

Honiton High Street Market

This Risk Assessment is based on the EDDC format used for management of Events and the Government Health & Safety website under the Management of Health Act and Safety at Work regulations 1999.

The Council has a legal responsibility to protect workers and others from risk to their health and safety. It must think about the risks they face and do everything reasonably practicable to minimise them.

The Council has completed the tables below: clerk@honiton.gov.uk *For further information, please refer to the resources at the bottom of this document.*

Event details:

Event: Honiton Street Market Event Dates: Honiton Market runs every Tuesday, Thursday and Saturday from 6am to 5pm throughout the year.	Prepared / Approved by: Your Name: Albert Rawlings (Market Superintendent) Date: 13th February 2024 Honiton Town Council: Approved by Full Council 11th March 24.	Email Address: marketsuperintendent@honiton.gov.uk Contact Number: 07572 241 835
Company Name: Honiton Town Council	Persons Responsible on Site: Market Superintendent or Stand In	Contact Numbers: c/o above
Venue: Honiton High Street		

Risk Assessment:

The Town Council's Risk Strategy and Policy will be used to assess risks and identify mitigation measures: <http://www.honiton.gov.uk/Core/Honiton-Town-Council/UserFiles/Files/Policies/2021/RISK%20MANAGEMENT%20POLICY%20March%2021.pdf>

Hazard	Those at risk	Points to consider and control measures	Current Assessment of Risk			Further action required to control risk?
			Severity 1-5	Likelihood 1-5	Risk Rating	
Risk of accidents resulting in injuries and litigation because of poor management.	Market superintendent Members of the public Stall holders	<p>Management of market is overseen and reviewed by Council working group monthly.</p> <p>Traders Handbook is produced and given to Traders. Stating rules and requirements.</p> <p>Traders required to have public and product liability insurance.</p> <p>Market Superintendent has undertaken necessary training in relation to managing the market effectively and safely.</p>	4	2	8	<p>HTC to review and update Traders Handbook annually. New Handbook and rules to be in place by 1st April every year.</p> <p>Ensure market data e.g. insurance, information forms, certificates are up to date and stored correctly. Data stored digitally.</p> <p>Ensure market is continued to be managed with safety as a primary concern.</p>
Slips, Trips and Falls. Potential to cause injuries.	Market Superintendent Members of the public Stall holders	<p>Location of Market stalls to be inspected by Market Superintendent.</p> <p>Market area and stalls to be inspected periodically throughout the duration of the market day.</p>	4	2	8	<p>Risk of slips, trips and falls taken into consideration when setting up stalls.</p> <p>Market Superintendent to move stalls on any given market day if necessary to reduce risk of slips, trips and falls.</p>

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						Where necessary, Market Superintendent to attach red and white barrier tape on pavement to make those at risk aware of hazard.
Equipment and Electrical Failure. Potential risk of injury due to electrical shock and fire.	Market Superintendent Members of the public Stall holders	Traders with such equipment expected to have all necessary certification and be responsible for own equipment.	5	1	10	Market Superintendent to continue collecting and storing necessary certification of Traders. Data stored digitally.
Fire Potential risk of injuries or death.	Market Superintendent Members of the public Stall holders	Traders responsible for their own safety in event of fire. Fire blanket and fire extinguisher are accessible to Market Superintendent. Fire Blanket and fire extinguisher stored at accessible location on High Street.	5	1	5	Traders responsible for their own safety in event of fire. Market Superintendent to contact relevant emergency services. MWG to decide on fire action plan for market to be decided by 01/04/24

Hazard	Those at risk	Points to consider and control measures	Current Assessment of Risk			Further action required to control risk?
Poor Food Hygiene Potential risk of illness or death.	Market Superintendent Members of the public Stall holders	Traders selling food required to have valid relevant certification of hygiene. Copies of certifications collected and stored correctly by Market Superintendent.	5	2	10	Require traders have all valid and relevant certification in relation to hygiene. Market Superintendent to continue collecting and storing necessary certification of Traders. Data stored digitally.
Collision with Motor Vehicles Potential risk of injury or death.	Market Superintendent Members of the public Stall holders	Relevant signage is used to warn motorists that the market is operational. Traffic cones and safety tape placed correctly around pitches. Vehicles parked correctly to protect Traders and Motorists. Visual risk assessment carried out by Market Superintendent on each market day. Stalls to be repositioned if necessary to reduce risk.	5	3	15	Ensure Traders vehicles and stalls cause least amount of disruption to flow of traffic. Assessed by Market Superintendent each market day.

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Manual handling Potential risk of injury.	Market Superintendent Members of the public Stall holders	Stallholders responsible for their own manual handling. Market Superintendent to help if required. Market Superintendent provided with lifting equipment e.g. trolley.	3	2	6	Ensure Market Superintendents lifting equipment is functioning properly. To be assessed by Market Superintendent at the beginning of each market day. HTC to consider providing Market Superintendent with more suitable equipment. To be decided by 01/04/24.
Site Specific hazards Potential risk of injury from cars parking, construction works, steep slopes etc	Market Superintendent Members of the public Stall holders	Market Superintendent and Traders to be vigilant of all hazards specific to the Street Market. Action taken to reduce risk where necessary. Market Superintendent has been given training in risk assessment and completed risk assessment course.	3	2	6	
Weather Potential risk of injury due high winds, flooding etc.	Market Superintendent Members of the	Market Superintendent provided with suitable clothing for all weather conditions. Stalls, gazebos, and other temporary structures to be	3	2	6	Market Superintendent to cancel market if weather conditions pose significant risk. Assessed by Market Superintendent

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	public Stall holders	erected correctly and safely secured with weights. In high winds weights are provided to traders to further secure temporary structures. In event of high winds Market Superintendent to ban use of temporary structures to reduce risk. Site inspected and risk assessed in relation to adverse weather conditions on each market day.				on each market day. Market Superintendent to help and advise traders to erect and secure temporary structures safely.
General accidents/ illness	Market Superintendent Members of the public Stall holders	In the event of injury or illness on the market. Market Superintendent to be informed. Relevant emergency numbers to be used to contact emergency services. Market Superintendent is certified in first aid First aid kit provided to Market Superintendent for use on injuries in relation to the market. Accessible on High Street.				

Signed: ***Albert Rawlings***

Print Name: Albert Rawlings

Date: 13th February 2024

Resources:

<https://www.eventsindustryforum.co.uk/>

<https://www.hse.gov.uk/simple-health-safety/risk/>