



## Hexham Farmers Market

### Risk Assessment relating to re-opening the market after Covid19 closure

#### Background

Although a small number of farmers markets have continued to operate throughout the Covid19 lockdown, the Hexham Farmers' Market (HFM) Directors And Manager took the decision in mid-March 2020 to close the market until lockdown measures were modified and the risk was deemed to have reduced significantly.

On 25<sup>th</sup> May the government further announced that all outdoor markets could resume trading from 1<sup>st</sup> June 2020 with the right safety measures in place. The HFM Market Manager and Directors have created this risk assessment to show the issues we have considered and the measures we have taken to allow us to trade as safely as possible at the current time.

Our first market was held on Saturday 13<sup>th</sup> June, trading from 9 to 1.30, and with 9 trading stalls, reduced from our usual 20-24 stalls. On the 27 of June we will have 15 stalls, 5 of which will be on the Abbey Flags (with permission from the Abbey Church Wardens). The stalls on the flags will be space like the ones on the Market Place and the same circulation system employed.

HFM have informed the following with our plans to re-open:

Hexham Town Council, Northumberland County Council, Hexham Courant. The HFM website and social media feeds have used to set out our new operating procedures to a wider public and this risk assessment is available on the HFM website: [www.hexhamfarmersmarket.co.uk](http://www.hexhamfarmersmarket.co.uk).

Risk assessment prepared by	Peter Samsom, Market Manager	Date 28/5/2020	Signed; Peter Samsom
Risk assessment approved by	Jo Common- Director	Date 10/6/2020	Signed approved by email (10/6/20)
Risk assessment shared with	All eight Directors of Hexham Farmers' Market Ltd.	Date 10/6/2020	Signed: Peter Samsom
Risk Assessment reviewed and updated by	Peter Samsom, Market Manager	Date 24/6/2020	Signed: Peter Samsom

What are the risks	Who might be harmed and how	What actions have already been taken to mitigate the risk	What further actions have been identified	Who needs to carry out the action	When is the action need by	Action completed Sign and date
Transmission of disease	Infection of Stall holders Customers Members of the public	<p><b>SOCIAL DISTANCING MEASURES</b></p> <ol style="list-style-type: none"> <li>Customers to be advised that only 1 person or 2 people from the same household should visit any single stall at a time</li> <li>Customers and stall holders to be advised not to attend the market if they or any of their household are symptomatic or self isolating</li> <li>Customers will be encouraged to circulate around the market in a clock-wise fashion and ensure social distancing at all times</li> <li>Volunteer stewards to be stationed at main access points to alert people to changed procedures.</li> <li>Access to Market Place to be discouraged by taping off roadside opposite BetFred</li> </ol>	<p>To be completed after each market</p> <p>Expanded market on 27/6: incorporate Abbey Flags in the circulation</p> <p>Station additional steward on flags</p>	<p>Physical notices for actions 1,2,3, 6 to be produced by market manager and displayed by stall holders, content repeated on web and social media</p> <p>Stall layout plan and instructions to be produced by market manager and shared with stall holders and volunteer stewards</p> <p>Volunteer stewards</p>	<p>12<sup>th</sup> June 2020</p> <p>10<sup>st</sup> June 2020</p> <p>10<sup>th</sup> June</p>	

What are the risks	Who might be harmed and how	What actions have already been taken to mitigate the risk	What further actions have been identified	Who needs to carry out the action	When is the action need by	Action completed Sign and date
		<p>and Small World Cafe</p> <p>6. Customers will be reminded of the social distancing measures and asked for patience as we adapt to our amended operation. Customers will also be asked to move on from stalls once they have made their purchases</p> <p>7. Stalls will be widely spaced i.e. there will be 2m between every trading stall – this, combined with the suggested changes for individual stall layouts (see 9 below) guarantees space for 2 or 3 customers to queue safely and ample space for stallholders.</p> <p>8. Over spill area on Abbey Flags to be available- although not planned to be used on 13 June</p> <p>9. Stall holders to be encouraged to amend their stall layout to have a payment point at one end of the stall, allowing for all queues to be in the same direction.</p>	<p>Same to be applied to stalls on Abbey Flags</p> <p>See above</p>	<p>(minimum of 3) to be recruited and confirmed by Market Manager</p> <p>1,2 3 and 6 will be reinforced by stall holders and on volunteer stewards</p> <p>Tape for (5) to be purchased by Market Manager</p> <p>Market Manager to arrange</p> <p>Stallholder briefing</p>	<p>2020</p> <p>13 June 2020 (market day)</p> <p>To have arrived by 12 June 2020</p> <p>Confirmed 3/6/20</p> <p>10/6/20</p>	
		<b>HYGIENE AND WELFARE MEASURES</b>	To be completed			

What are the risks	Who might be harmed and how	What actions have already been taken to mitigate the risk	What further actions have been identified	Who needs to carry out the action	When is the action need by	Action completed Sign and date
Transmission of disease	Infection of Stall holders Customers Members of the public	<ol style="list-style-type: none"> <li>1. A hand sanitising station will be available, by one of the entrance points on one of the farmers' market own stalls.</li> <li>2. Minimum 2 bottles of hand sanitiser gel (75% alcohol based ) will be positioned at the hand sanitising station.</li> <li>3. All stallholders will be encouraged to have hand sanitiser available for use for themselves and by customers.</li> <li>4. Notices will be displayed throughout the market reminding customers of the importance of regular hand sanitising.</li> <li>5. Stall holders will be reminded to use the 'aseptic technique', using separate gloves when handling produce and payment or other items. Spare gloves to be available to allow for changing as required.</li> <li>6. Stall holders to clean surfaces with antiviral wipes/cleaner prior to set up and at the end of trading.</li> </ol>	after each market	<ol style="list-style-type: none"> <li>1 Provided by Market Manager</li> <li>2,5 Purchased by Market Manager</li> <li>3. Stallholder briefing</li> <li>4. Notices produced by Market Manager, displayed by stallholders</li> <li>3, 4,5, 6,7, 8 and 9 - Market Manager to include in stallholder briefing</li> </ol>	<p>13<sup>th</sup> June 2020</p> <p>To have arrived by 10 June 2020</p> <p>10/6/2020</p> <p>12 June 2020</p> <p>10<sup>t</sup> June 2020</p>	

What are the risks	Who might be harmed and how	What actions have already been taken to mitigate the risk	What further actions have been identified	Who needs to carry out the action	When is the action need by	Action completed Sign and date
		<ul style="list-style-type: none"> <li>7. Food sampling to be suspended until further notice.</li> <li>8. Toilet facilities for stallholders and volunteers to be negotiated with local businesses</li> <li>9. All waste to be bagged and removed from site at the end of the market</li> </ul>	Public toilets in Hexham are now available at The Sele and Wentworth Car Park			PS, 9/6/2020 (Small World Cafe and Matthias Winter)
Transmission of disease	Infection of Stall holders Customers Members of the public	<p><b>CONTACT MEASURES</b></p> <ul style="list-style-type: none"> <li>1. Stall holders and customers to be asked, where possible, to use contactless payment</li> <li>2. Stallholders and customers to be encouraged to order and pay in advance</li> <li>3. Customers will be reminded not to touch goods before purchase</li> <li>4. Where cash payment is the only option, stall holders to use separate gloves for cash/goods</li> <li>5. Stall holders will be advised to consider</li> </ul>	To be completed after each market	<p>1,2 Notices produced by market manager, displayed by stallholders and content also published on web and social media</p> <p>1, 2, 4, 5, 6 to be included in stall holder briefing from MM</p>	<p>11 June 2020</p> <p>10 June 2020</p>	

What are the risks	Who might be harmed and how	What actions have already been taken to mitigate the risk	What further actions have been identified	Who needs to carry out the action	When is the action need by	Action completed Sign and date
		<p>additional measures e.g. goods transfer station where produce/payment can be exchanged with minimum contact, and 'cash transfer boxes' to avoid cash being handed directly from a customer to a stall holder</p> <p>6. Where available, barriers such as sneeze guards and other clear screens will be used between customers and produce/stall holders</p>				
Reputation / sustainability of Farmers Market	Market existence, stall holder livelihood	<ol style="list-style-type: none"> <li>1. Implement all steps identified in Risk Assessment</li> <li>2. Hold review after each market and agree actions, include any social media feedback</li> <li>3. Customers will be asked to flag any concerns during the market operation to stall holders, who in turn will alert market manager for review and action where required</li> <li>4. Customers will be advised that we reserve right to close the market at short notice if we feel it has become unsafe to continue</li> </ol>		Market manager and stall holders	13 June 2020 and ongoing	

