

NORTHWOOD HOUSE COVID-19 RISK ASSESSMENT FOR MARKET IN THE PARK (AUGUST WEEKENDS)

RISK ASSESSMENT NUMBER	C-19_04	ASSESSOR	DJ COOL (MANAGER)	DATE	20th JULY 2020
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Describe the location where the activities are taking place	Northwood Park
Describe the activities taking place	Traders market with outdoor stall holders at weekends through August
Describe the equipment and / or substances being used	Traders bringing gazebos and merchandise and products to sell from their space
Describe the people involved in these activities (others who may be affected)	Market visitors, Traders, Northwood House Staff/Volunteer stewards

This a specific Risk Assessment for managing the risks related to the Covid -19 virus while operating an outdoor traders market in Northwood Park, Cowes. The market will operate on Saturdays and Sundays throughout August in the area adjacent to the Northwood House Tea Garden.

- 1. Individuals with Covid-19 symptoms or self-isolating**
- 2. Reducing transmission risks for customers, traders and stewards**
- 3. Public toilet facilities**
- 4. First Aid**

This Risk Assessment has been produced following consultation with the Government's guidelines for retail, shops and outdoor markets and the measures put in place have been documented on the Northwood House event pages relating to the event for traders and customers to see in advance. The Isle of Wight Council have been consulted and a list of measures for the safety of the event has been shared with them. The core principles of the assessment and associated risk reduction measures revolve around social distancing, hand sanitisation, minimal contact merchandise/ with and products on stalls using shared spaces responsibly to reduce the potential spread of the virus.

Risk rating matrix:

		Consequence				
		Negligible 1	Minor 2	Moderate 3	Major 4	Catastrophic 5
Likelihood	5 Almost certain	Moderate 5	High 10	Extreme 15	Extreme 20	Extreme 25
	4 Likely	Moderate 4	High 8	High 12	Extreme 16	Extreme 20
	3 Possible	Low 3	Moderate 6	High 9	High 12	Extreme 15
	2 Unlikely	Low 2	Moderate 4	Moderate 6	High 8	High 10
	1 Rare	Low 1	Low 2	Low 3	Moderate 4	Moderate 5

It has been assessed that if none of the controls were implemented as listed in this document, then the risk of transmitting the Covid 19 virus in the work place (for all listed aspects) would be rated as **high** with a risk score of 12 based on the following:

Likelihood 3 (possible) X Consequence 4 (major- moderate to extreme illness for some people, with chance of death)

By adopting the controls listed below the risk rating has been reduced in most cases to a score of 4 which is “low to moderate”.

All traders will be supplied with a copy of this Risk Assessment in advance and a summary of the key points and control measures (with obligations) listed on the traders booking portal which they must agree and accept before booking in to the market. A separate Risk Assessment has been produced specifically regarding Northwood House staff and volunteer stewards.

1: Individuals with Covid-19 symptoms or self-isolating

What is the risk: Individuals with possible Covid 19 symptoms coming to work & spreading the virus to other people.

Who's at risk/might be harmed: Market visitors, Traders, Northwood House Staff/Volunteer stewards

Objective: Stop individuals coming to the market who either have Covid-19 symptoms or have been advised to stay at home by existing government guidelines.

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
Individuals with the following symptoms reminded by signage at the entry points and by advance instruction that they must not to trade at or visit the market OR, if they develop the symptoms while at the market they must leave the site and go home immediately: <ol style="list-style-type: none"> 1. <i>New continuous cough</i> 2. <i>New shortness of breath</i> 3. <i>Temperature of 37.7 or higher</i> 4. <i>Anosmia-loss of or change in normal sense of smell or taste.</i> 	1	4	4					
Individuals who have been advised to stay at home under existing government guidance are reminded by signage at the entry points and by advance instruction that should not attend the market as a trader or visitor, those of which include: <ol style="list-style-type: none"> 1. <i>Those that live in a household or share a support bubble with somebody with the Covid 19 symptoms and are self-isolating.</i> 2. <i>Those that have been told to self-isolate as part of the Government's track and trace service.</i> 	1	4	4					

2: Reducing transmission risks for customers, traders and stewards

What is the risk: Spreading of the Covid-19 virus.

Who's at risk/might be harmed: Market visitors, Traders, Northwood House Staff/Volunteer stewards

Objective: To assess all aspects of the outdoor market and put in place a series of control measures to significantly reduce the potential of spread of the virus between those who may be harmed

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p>Visitors:</p> <ul style="list-style-type: none"> The market area will be delineated by rope and posts, with visitors directed to a single entry point. Signage will direct visitors to that point. At the market entrance point a list of the key Covid-19 safety messages are listed on an A1 sized sign. These are listed as follows: <ul style="list-style-type: none"> <i>•Do not enter if you have Covid-19 symptoms, feel unwell or have been self-isolating at home for any reason.</i> <i>•Stay socially distanced (2m) from others -unless in a family bubble- and follow all safety/direction signs.</i> <i>•Sanitise your hands here and where ever requested.</i> <i>•Keep to the one way system and avoid back-tracking.</i> <i>•Refrain from running or shouting.</i> <i>•Keep children under close supervision at all times</i> 	1	4	4			1	4	4

and explain the safety rules. These apply to them too.

• Be patient! Stand back and wait for an appropriate 2m space before approaching a stall. Pass on by and come back on another circuit if it's busy.

• Keep 2m from other people at the market stall.

• Sanitise your hands at the stall and only touch items that you intend to purchase.

• Pay by contactless card where it is offered.

• Use the park toilets near the tennis courts if required.

- Visitors are asked to make sure they communicate these messages to children.
- Visitors will be asked to sanitise their hands at the entry point with a sanitiser station provided.
- A one-way system for visitors to follow around the market stalls will be carefully planned to avoid conflicting directional flow of visitors and unnecessary interaction. This will be enforced by directional signage on printed signs and spray painted on grass).
- 2m social distancing signage and general safety guidance will be on display through the customer aisles.
- Stalls will be spaced 5m apart to give visitors plenty of space for waiting, browsing and walking by.
- NHCTC stewards will monitor entry and exit routes and provide customer

guidance and enforce messages verbally if required. These will be wearing Hi- viz jackets for identification purposes

Stalls/stall holders:

- Stall holders have been made specifically aware in advance in the event terms and conditions of their responsibility in keeping visitors safe in the vicinity of their stalls. A full list of T's & C's are listed on the market booking portal:
<https://northwoodhouse.org/event/market-in-the-park-exhibitor-booking/>
- A link to the Government website has been provided on the portal where the guidance for UK retailers has been specified, which includes market traders:
<https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches#shops-5-5>

Control measures specified for the market stalls are listed below:

- Stall holders should be vigilant at their stalls and ensure that customers remain socially distanced (2m or 1m+ with face covering) while looking at their products and merchandise. This to be enforced by signage (see below) and verbally. Customers should be told politely to

<p>stand back or wait for an appropriate space before approaching.</p> <ul style="list-style-type: none">• Stall holders must provide hand sanitiser on their stand for customers to use while browsing and making purchases.• Stall holders must restrict customers from touching display items unless they plan to purchase them. This should be enforced verbally and by signage (see below)• Any items that have been handled by customers and not purchased should be cleaned/sanitised before a new customer arrives. Stall holders should consider rotating stock off their stall to do this.• Stall holders must sanitise their own hands before and after serving each customer.• Stall holders must print off and display their own Covid safety signage for their stalls from the booking portal. Three different designs relating to social distancing at stalls, hand sanitising at stalls and browsing restrictions have been provided for printing and displaying. Copies will be provided on the day by NHCTC if required. <u><i>(Click icons to go to downloadable posters):</i></u>											
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- Customers should not enter an enclosed gazebo to shop or browse and must remain in the open air at all times.
- Stall holders should step back while customers are browsing their stall to maintain safe social distancing.
- Stall holders should where possible provide contactless payment facilities where they can (subject to mobile connectivity in the park) to minimise the virus transmission risk from handling cash from customers. Cash payments can be taken, but hands must be sanitised after handling money from customers.

- Stall holders should wear a face covering where 2m social distancing cannot be maintained between themselves and customers and especially if they are in higher risk groups.
- Stall holders should offer contactless payment facilities where ever possible and where mobile signal allow. If cash payments are taken, stall holders must immediately sanitise their hands.
- NHCTC stewards will be at the entry/exit point and will patrol the market aisles periodically to monitor visitors/stallholders to ensure guidelines are being adhered to.
- Stall holders advised to report non-compliance issues relating to the guidelines to a steward.
- NHCTCL will share this Covid-19 Risk Assessment on its event website and highlight the risk reduction measures on the Traders booking portal to make sure the event is as safe as it can possibly and make it visible on our website for advance

Stewards:

- To ensure that the stalls are spaced with a minimum 5 m gap between them.
- To ensure that before the market opens to the public that all Covid related

signage is in place and to check that all stall holders are meeting their obligations on their stalls.

- To check that the hand sanitiser station(s) is/are in place and topped up through the day.
- To remain socially distanced from visitors at least 2m at all times and to regularly sanitise their hands while on duty. *Note: There is no obligation to wear a face covering while on duty (outdoor/social distance mitigation) but a steward may choose to wear one if required and these are provided at the NHCTCL PPE station in the house bar.*
- To wear a Hi- Viz vest while on duty at all times for identification purposes and to carry a radio to communicate with each other if required.
- To monitor visitor and exhibitor compliance to the Covid guidelines set down above.
- To monitor customer ingress and to stagger entry if required if the market becomes busy. Socially distanced markings will be on the pavement in the lead up to the entry point should there be a necessity for people to held in a queue outside.

<p>signage is in place and to check that all stall holders are meeting their obligations on their stalls.</p> <ul style="list-style-type: none">• To check that the hand sanitiser station(s) is/are in place and topped up through the day.• To remain socially distanced from visitors at least 2m at all times and to regularly sanitise their hands while on duty. <i>Note: There is no obligation to wear a face covering while on duty (outdoor/social distance mitigation) but a steward may choose to wear one if required and these are provided at the NHCTCL PPE station in the house bar.</i>• To wear a Hi- Viz vest while on duty at all times for identification purposes and to carry a radio to communicate with each other if required.• To monitor visitor and exhibitor compliance to the Covid guidelines set down above.• To monitor customer ingress and to stagger entry if required if the market becomes busy. Socially distanced markings will be on the pavement in the lead up to the entry point should there be a necessity for people to held in a queue outside.								
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3: Public toilet facilities

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Market visitors, Traders, Northwood House Staff/Volunteer stewards

Objective: Maintaining social distancing and good hygiene practices when using communal toilet facilities.

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<p>Note: Public toilet facilities are available in Northwood Park for visitors and stall holders to use at weekends.</p> <ul style="list-style-type: none"> • Social distancing and hand washing signage is in place inside and on the external doors of the men's and ladies facilities. • The toilets are cleaned thoroughly daily and fully stocked with hand soap (under contract with (Cowes Town Council along with other public toilets in the area). Hand drying facilities are provided. • 2m Social distancing markers are in place on the paved areas outside of the toilets to guide customers if they have to wait outside. • An external hand sanitiser station is provided at weekends with signage to encourage users to sanitise there hands thoroughly before entering. • Visitors encouraged to wear a face covering while using indoor facilities to help mitigate risks (signage in place). 	1	4	4					

4: Emergencies and first aid

What is the risk: Spreading of the Covid 19 virus.

Who's at risk/might be harmed: Staff members, any persons being treated for first aid

Objective: Mitigating Covid risks when applying first aid to an injured person

What risk controls are currently in place	Current Risk Rating			Are Further Controls Needed?	Date to be completed	Residual Risk Rating		
	L	C	R			L	C	R
<ul style="list-style-type: none"> In the event of first aid provision, fire or an emergency situation the individuals are made aware that they don't have to comply with social distancing guidelines if it would be unsafe to do so or it would cause a heightened risk to life. If administering emergency first aid and social distancing is not possible, individuals to mitigate some risk by using PPE if available and practical to do so including disposable gloves and face coverings. Individuals to thoroughly wash for 20 seconds or more hands immediately after administering first aid to a patient. Record of patient to be keep in first aid book as normal but may be used to assist with track and trace if required. 	2	4	8			2	4	8

ASSESSOR SIGNATURE	<i>DJ Cool Esq</i>		
MANAGER	DJ Cool	MANAGER SIGNATURE	<i>DJ Cool Esq</i>
REVIEW DATE	As required if remedial action is assessed to be necessary, or as government guidelines dictate if sooner.		

