

## 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](mailto:clerk@honiton.gov.uk) *For further information, please refer to the resources at the bottom of this document.*

### Event details:

|                                                                                                                                                    |                                                                                                                                                                                                                       |                                                                                                                  |
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| <p>Event: <b>Honiton Street Market</b></p> <p>Event Dates: Honiton Market runs every Tuesday and Saturday from 6am to 5pm throughout the year.</p> | <p>Prepared / Approved by:</p> <p>Your Name: <b>Albert Rawlings (Market Superintendent)</b><br/>Date: <b>13<sup>th</sup> May 2025</b></p> <p>Honiton Town Council: <b>planned to be endorsed by Full Council.</b></p> | <p>Email Address:<br/><b>marketsuperintendent@honiton.gov.uk</b></p> <p>Contact Number: <b>07572 241 835</b></p> |
| <p>Company Name:<br/><b>Honiton Town Council</b></p>                                                                                               | <p>Persons Responsible on Site:<br/><b>Market Superintendent or Stand In</b></p>                                                                                                                                      | <p>Contact Numbers:<br/>c/o above</p>                                                                            |
| <p>Venue: <b>Honiton High Street</b></p>                                                                                                           |                                                                                                                                                                                                                       |                                                                                                                  |

### 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?                                                                                                                                                                                                                                                                                                                                                                                                             |
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|                                                                                    |                                                                         |                                                                                                                                                                                                                                                                                                                                                                                                                | Severity<br>1-5            | Likelihood<br>1-5 | Risk<br>Rating |                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Risk of accidents resulting in injuries and litigation because of poor management. | Market superintendent<br><br>Members of the public<br><br>Stall holders | Management of market is overseen and reviewed by Council working group monthly.<br><br>Traders Handbook stating rules and requirements is produced and given to Traders when they initially join the market.<br><br>Traders required to have public and product liability insurance.<br><br>Market Superintendent has undertaken necessary training in relation to managing the market effectively and safely. | 4                          | 2                 | 8              | <p>HTC to review and update Traders Handbook annually. New Handbook and rules to be in place by 1<sup>st</sup> 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>Traders without Public / Product Liability insurance not to be allowed to trade.</p> <p>Ensure market is continued to be managed with safety as a primary concern.</p> |
| Slips, Trips and Falls.<br><br>Potential to cause injuries.                        | Market Superintendent<br><br>Members of the public                      | Location of Market stalls to be inspected by Market Superintendent.<br><br>Market area and stalls to be inspected periodically throughout the duration of the market day.                                                                                                                                                                                                                                      | 4                          | 3                 | 12             | <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</p>                                                                                                                                                                                                                                                                           |

| Hazard                                                                                                     | Those at risk                                                                  | Points to consider and control measures                                                                                                              | Current Assessment of Risk |   |   | Further action required to control risk?                                                                                                                                                                                                                                                                                                                      |
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|                                                                                                            | Stall holders                                                                  |                                                                                                                                                      |                            |   |   | <p>reduce risk of slips, trips and falls.</p> <p>Market Superintendent to ensure that traders equipment and/or goods for sale encroaching on to the pavement do not create a risk of trips or falls to pedestrians.</p> <p>Where necessary, Market Superintendent to attach red and white barrier tape on pavement to make those at risk aware of hazard.</p> |
| <p>Equipment and Electrical Failure.</p> <p>Potential risk of injury due to electrical shock and fire.</p> | <p>Market Superintendent</p> <p>Members of the public</p> <p>Stall holders</p> | Traders with such equipment expected to have all necessary certification and be responsible for own equipment.                                       | 5                          | 1 | 5 | <p>Market Superintendent to continue collecting and storing necessary certification of Traders. Data stored digitally.</p>                                                                                                                                                                                                                                    |
| <p>Fire</p> <p>Potential risk of</p>                                                                       | <p>Market Superintendent</p> <p>Members</p>                                    | <p>Traders responsible for their own safety in event of fire.</p> <p>Fire blanket and fire extinguisher are accessible to Market Superintendent.</p> | 5                          | 1 | 5 | <p>Traders responsible for their own safety in event of fire.</p> <p>Market Superintendent to</p>                                                                                                                                                                                                                                                             |

| Hazard                                                       | Those at risk                      | Points to consider and control measures                                                                                                                                           | Current Assessment of Risk |   |    | Further action required to control risk?                                                                                                                                                                                                                                                                                                                                                  |
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| injures or death.                                            | of the public<br><br>Stall holders | Fire Blanket and fire extinguisher stored at accessible location on High Street.                                                                                                  |                            |   |    | contact relevant emergency services.                                                                                                                                                                                                                                                                                                                                                      |
| Poor Food Hygiene<br><br>Potential risk of illness or death. | Members of the public              | Traders selling food required to have valid relevant certification of hygiene.<br><br>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.<br><br>Market Superintendent to continue collecting and storing necessary certification of Traders. Data stored digitally.<br><br>Market Superintendent to be aware of potential breaches of hygiene regulations, bring to attention of traders and inform Environmental Health officials if necessary. |
| Collision with Motor Vehicles<br><br>Potential risk of       | Market Superintendent              | Barriers to be placed at entrance to market, with relevant signage to warn motorists that the market is operational.<br><br>Traffic cones and safety tape placed correctly around | 5                          | 1 | 5  | Ensure Traders vehicles and stalls cause least amount of disruption to flow of traffic. Assessed by                                                                                                                                                                                                                                                                                       |

| Hazard                                                                                                        | Those at risk                                                           | Points to consider and control measures                                                                                                                                                                                                                                 | Current Assessment of Risk |   |   | Further action required to control risk?                                                                                                                                                                                                                  |
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| injury or death.                                                                                              | Members of the public<br>Stall holders                                  | <p>pitches.</p> <p>Vehicles parked correctly to protect Traders and Motorists.</p> <p>Visual risk assessment carried out by Market Superintendent on each market day.</p> <p>Stalls to be repositioned if necessary to reduce risk.</p>                                 |                            |   |   | Market Superintendent each market day.                                                                                                                                                                                                                    |
| Manual handling<br><br>Potential risk of injury.                                                              | Market Superintendent<br><br>Stall holders                              | <p>Stallholders responsible for their own manual handling. Market Superintendent to help if required.</p> <p>Market Superintendent provided with lifting equipment e.g. trolley.</p> <p>Market Superintendent <u>not</u> to assist traders with heavy objects.</p>      | 3                          | 2 | 6 | <p>Ensure Market Superintendents lifting equipment is functioning properly. To be assessed by Market Superintendent at the beginning of each market day.</p> <p>Market Superintendent and deputy to undertake manual handling training every 3 years.</p> |
| Site Specific hazards<br><br>Potential risk of injury from cars parking, construction works, steep slopes etc | Market Superintendent<br><br>Members of the public<br><br>Stall holders | <p>Market Superintendent and Traders to be vigilant of all hazards specific to the Street Market.</p> <p>Action taken to reduce risk where necessary.</p> <p>Market Superintendent has been given training in risk assessment and completed risk assessment course.</p> | 3                          | 2 | 6 |                                                                                                                                                                                                                                                           |

| Hazard                                                                | Those at risk                                                           | Points to consider and control measures                                                                                                                                                                                                                                                                                                                    | Current Assessment of Risk |   |    | Further action required to control risk?                                                                                                                                                                                                                                                                                                                                                                            |
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| Weather<br><br>Potential risk of injury due high winds, flooding etc. | Market Superintendent<br><br>Members of the public<br><br>Stall holders | Market Superintendent provided with suitable clothing for all weather conditions.<br><br>Stalls, gazebos, and other temporary structures to be erected correctly and safely secured with weights.<br><br>Site inspected and risk assessed in relation to adverse weather conditions on each market day.                                                    | 3                          | 2 | 6  | Market Superintendent to cancel market if weather conditions pose significant risk. Assessed by Market Superintendent on each market day.<br><br>In the event of high winds the Market Superintendent to ban the use of temporary structures if he/she considers they may constitute a risk to the public.<br><br>Market Superintendent to help and advise traders to erect and secure temporary structures safely. |
| General accidents/ illness                                            | Market Superintendent<br><br>Members of the public<br><br>Stall holders | In the event of injury or illness on the market. Market Superintendent to be informed.<br><br>Relevant emergency numbers to be used to contact emergency services.<br><br>Market Superintendent is certified in first aid<br><br>First aid kit provided to Market Superintendent for use on injuries in relation to the market. Accessible on High Street. | 5                          | 2 | 10 | Market Superintendent to have current first aid certificate.<br><br>First aid kit(s) to be located in accessible premises on the High Street, by arrangement with the tenant.                                                                                                                                                                                                                                       |

Signed: ***Albert Rawlings***

Print Name: Albert Rawlings

Date: 13<sup>th</sup> May 2025

**Resources:**

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

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