p> <p>26 June On the day</p> <p>26 June On the day</p> <p>Prior or on the day</p>	

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Transmission of the disease	Infection of members of the public, customers, traders, staff & volunteers	<p align="center">CONTACT AVOIDANCE MEASURES</p> <p>1. Stall holders and customers to be asked, where possible, to use contactless payment to minimise cash handling. Cash taken as last resort.</p> <p>2. Customers will be reminded by signage and stallholders not to touch goods unless purchasing but where possible stall holders will handle goods.</p> <p>4. Where cash payment is the only option, stall holders to use separate gloves for cash/goods.</p> <p>5. Stall holders will be advised to consider additional measures e.g. goods transfer station where produce/payment can be exchanged with minimum contact, and 'cash transfer boxes' to avoid cash being handed directly from a customer to a stall holder</p> <p>6. Where available, barriers such as sneeze guards and other clear screens will be used between customers and produce/stall holders</p> <p>7. Loose products should be minimised and if sold protected. Where possible traders are asked to pre-pack goods.</p> <p>8. Traders to serve only one customer at a time. Customers will be asked to use their own bags.</p>	<p>Brief traders, condition of trading</p> <p>Brief traders, condition of trading</p> <p>Brief traders</p> <p>Brief traders</p> <p>Brief traders</p> <p>Brief traders</p> <p>Brief traders</p>	<p>Market Manager, traders</p> <p>Traders</p> <p>Traders</p> <p>Market Manager, traders</p> <p>Market Manager, traders</p> <p>Traders</p> <p>Traders</p>	<p>22 June</p> <p>26 June</p> <p>On the day</p> <p>26 June</p> <p>26 June On the day</p> <p>26 June On the day</p> <p>On the day</p>	

Weekly Management Review

		Weekly Management Review				
		Action	What further actions have been identified	Who needs to carry out the action	When is the action needed by	Action completed sign & date
		<ol style="list-style-type: none"> 1. Implement all steps identified in Risk Assessment 2. Hold review after each market and agree actions, include any social media feedback 3. Customers will be asked to flag any concerns during the market operation to stall holders, who in turn will alert market manager for review and action where required 4. Customers will be advised that we reserve right to close the market at short notice if we feel it has become unsafe to continue 5. Trader feedback & suggestions 7. Consider any feedback or complaints from neighbours 8. Survey users to monitor method of travel and to understand any increase in car travel to Quarry Road. 9. Monitor visitor numbers each week. 		<p>Management, Market Manager</p> <p>Management, Market Manager, stewards</p> <p>Social media monitoring</p> <p>Management</p> <p>Market Manager</p> <p>Management</p>		