# Little Monsters Market Covid-19 Risk Assessment

## Company name: Little Monsters Market Assessment carried out by: Nikki Durnell

## Date assessment was carried out: 21/8/20 Venue: Castle Sports Centre, Taunton

## Main Venue Contact- Ben Ellis

| Risk groups and areas? | Risk Identified? | What is the venue already doing to control the risks? | What further action do you need to take as an Event Organiser to control the risks? |
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| **Event Organisers/Staff** | * Spread of Covid-19 * Social Distancing * Handling of money |  | * Ensure all Event organisers and helpers have a clear understanding of the Government Guidelines surrounding Covid-19. Please see-   <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities>  <https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches>   * Wash hands before entering the venue and when leaving the venue with soap and water or hand sanitiser following Government Guidelines   <https://www.who.int/gpsc/5may/How_To_HandWash_Poster.pdf?ua=1>  <https://www.who.int/gpsc/5may/How_To_HandRub_Poster.pdf?ua=1>   * Using Face Masks/coverings- in line with Government Guidance you must wear a face covering in certain indoor areas which includes shopping centres such as indoor markets.   <https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings>   * Minimise the number of helpers in the venue whilst the market is taking place. * Do not attend the market if you are displaying any symptoms of Covid-19 (a new continuous cough, a high temperature, loss of taste/smell) See Guidance   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance> |
| **Stall Holders** | * Spread of Covid-19 * Social Distancing * Handling of Money |  | * Provide clear guidance and advice to stallholders prior to the market regarding safety measures that will need to be adhered to including face coverings, hand hygiene etc. * Only allow one stallholder per table during the market (except in exceptional circumstances)- extra help from family/friends is permitted during set up and clear away. * Recording details including name, number etc of stallholder and helpers for the NHS Test and Trace system following GDPR. * Provide additional floor space between tables to allow for social distancing. * Advice on safe handling of money. Please see below. * Request Stallholders that are displaying symptoms of COVID 19 not to attend the markets and to follow Government Guidelines   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>   * Where possible, ask stallholders to provide hand sanitiser on their tables for shoppers to use before handling goods. |
| **Shoppers** | * Spread of COVID 19 * Social Distancing * Handling of Money |  | * Provide clear guidance and advice to sellers prior to the market regarding safety measures that will need to be adhered to including face coverings, hand hygiene etc. Also clearly display posters advising of social distancing, hand washing etc. * Ensure hand washing facilities are available. Make hand sanitiser available for shoppers to use before the market. * Recording details including name, number etc of all shoppers for the NHS Test and Trace system following GDPR. * Advice on safe handling of money. Please see below. * Request any shoppers that are displaying symptoms of COVID 19 not to attend the markets and to follow Government Guidelines   <https://www.gov.uk/government/publications/covid-19-stay-at-home-guidance>   * Request shoppers to queue outside the venue to avoid gatherings inside the corridor and to enable social distancing. * Use external doors in sports hall as entrance and exit doors instead of needing to use corridor. * Adopt a one out, one in policy when at capacity for the venue following Government Guidelines regarding capacity. See Guidelines   <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities#core-principles-for-safely-reopening-community-facilities>   * Use a one-way system around the market and use posters to clearly advertise this. * Request that minimal handling of goods takes place where possible. |
| **Entrance Hall/corridor** | * Social Distancing * Spread of Covid- 19 * Pinch Points * Touch points on door handles |  | * Do not use the entrance hall for entrance in and out of the market. * Keep the doors open into the corridor for ventilation and to allow the use of toilets without needing to touch the door handles. |
| **Main Hall** | * Spread of COVID 19 * Social distancing * Use of tables and other equipment. | **KEEP FACILITIES AND EQUIPMENT CLEAN:**  • Daily cleaning throughout the centre.  • Identify high-contact touch points for more regular cleaning (e.g. door handles, grab rails).  • Frequent cleaning of work areas and equipment between use.  • Remove any non-essential items that may be difficult to clean.  • None fire doors to remain open to reduce amount of touch points through reception and increase ventilation.  • Follow Public Health England guidance if a COVID-19 case is reported at the facility.  A responsible person to check cleaning has taken place as planned.  • Weekly stock check (Replenish cleaning products).  • Empty waste facilities regularly.  • Train all workers on Public Health England guidance for reported COVID-19 cases | * Adopt a one-way system around the market * Provide additional space between tables to allow for social distancing. * Make sure doors are open and lights are on to reduce touch points. * Ensure hand sanitiser is available for use before and after entering the venue. * Equipment such as tables and chairs to be cleaned prior to the start of event. * Social distancing, one-way systems guidance to be displayed with posters. * Face coverings to be used by all inside the hall in line with Government guidance. |
| **Toilets** | * Social Distancing * Touch points * Spread of Covid-19 |  | * Ensure hand sanitiser available outside toilet for use before and after entering. * Advise on social distancing whilst waiting to use the toilet. * Ensure plenty of soap, hand towels and toilet paper are available. * Display posters for handwashing techniques. |
| **Hygiene and Face Coverings** | * Spread of Covid-19 | **PROMOTING GOOD HYGIENE:**  • Provide additional hand sanitisers throughout the centre. Customers to sanitize upon entry into the building and where possible entry to any room.  • Clearly direct people to where they can wash their hands.  • Ensure that all handwashing stations are in good working order and provide soap, water and/or hand sanitiser.  • Provide hygiene standards promotional poster and signage throughout the centre.  • Use disposable paper towels in handwashing facilities.  • 60minute facility check (sanitiser, soap and paper  towels and handwashing stations).  • Daily stock check (sanitiser, soap and paper  towels).  • Daily check (promotion posters and signage).  • Train all workers on new protocols and the important of good hygiene. | * On entering and leaving a community facility everyone, including staff, should be asked to wash their hands thoroughly for at least 20 seconds using soap and water or to use hand sanitiser if hand washing facilities are not available. * Using Face Masks/coverings- in line with Government Guidance you must wear a face covering in certain indoor areas which includes shopping centres such as indoor markets.   <https://www.gov.uk/government/publications/staying-safe-outside-your-home/staying-safe-outside-your-home#face-coverings>  Evidence suggests that wearing a face covering does not protect you. However, if you are infected but have not yet developed symptoms, it may provide some protection for others you come into close contact with. If you have symptoms of COVID-19, you and your household must isolate at home; wearing a face covering does not change this. Face coverings do not replace social distancing. Even if a face covering is used, staff and users of the space should continue to wash hands regularly and maintain social distancing. If users of the space wear one, it is important to use face coverings properly and thoroughly wash hands before putting them on and taking them off. |
| **Capacity for Venue and Social Distancing** | * Social Distancing * Spread of Covid 19 | **MAINTAINING SOCIAL DISTANCING AND AVOIDING CONGESTION:**  • Provide signage so people can find their destination quickly.  • Review how people walk through the centre and adjust this to reduce congestion and contact between users.  • Regulate the entry to the facility to avoid overcrowding.  • Apply ‘one in, one out’ system to the toilet facilities to avoid congestion in confined spaces.  • Changing facilities will be closed. Customers will be asked to arrive ready to play and shower/change at their own homes.  • One-way systems to help foot traffic flow management.  • Single-use doorways to avoid congestion i.e. one-way only entrances / exits. | * Assess the maximum capacity of the hall in which the market is taking place while still being able to maintain social distancing according to Government Guidelines. * Measures should be in place to ensure all users of community facilities follow the guidelines on social distancing, including **strict adherence to social distancing** of 2 metres or 1 metre with risk mitigation (where 2 metres is not viable) are acceptable. You should consider and set out the mitigations you will introduce in your risk assessment. * The size and circumstance of the premises will determine the maximum number of people that can be accommodated while also facilitating social distancing. In defining the number of people that can reasonably follow 2 metres distancing (or 1 metre with risk mitigation), the total floorspace as well as likely pinch points and busy areas should be taken into account (e.g. entrances, exits) and where possible alternative or one-way routes introduced.   <https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities#core-principles-for-safely-reopening-community-facilities>   * Keep a tally of how many people are in the hall at any one time. |
| **Handling Cash** | * Spread of Covid 19 |  | * Encourage staff and customers to wash hands with sanitiser before and after handling cash. * Advice sellers and shoppers to bring plenty of change to enable to them to pay the correct money without the need of receiving change where possible. * Advertise prior to the event for shoppers to bring exact door money where possible to again reduce the amount of cash changing hands. Display posters. * Encourage stallholders to have sanitiser on their stalls to enable both themselves and shoppers to clean their hands after touching money. |
| **Track and Trace.**  **Symptoms of COVID- 19** |  | **SUPPORT TRACK & TRACE:**  • Each booking will need to record name and contact information on everyone that attends one of their sessions.  • Everyone to follow NHS Test and Trace guidance if anyone using the sports centre facility develops symptoms. | * Request that anyone who is showing signs of COVID 19 (new continuous cough, high temp, loss of taste/smell) does not attend the market. * If anyone becomes unwell during the event with the above symptoms they should go home and be advised to follow the Stay at Home Guidance. * Contact details should be taken of all that attend the event including helpers, shoppers and stallholders in line with GDPR. Explain the details are required for NHS test and trace and in accordance with the venues requirements. Details must be kept for 21 days. |