

OUTDOOR MARKETS

ACTIVITY	GROUPS INVOLVED	HAZARD	ACTION TO MINIMIZE RISK	FURTHER ACTIONS
Manual Handling:- General	Operatives, Stallholders, Public	Bringing in, taking out items for sale. Personal injury. Damage by and to vehicles	All operatives have Hi-Vis jackets. Trolleys to be used to carry heavy, bulky loads, gazebos, weights. Items for sale packed in suitable containers High grip gloves are used in cold weather; safety footwear is worn. Road Closure signs are in place where appropriate. Opening hours are posted clearly.	Check appropriate footwear is worn
Manual Handling :- Set Up	Stallholders, operatives and the public.	Personal injury. Damage to vehicles Vehicle movement	Stallholders are requested to move slowly through the market with hazard lights on and only during market set-up and taking down. Marshals to help guide vehicles. They are requested to consider others when entering site.	
Manual Handling:- Unloading	Stallholders, operatives & Manager	Personal injury.	Stallholders are requested to unload and leave site to park before erecting stall.	
Manual handling:- Gazebos	Operatives, Stallholders, Public	Setting up and taking down of market . Personal Injury . Impact of weather, esp. wind	Staff trained in setting up and taking down gazebos. Operatives to work in pairs to assist stallholders in erecting gazebos etc. 2 Stallholders to carry and set up gazebos. Weights must be carried for gazebos in case of wind. Gazebos MUST be taken down if winds are over 22mph (also an insurance requirement). Public to be made aware of the hazards at the start and end of the market assembly. Close the area to the public if possible.	Check wind force
Manual Handling:- Metal stalls	Contractors, stallholders, operatives and manager.	Personal injury.	Trained personnel only. All safety wear is requested to be worn by operatives. Operatives work in pairs to assist stallholder in erecting umbrella/ gazebos and tables.	
Market Signage.	Operatives, members of the public.	Signs could be blown around in high winds. Members of the public could be injured by stalls in freak weather conditions	Operatives to ensure banners, 'A' Boards etc are secured in place. If winds are considered to be dangerous, signs to be taken down.	Check wind force
Manual Handling :- Produce	Stallholders, operatives & Manager	Personal injury.	Produce is handled in a safe and hygienic manner. Use of larger containers to transport food.	
Manual Handling :- Take Down	Stallholders, operatives and the public.	Personal injury. Damage to vehicles.	Show due care and attention to members of the public/vehicles on site. Notices are placed at each end of the market to make the public aware of the hazards at the start of the market assembly. Staff monitoring situation. At the close of the market signage/ tape is put in place to close the area to the public.	
Steps and obstacles.	Stallholders, operatives, and the public.	Personal injury.	Take action to ensure exit/entrance steps/stairs are safe. Ensure disabled access is in place.	Regular test disabled access

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Final Site Check before opening	Manager	Personal injury.	Ensure pathways are safe to use. Weights are in place around gazebos if neces. Ensure no trailing cables, containers etc are in a location used by public. Train stallholders to check own stall areas.	Manager check before opening
Slips and trips	Stallholders, operatives and the public.	Personal injury.	Clean up spillages immediately. Ensure you have right equipment to mop/sweep up spillages on stalls and in seated areas. Ensure all are informed of spillage at all times. Absorbent granules must be scattered over spillage of cooking grease/oils	
Vehicle entry after opening	Stallholders, operatives and the public.	Personal injury. Damage to vehicles.	Bollards are used to segregate the market site from vehicles. Road closure signs in use. Stallholder and public vehicles are not permitted on site until the market closes. If an emergency the vehicle must be led by a marshal	
Bottled gas	Stallholders, operatives and the public.	Personal injury.	Gas must only be used in a well ventilated and secure area. Stallholders must have a fire extinguisher and blanket. A multipurpose extinguisher should be purchased by the market and is annually serviced.	Inspection, service and testing of gas equipment to be carried out by a commercial certified Gas SAFE engineer every year.
Mains electricity	Operatives, stallholders the public.	Personal injury.	Use correctly rated circuit breakers to protect circuit. Staff know where fuse box is , how to safely switch off electricity in an emergency. RCD (Residual Current Devices) devices installed when using hand held and poratable appliances. Must have water tight connections. Avoid use of multi adapters.	Equipment to be inspected and tested by a certified electrician
External temporary Electrical	Operatives, stallholders the public.	Personal injury.	All equipment on site (used by market and stallholders) should be PAT tested annually. Use correctly rated circuit breakers to protect circuit. Avoid use of multi adapters. All electric cables to be covered	Regularly examine and test.
Fire potential	Operatives, stallholders the public.	Personal injury from burns and smoke inhalation	Fire exits must be clearly marked and kept clear of obstructions. In case of fire, operatives and stallholders must advise public of safe areas. Operatives and Stallholders must be trained as to emergency action.	Fire extinguishers to be tested annually.
Food Hygiene: Stalls	Stallholders	Food contamination	Handwashing facilities with clean hot water must be available on all stalls especially those selling fresh food	
Food Hygiene:- Preparation of food	Stallholders,	Food contamination	All stallholders are requested to provide proof of Hygiene inspection and appropriate public, product liability insurance annually. The market is monitored by Environmental Health. (Note: see implications of Covid19)	
Food Hygiene:-Food tasters.	Stallholders	Food contamination	Samples should be pre-cut and only a small number laid out at one time. Ensure they cannot be touched by hand	

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Food Hygiene:- temperature	Stallholders	Food contamination	Cream, cooked meats must be displayed in chiller or on ice packs. They should not be left out for more than 4 hours including transport	
Incidents and accidents	Operatives, stallholders the public.	Personal injury.	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 aid kit is available and location is known to all Operatives and Stallholders	
Insurance	Manager/ Stallholder	Personal injury. External damage	Ensure all Stallholders have sufficient Liability insurance (£5-£10M)	Manger to check
Social distancing measures: general	Operatives/Stallholders	Catching the virus	Anyone who is pregnant or with underlying health conditions should not be working at the market	
Food Hygiene :General	Stallholders	Catching the virus	Liaise with EHO as the guidance is changing	
Food Hygeine :- Products	Public	Catching the virus	Shoppers must not touch products unless they are purchasing them	
Food Hygiene Products	Stallholders	Catching the virus	Sneeze guards are encouraged to be used to protect food	
Food Hygeine: Hot food stalls	Stallholders, Public	Catching the virus	Hot Food stalls will need to supply disposable cups, napkins and have appropriate facilities to dispose of them	
Social distancing measures: general	Stallholders, operatives and the public.	Catching the virus	Reduce the number of persons in any work are to comply with the relevant distancing gap recommended by the Public Health Agency https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing	
Social distancing measures: Stallholders	Stallholders,	Catching the virus	Inform all stallholders how the market will operate and what is expected of them	
Social distancing measures: Customers	Operatives, Public.	Catching the virus	Inform customers how the market will operate by signs outside the market, social media , e-newsletters	Signs required
Social distancing measures/Pinch points	Stallholders, operatives and the public.	Catching the virus	Create one point of entry and another exit point and enforce with marshals	Signs required
Social distancing measures: Marshals	Operatives	Catching the virus	Marshalls to wear Hi Viz jackets at all times and face masks (optional)	
Social distancing measures:- Attendees	Operatives and the public.	Catching the virus	Need to determine and then manage the number in the market at anyone time and same with queues outside of stalls	Signs required. (Amend the number depending on experience)
Social distancing measures: Externals queues	Operatives and the public.	Catching the virus	Ensure sufficient social distancing space those queuing outside to get into the market (signs)	Signs required.
Social distancing measures/Pinch points	Stallholders, operatives and the public.	Catching the virus	Implement a one way system /flow of movement for people entering and leaving(signage)	Signs required.
Social distancing measures/Pinch points	Stallholders, operatives and the public.	Catching the virus	Queue space around stalls/tables should not interfere with the route around the market	
Social distancing measures :Directional signs	Stallholders, operatives and the public.	Catching the virus	Use directional signage to make directions obvious throughout the market	Signs required.
Social distancing measures: Stalls	Stallholders, operatives and the public.	Catching the virus	Markings to indicate he relevant social distance for queueing (signs) use an extra table between customers and stallholders	Signs required.

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Social distancing measures:- Social gathering	Public, operatives.	Catching the virus	Discourage social gatherings (signs)	Signs required.
Social distancing measures: Public right of way	Stallholders, operatives and the public.	Catching the virus	Public rights of way to be well marked and kept clear	Signs required.
Social distancing measures:- Stall positioning	Stallholders, operatives and the public.	Catching the virus	Stalls should be at least 2-3m (dependent on Government distancing recommendations) away from each other and gaps blocked between stalls	
Social distancing measures:- Pre ordering	Stallholders, operatives and the public.	Catching the virus	Create a pre ordering and pick up system with separate pick up point to reduce queuing and speed up purchasing process	Signs required.
Social distancing measures:- Seats	Public	Catching the virus	Reduce number of seats and tables to a minimum. Seating areas should be located so customers have a 2m space (signs)	Signs required.
Social distancing measures: Travel	Stallholders, operatives	Catching the virus	Stallholders to travel only with family or employee .	
Hygiene Measure :- Hand Washing	Operatives, Stallholders	Catching the virus	Remind that hands should be washed on a regular basis (wash 20 seconds with water and soap). Drying should be with disposable towels (not roller towels, nor air dryers) . Remind also to catch coughs and sneezes in tissues Tissues should be made available throughout the workplace. See https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Signs required.
Hygiene Measure :- Hand Sanitisers	Stallholders, operatives and the public.	Catching the virus	Provide Hand sanitisers (and wipes) around the market and especially at entrance and exit of market (signs)	Signs required.
Hygiene Measure :- Hand Washing	Stallholders, operatives and the public.	Catching the virus	Each stallholder to provide own hand sanitiser as well as normal washing facilities plus disposable gloves	
Hygiene Measures Disposable gloves	Operatives, Stallholders	Catching the virus	An adequate supply of disposable gloves will be provided for all operatives. All will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	
Hygiene Measures :- Masks	Operatives, Stallholders	Catching the virus	Masks that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual and be washed prior to re-use. Non-disposable masks should be cleaned by user before and immediately after use, using a suitable disinfectant cleaning wipe	
Hygiene Measures :Cash	Stallholders, operatives and the public.	Catching the virus	Discourage use of cash. Encourage contactless payment. Stallholders should NOT handle cash and food with the same gloves.	Signs required.
Hygiene Measures : Stall fees	Stallholders, operatives and the public.	Catching the virus	Stall fees to be paid by card or Bank transfer rather than cash	
Hygiene Measures:- Food Samples	Stallholders, operatives and the public.	Catching the virus	No free food samples/tasters permitted	
Hygiene Measures: Pre Packed food	Stallholders, operatives and the public.	Catching the virus	Pre pack produce where possible	
Hygiene Measures shield guards	Stallholders, operatives and the public.	Catching the virus	Shield guards required for bread, cakes, meat and fish	

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Hygiene Measure:- Cleaning	Stallholders, operatives and the public.	Catching the virus	Tables to be cleaned before, during and after the market	
Hygiene Measure:- Waste	Stallholders, operatives and the public.	Catching the virus	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site and agree location for waste	
Symptoms	Stallholders, operatives and the public.	Catching the virus	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.	
Symptoms		Catching the virus	If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/	

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Indoor Market				
Manual Handling: General	Operatives, Stallholders, Public	Bringing in, taking out items for sale. Personal injury. Damage by and to vehicles	All operatives have Hi-Vis jackets. Trolleys to be used to carry heavy, bulky loads. Items for sale packed in suitable containers High grip gloves are used in cold weather; safety footwear is worn. . Opening hours are posted clearly.	Check appropriate footwear is worn
Manual Handling: Set Up	Operatives, Stallholders	Carrying of tables etc.	Tables positioned and set up before stallholders arrive	
Manual Handling: Unloading	Stallholders, operatives & Manager	Personal injury.	Stallholders are requested to unload and leave site to park	
Market Signage.	Operatives, members of the public.	Signs could be blown around in high winds. Members of the public could be injured by stalls in freak weather conditions	Operatives to ensure banners, 'A' Boards etc are secured in place. If winds are considered to be dangerous, signs to be taken down.	Check wind force
Steps and obstacles.	Stallholders, operatives, and the public.	Personal injury.	Take action to ensure exit/entrance steps/stairs are safe. Ensure disabled access is in place.	Regular test disabled access
Manual Handling :- produce	Stallholders, operatives & Manager	Personal injury.	Produce is handled in a safe and hygienic manner. Use of larger containers to transport food.	
Slips and trips	Stallholders, operatives and the public.	Personal injury.	Clean up spillages immediately. Ensure you have right equipment to mop/sweep up spillages on stalls and in seated areas. Ensure all are informed of spillage at all times. Absorbent granules must be scattered over spillage of cooking grease	
Mains electricity is in use.	Operatives, stallholders the public.	Personal injury.	Use correctly rated circuit breakers to protect circuit. Staff know where fuse box is , how to safely switch off electricity in an emergency. RCD (Residual Current Devices) devices should be installed on hand held and portable appliances. Must have water tight connections. Avoid use of multi adapters.	Equipment to be inspected and tested by a certified electrician .
External temporary Electrical cabling is in use.	Operatives, stallholders the public.	Personal injury.	All equipment on site (used by market and stallholders) should be PAT tested annually. Use correctly rated circuit breakers to protect circuit. Avoid use of multi adapters. All electric cables to be covered	Regularly examine and test.
Fire	Operatives, stallholders the public.	Personal injury from burns and smoke inhalation	Fire exits must be clearly marked and kept clear of obstructions. In case of fire, operatives and stallholders must advise public of safe areas. Operatives and Stallholders must be trained as to emergency action.	Fire extinguishers to be tested annually.
Food Hygiene :General	Stallholders	Catching the virus	Liaise with EHO as the guidance is changing	
Food Hygiene :- Products	Public	Catching the virus	Shoppers must not touch products unless they are purchasing them	
Food Hygiene: Hot food stalls	Stallholders, Public	Catching the virus	Hot Food stalls will need to supply disposable cups, napkins and have appropriate facilities to dispose of them	

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Food Hygiene Products	Stallholders	Catching the virus	Sneeze guards are encouraged to be used to protect food	
Food Hygiene : Hand washing	Stallholders	Food contamination	Handwashing facilities with clean hot water must be available on all stalls especially those selling fresh food	
Food Hygiene:- Preparation of food	Stallholders,	Food contamination	All stallholders are requested to provide proof of Hygiene inspection and appropriate public, product liability insurance annually. The market is monitored by Environmental Health. (Note: see implications of Covid19)	
Food Hygiene:-Food tasters.	Stallholders	Food contamination	Samples should be pre-cut and only a small number laid out at one time. Ensure they cannot be touched by hand	
Food Hygiene:- temperature	Stallholders	Food contamination	Cream, cooked meats must be displayed in chiller or on ice packs. They should not be left out for more than 4 hours including transport	
Incidents and accidents	Operatives, stallholders the public.	Personal injury.	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 aid kit is available and location is known	
Insurance	Manager/ Stallholder	Personal injury. External damage	If reliant on other (e.g. Hall) insurance, Manager to obtain written assurance from Hall owners that there is sufficient cover for their liability inside and outside Hall (and on road)	Manger to check
Insurance	Manager/ Stallholder	Personal injury. External damage	Ensure all Stallholders have sufficient Liability insurance (£5-£10M)	Manger to check
Social distancing measures: general	Operatives/Stallholders	Catching the virus	Anyone who is pregnant or with underlying health conditions should not be working at the market	
Social distancing measures:- Work areas	Stallholders, operatives and the public.	Catching the virus	Reduce the number of persons in any work area to comply with the relevant distancing gap recommended by the Public Health Agency https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing	
Social Distancing :- external areas	Stallholders, operatives, and the public.	Catching the virus	Mark out 2m waiting area outside all potential entrances and inform customers of social distancing	Signs required
Social distancing measures: Informing Stallholders	Stallholders, Marshals	Catching the virus	Inform all stallholders how the market will operate and their specific requirements	
Social distancing measures: Informing customers	Operatives, Public.	Catching the virus	Inform customers how the market will operate by signs outside the market, social media , e-newsletters	Signs required
Social distancing measures:- Marshals	Operatives	Catching the virus	Marshalls to wear Hi Viz jackets at all times and face masks (optional)	
Social distancing measures:- Attendees	Operatives and the public.	Catching the virus	Need to determine and then manage the number permitted into the market at anyone time. Same with queues for stalls	Signs required. (Amend the number depending on experience)
Social distancing:-Pinch points	Stallholders, operatives and the public.	Catching the virus	Create one point of entry and another exit point and enforce with marshals	Signs required

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Social distancing:-Pinch points	Stallholders, operatives and the public.	Catching the virus	Implement a one way system /flow of movement for people entering and leaving(signage)	Signs required.
Social distancing:-Pinch points	Stallholders, operatives and the public.	Catching the virus	Queue space around stalls/tables should not interfere with the route around the market	
Social distancing measures:-Stall Queues	Stallholders and the public.	Catching the virus	Markings or an extra table to create extra space between customers and Stallholders (signs)	Signs required.
Social distancing measures:- Social gatherings	Public, operatives.	Catching the virus	Discourage social gatherings (signs)	Signs required.
Social distancing measures:- Stalls	Stallholders, operatives and the public.	Catching the virus	Tables should be at least 2-3 apart (dependent on Government distancing recommendations) away from each other	
Social distancing measures:- Pre ordering	Stallholders, operatives and the public.	Catching the virus	Create a pre ordering and pick up system with separate pick up point to reduce stall queuing, speed up purchase process and enable more attendees to enter the market	Signs required.
Social distancing measures:- seating areas	Public	Catching the virus	Reduce number of seats and tables to a minimum. Seating areas should be located so customers have a 2m space (signs)	Signs required.
Social distancing measures:- Travelling	Stallholders, operatives	Catching the virus	Stallholders to travel only with family or employee .	
Social distancing measures:- Kitchen areas	Operatives		Clean Kitchen area before and after use. Control numbers in the kitchen area. No access to public	
Hygiene Measure :- Hand Washing	Stallholders, operatives and the public.	Catching the virus	Hand washing facilities with soap and water s/b in place. Dry hands with disposable towels . Govnt' Posters and Leaflets available	Staff to be reminded that wearing of gloves is not a substitute for good hand washing.
Hygiene Measure :- Hand Washing	Operatives, Stallholders	Catching the virus	Remind that hands should be washed on a regular basis (wash 20 seconds with water and soap). Drying should be with disposable towels (not roller towels, nor air dryers) . Remind also to catch coughs and sneezes in tissues Tissues will be made available throughout the workplace. See https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Signs required.
Hygiene Measure :- Hand Washing	Stallholders, operatives and the public.	Catching the virus	Provide Hand sanitisers (and wipes) around the market and especially at entrance and exit of market (signs)	Signs required.
Hygiene Measure :- Hand Washing	Stallholders, operatives and the public.	Catching the virus	Each stallholder to provide own hand sanitiser as well as normal washing facilities plus disposable gloves	
Hygiene Measure :- Toilets	Stallholders, operatives and the public.	Catching the virus	Provision of Hand sanitisers (and wipes) in toilets (signs). Drying should be with disposable towels (not roller towels, nor air dryers) . Remind also to catch coughs and sneezes in tissues Tissues will be made available throughout the workplace. See https://www.nhs.uk/live-well/healthy-body/best-way-to-wash-your-hands/	Signs required
Hygiene Measures Disposable gloves	Operatives,	Catching the virus	An adequate supply of disposable gloves will be provided for all operatives. All will be instructed on how to remove gloves carefully to reduce contamination and how to dispose of them safely.	

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Hygiene Measures :- Masks	Operatives, Stallholders	Catching the virus	Masks that cannot be adequately disinfected (e.g. disposable half masks) should not be used by more than one individual and be washed prior to re-use. Non-disposable masks should be cleaned by user before and immediately after use, using a suitable disinfectant cleaning wipe	
Hygiene Measures :Cash	Stallholders, operatives and the public.	Catching the virus	Discourage use of cash. Encourage contactless payment. Stallholders should NOT handle cash and food with the same gloves.	Signs required.
Hygiene Measures:- Card machines	Stallholders	Catching the virus	Clean card machine with wipes	
Hygiene Measures : Stall fees	Stallholders, operatives and the public.	Catching the virus	Stall fees to be paid by card or Bank transfer rather than cash	
Hygiene Measure:- Cleaning	Operatives, Stallholders	Catching the virus	Frequently cleaning and disinfecting objects and surfaces that are touched regularly particularly in areas of high use such as door handles, light switches, reception area using appropriate cleaning products and methods. Deep cleaning will be required if someone is found to be carrying the virus	
Hygiene Measures:- Food Samples	Stallholders, operatives and the public.	Catching the virus	No free food samples permitted	
Hygiene Measures: Pre Packed food	Stallholders, operatives and the public.	Catching the virus	Pre pack produce where possible	
Hygiene Measures:- shield guards	Stallholders, operatives and the public.	Catching the virus	Shield guards required for bread, cakes, meat and fish	
Hygiene Measure:- Tables	Stallholders, operatives and the public.	Catching the virus	Tables to be cleaned before, during and after the market	
Hygiene Measure:- Waste	Stallholders, operatives and the public.	Catching the virus	Confirm person responsible for removing potentially contaminated waste (e.g. hand towels) from the site and agree location for waste	
Symptoms	Stallholders, operatives and the public.	Catching the virus	If anyone becomes unwell with a new continuous cough or a high temperature in the workplace they will be sent home and advised to follow the stay at home guidance.	
Symptoms	Stallholders, operatives and the public.	Catching the virus	If advised that a member of staff or public has developed Covid-19 and were recently on our premises (including where a member of staff has visited other work place premises such as domestic premises), the management team of the workplace will contact the Public Health Authority to discuss the case, identify people who have been in contact with them and will take advice on any actions or precautions that should be taken. https://www.publichealth.hscni.net/	