

Northstowe Town Council - RISK ASSESSMENT
Northstowe Indoor Winter Market
22nd Jan 2023, at Pathfinder School Hall

Last updated: 20th Jan 2023

Cllr.Delip Northstowe Events and Markets WG Northstowe Town Council

CATEGORY	RISK	SEVERITY (Low/Medium/ High = 1- 2-3)	LIKELIHOOD (Low/Medium/ High = 1-2-3)	RISK (S x L)	Control Measures
CROWDING - General	Getting too busy, preventing movement of people.	2	2	4	<ul style="list-style-type: none"> Market Volunteers (MV) to wear hi-vis vests and manage the crowd. MV to manage queues for stalls.
	Exceeding Capacity within the Hall area	2	2	4	<ul style="list-style-type: none"> MV to monitor capacity – 100 attendees in the whole area at one time. When maximum capacity reached, MV to prevent customers from entering the area until customers in the hall leave. Have an entry door and an exit door to monitor capacity and prevent the hall being over crowded.
	Management of queues - Formation of queues around market stalls	2	2	4	<ul style="list-style-type: none"> MV to monitor and arrange queues to prevent blockages of walkways and stalls.
Stall Set Up	Blockages of doors or pathways during stall set up	2	2	4	<ul style="list-style-type: none"> MVs to make sure distribution of stalls around the venue will ensure enough space for flow of people and there is no blockage of pathways or doors

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Loading/ Unloading	Injury to attendees and stalls	2	2		<ul style="list-style-type: none"> Traders instructed to unload and set up earlier in the morning before anyone arrives to reduce the risk
	Trailing cables while setting up	2	2	4	<ul style="list-style-type: none"> Traders to be notified not to have trailing cables MV to make sure the cables are all well secured.
	Electrical cable runs - Risk of trips from electrical cabling	2	2		<ul style="list-style-type: none"> Trip mates or tape used where cables run across public walkways.
BROKEN GLASS	Broken glass on premises causing hazard	2	2	4	<ul style="list-style-type: none"> Broken glass bottles cleared up immediately and disposed off appropriately. Gloves to be used if handling broken glass
SPILLAGE OF LIQUID	Spillage of drinks by customers or market traders	2	2	4	<ul style="list-style-type: none"> MV will monitor and be alerted to clean up any spillages as they arise. MV on the day to keep a look-out for unforeseen trip hazards and acting accordingly.
LITTER AND WASTE MANAGEMENT	Overflowing waste bins	2	2	4	<ul style="list-style-type: none"> Stall holders to be instructed to ensure that the area surrounding the stalls are clear and clear of any refuse. Stall holders providing food or drink in the market hall should provide waste disposal facilities and take the waste with them. Stall holders to be instructed not to let bins over flow and make sure the area around their stall is litter free at all times.
INJURY – General	Injury to staff, volunteers or	3	1	3	

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	attendees during the event, as a result of activities carried out.				<ul style="list-style-type: none"> Market Volunteers know location of First aid kit and have list and phone numbers of qualified first-aiders on standby. MVs to be briefed that defibrillator is located on the school's external wall to the right of the building.
INJURY - Electrics	Electrocution	3	1	4	<ul style="list-style-type: none"> All traders using electricity supply having identified risks in their respective risk assessments and taking precautionary measures accordingly. Traders are required to PAT test their equipment and should be added to their risk assessment. Traders to avoid using multi adapters. Traders to be instructed to use correctly rated circuit breakers to protect circuit.
INJURY – Hot drinks	Burn due to spillage	2	2	4	<ul style="list-style-type: none"> Traders serving drinks to use instructed to be careful and follow health and safety measures at all times.
INCIDENTS AND ACCIDENTS		2	2	4	<ul style="list-style-type: none"> All incidents and accidents to be reported to the manager and written in the Accident Book. All incidents and accidents to be reviewed and appropriate action taken to avoid repetition. A first aiders are available at all times First aid kit is available on site.
DAMAGE TO PROPERTY	Accidental damage to furniture	3	1	4	<ul style="list-style-type: none"> MV working with all traders involved to ensure low risk of damage to the site during set up, delivery of event and break up activities. To help any traders where needed and to prevent any accidents from happening.

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					<ul style="list-style-type: none"> All traders involved have their own risk assessments, identifying potential issues and how these are to be prevented – have been passed on to NTC's Clerk, with copies of their public liability insurance.
FIRE	Fire	3	1	4	<ul style="list-style-type: none"> List of emergency numbers given to all MV in advance. All MV having a list of qualified first aiders on stand-by, with their phone numbers, so can be called on quickly. Evacuation procedures to be shared with all MV - Safe place to be identified and information shared with all MV on site.
LITTER	Accidental or deliberate littering and/or bins in area overflowing	1	2	3	<ul style="list-style-type: none"> MV to ensure that all traders keep their areas clear of accidental or deliberate littering. Checking hall for any remaining litter at the end of the event, and clearing up – to be done by traders and volunteers. MV to keep additional rubbish bags in case bins on location are full.
VIOLENCE / AGGRESSION	Customers being rude to MV or traders.	2	2	4	<ul style="list-style-type: none"> Call for back up from other MV around when required MV instructed to walk away from incidents when necessary
LOST CHILDREN	Child separated from parents or carers in crowded situation	3	1	3	<ul style="list-style-type: none"> MV to be alert for any unaccompanied children, and asking them where their parents or carers are. Any lost children to be brought to and kept near the Hall entrance till united with their parents.

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Outdoor stalls - set up	Personal injury. Damage to vehicles.	2	2	4	<ul style="list-style-type: none"> Stallholders/operatives are requested to show due care while setting up their stalls. Stall holders to make sure all loose threads or ropes are secured Stallholders to be instructed to be mindful of the public/vehicles on site.
CONTROLLING VEHICLES	Some vehicles attempt to enter the market site whilst market is in attendance.	2	2	4	<ul style="list-style-type: none"> Stallholder and public vehicles are not permitted on site until the market closes.
BAD WEATHER - WIND	Member of the public could be injured by stall during windy weather conditions.	2	2	4	<ul style="list-style-type: none"> Stallholders are requested to have sufficient weights for all weather conditions. Failing this they are requested to remove hazardous equipment.
FOOD ITEMS	Food poisoning	2	2	4	<ul style="list-style-type: none"> All stallholders are requested to provide proof of Hygiene inspection, and appropriate public liability insurance.