

**MARKET YARD CAR PARK RISK ASSESSMENT** (To be reviewed/ completed at 8am on dates of Event)

**Event: THURSDAY MARKET. Quarterly (weekly checks separately recorded): Venue: Edenbridge Market Yard Car Park.**

**Organiser** Edenbridge Town Council.

Date: Thursday 24 June 2021. Annually reviewed: 18 August 2022 (TC)

Hazards identified	Persons at risk	Risk Factor <b>High,</b> <b>Medium Low</b>	Measures required to control the risk	Action to be taken (by name)	Date completed and signature
SLIPS TRIPS AND FALLS	STALL HOLDERS AND ASSISTANTS GENERAL PUBLIC DISABLED, ELDERLY AND CHILDREN	<b>Medium</b>	ENSURE THE MARKET YARD AREA IS KEPT CLEAR REGARDING ANY THING THAT MAY CAUSE INJURY TO PERSONS AT RISK: E.G. SPILT LIQUIDS, DISCARDED PACKAGING OR FOOD STUFFS. ANYTHING THAT MAY CAUSE A SLIP TRIP OR A FALL	Reviewed market area tidy. New stall holders issued conditions and <b>RA covered with each</b> (ongoing)	
INCLEMENT WEATHER CONDITIONS e.g. HIGH WINDS. SNOW AND ICE. TORRENTIAL RAIN.	STALL HOLDERS AND ASSISTANTS... GENERAL PUBLIC, DISABLED, ELDERLY AND CHILDREN	<b>Medium</b>	STALL HOLDERS WILL ENSURE THAT STALLS ARE FIT FOR PURPOSE AND WILL REMAIN SECURED IN HIGH WINDS AND GIVE ADEQUATE COVER IN TORRENTIAL RAIN. EDENBRIDGE TOWN COUNCIL WILL PROVIDE SALT/GRIT DURING ICY CONDITIONS IN THE MARKET AREA WHEN DEEMED NECESSARY. Market Officer / Town Clerk will make call if to cancel/close Market if weather unsuitable	Regular traders – they are aware of requirements. Discussed with each. Stall gazebos metal frames and tables. Weights used if need	

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MOVING TRAFFIC	STALL HOLDERS AND ASSISNTANS GENERAL PUBLIC DISABLED, ELDERLY AND CHILDREN	<b>High</b>	STALLHOLDERS ARE REQUESTED TO MOVE SLOWLY THROUGH THE MARKET WITH HAZARD LIGHTS ON AND ONLY DURING MARKET SET-UP AND TAKING DOWN. THEY ARE REQUESTED TO CONSIDER OTHERS WHEN ENTERING AND LEAVING MARKET YARD.	Groundstaff to put out A-boards Weds. Fixed signage in car park. Market Officer/or Groundstaff ensure cones and barriers for Market area coned off. Market Officer to check site and direct traders to allocated pitches. All traders advised no movement during trading	
ELECTRICITY AND FIRE	STALL HOLDERS AND ASSISNTANS GENERAL PUBLIC DISABLED, ELDERLY AND CHILDREN	<b>Low</b>	THERE IS NO ELECTICITY PROVIDED IN MARKET YARD. <i>Facility for possible electricity from the Mess room (rear of toilet block) could be provided to up to two traders. Barriers and floor cabling protectors used. ONLY for use in allocated</i>	Only for use in allocated spaces rear of mess room.	

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			<p><i>space backing on to Mess area.</i></p> <p>IN THE UNLIKELY HOOD OF A FIRE STALL HOLDERS ARE REQUESTED TO DIAL 999 AND MAKE ALL EFFORTS TO EVACUATE THE MARKET AREA SAFELY. Groundstaff and office to be informed.</p>	<p>Cabling secured used of cable floor protectors. Barriers restricted access. Equipment to be checked. ONLY PROVIDED VIA MARKET OFFICER/CLERK APPROVAL.</p>	
ERECTING AND DISMANLING STALLS	STALL HOLDERS AND ASSISNTANS GENERAL PUBLIC DISABLED, ELDERLY AND CHILDREN	<b>High</b>	<p>STALL HOLDERS ARE REQUESTED TO SHOW DUE CARE AND ATTENTION TO ALL PERSONS AT RISK WHEN ERECTING AND DISMANTLING STALLS AND TO MAKE ALL THOSE AT RISK AWARE OF THE HAZARDS AT THE START OF THE MARKET ASSEMBLY AND THE CLOSE OF THE MARKET WHEN DISMANTLING.</p>	<p>Stalls erect prior to 8 am. Area cones off/bollards/ barriers. Stalls front area clear of obstructions or displayed in safe way.</p>	

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<b>HYGENE/COVID 19</b>  <i>Government guidelines have removed need for facemasks in public and social distancing</i>	STALL HOLDERS AND ASSISNTANS GENERAL PUBLIC DISABLED, ELDERLY AND CHILDREN	<b>High</b>	STALL HOLDERS TO PROVIDE OWN WATER WHEN IT IS APPROPRIATE TO DO SO (FOOD HANDLING AND PREPARATION) AND WILL HAVE TO HAVE THE APPROPRIATE FOOD AND HYGENE CERTIFICATION. Water can be arranged via the Market Officer/Town Clerk if necessary, from Mess room. Public toilets provide hand washing facilities for public. ALL STALL HOLDERS WILL ENSURE THAT ALL THE GUIDANCE REGARDING COVID 19 PRECAUTIONS ARE IN PLACE AS PER GOVERNMENT CURRENT GUIDELINES. E.G. THE WEARING OF FACE MASKS IN PUBLIC, SOCIAL DISTANCING AND THE AVAILABILITY OF HAND SANITATION.	ETC provided hand sanitiser station at public toilets. Facemasks Anti bac available Markers use as per guidelines <i>(but currently not consider needed)</i> Signage displayed – notice also public toilets in car park and other signage.	
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In addition: New Traders to each be met on first day and risk assessed by Market Officer or Council Offcier. All traders are issued with a conditions agreement.

**Issued in consultation with Town Clerk, and on behalf of Edenbridge Town Council**

**Signature.....**

**Date...18/08/2022 review date.....**