

Appendix 1
RHSU Market Day Risk Assessment Form

Name of Person Undertaking Assessment		Date Conducted	Department / Area (including description of what is being assessed)					
Michael Bailey		11/09/2020	Market Day / Covid-19 Specific RA					
Ref No	Group	Hazard	Existing Controls	Assessed level of risk			Further Action Required	By Date & Review Date
				L	M	H		
1	Risk to staff from Covid-19	All staff able to socially distance, due to general contact with other people	<ul style="list-style-type: none"> Staff to work from home where practicable during the planning phase Multiple-occupancy offices to be reconfigured to ensure that staff can work with appropriate social distancing. Any desks or seating not to be used must be marked as such. Staff informed of capacity rules. On site planning to be completed in accordance with social distancing guidelines and with appropriate PPE. Detailed event specific operational plans produced and shared with designated staff. Team rotation to be used to minimise the number of staff required during events at any time. Planned Rotas to ensure optimum numbers are managed on site at any time. Staggering of shift start/finish times 	L			Desk top planning to be completed remotely. Social distancing briefing provided to staff Detailed operational plans for each event to include defined capacities. Briefing document for all designated staff prior working. PPE provided to staff Rosters in rotation based on event	15/09

			<ul style="list-style-type: none"> • Social distancing markers to be located throughout event locations to inform individuals of effective social distancing. • Maximum social distancing capacity to be defined, clearly signposted, staff instructed. Use clickers and 2-way radio to manage capacity. • Increased cleaning regime for public areas, especially touch points. • Staff toilet has maximum occupancy and increased cleaning regime, especially touch points • Instruction provided on hand washing – frequency and method. Staff instructed to complete every 30 minutes, and as required. • Hand Sanitiser stations located in key areas where hand washing is impractical. • Return to work guidance produced and shared with all staff prior to working 			<p>requirements to be developed.</p> <p>Sanitiser stations installed</p>	
		All staff unable to social distance due to the requirements of their role (market day assistants)	<ul style="list-style-type: none"> • Specific risk assessment required for any work where social distancing cannot be maintained • System of work to be specified for any work where social distancing cannot be maintained, and communicated to workers • PPE provided for spaces where social distancing is impractical (Production, Food & Drink Service, Security) • Staff informed of room capacity for restricted spaces. • Staggered break times to be planned and communicated to staff on shift 		M	<p>Task specific RAs to be completed</p> <p>Staff briefings to be completed, include break allocations</p> <p>PPE to be sourced</p>	16/09
		Staff at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> • HR to implement a process to identify those who are at high risk • Those at high risk not to be permitted to work on Campus 		L	<p>Student staff return to work forms issued.</p>	04/09

		Increased risk through being unaware of the controls in place	<ul style="list-style-type: none"> Marketing to communicate key information via: RHSU webpage, Staff intranet, staff newsletter, line management chain, the FAQ, and if required direct all staff communication. Pre-event briefings delivered for all operational staff – written summary document and localised event specific briefings Post event de-briefs completed to ensure all learning points are captured and recorded. Briefing documents sent to stallholders to inform their risk assessments and decision making. Covid-19 Secure risk assessments and operational plans requested from all stallholders. 	L		<p>Update signage, online content and Q&A</p> <p>Event briefing sheet created to ensure all key items are covered, delivering a safe envelope of working. Localised info to be appended for each event.</p>	18/09
2	Risk to Students from Covid-19	Students due to general contact with other people	<ul style="list-style-type: none"> All controls outlined above for general social distancing. Increased cleaning regime for public areas, especially touch points. Hand Sanitiser stations located at all entrances with signage Event capacity not to exceed 500 persons Where capacity is in excess of 100 persons localised zones will be implemented to mitigate potential total exposure. 	L		Detailed operational plans developed.	18/09
		Students while accessing the market	<ul style="list-style-type: none"> All controls outlined above for general social distancing. Events and zones have defined capacities, maximum permitted groups of 6 persons when outdoors. Events spaces mapped for social distancing, defined capacities, 1-way access systems, Queue systems and localised toilet facilities 	L		<p>Event site mapped out.</p> <p>Queue systems to be agreed and implemented</p>	11/09

			<ul style="list-style-type: none"> • Colour coded zones implemented where appropriate, staggered ingress and egress, supervised at all times • Signage located at entrance points identifying Covid-19 measures within all Event Sites. • Sanitiser stations installed at identified locations within the event. 			Update and implement signage	
		Students at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> • Signage located at entrance points identifying Covid-19 measures implemented within all Event Sites. 	L		Update and implement signage	11/09
3	Risk to Visitors from Covid-19	Visitors due to general contact with other people	<ul style="list-style-type: none"> • All controls outlined above for general social distancing. • All events are closed events for RHUL students only • RHSU Staff to ensure that planned visitors (contractors) are informed of the social distancing measures required in all event sites. 	L		<p>Briefing notes for staff, update signage</p> <p>Website updated with Covid secure information.</p>	18/09
		Visitors at higher risk from the virus due to general contact with other people	<ul style="list-style-type: none"> • It can be assumed that Visitors (contractors) at high risk will not attend Campus. • If Staff are aware that Visitors (contractors) are at high risk they should be informed that they are not to visit Campus. 	L			
4	Risk of contamination from use of equipment	All staff required to use event production equipment.	<ul style="list-style-type: none"> • Daily briefings for all designated staff include allocation of tasks. • Increased cleaning regime for all manual handling equipment. • Designated staff allocated to support use of manual handling equipment to mitigate risk of cross contamination. • PPE provided for use of manual handling and other equipment. 	L		<p>Pre-event briefing include allocated tasks.</p> <p>PPE to be sourced</p> <p>Install signage</p>	18/09

			<ul style="list-style-type: none"> • PPE provided for use of sound & light production equipment at all times. • Hand Sanitiser located in key areas. • Signage located in staff areas & around all BOH areas with guidance for staff. • Limit use of certain types of equipment to delegated staff members (ie. DJ gear) 				
		All staff required to use Security equipment	<ul style="list-style-type: none"> • Daily briefings for all designated staff include allocation of tasks. • All controls outlined above for general social distancing. • Increased cleaning regime for all equipment. • Hand Sanitiser located in key areas. • PPE provided for all staff • Staff required to use personal ear pieces, no shared equipment other than handsets, all handsets to be cleaned at end of event and stored securely. • Signage located in staff areas & around all BOH areas with guidance for staff. • Limit use of certain types of equipment to delegated staff members. 	L		<p>Pre-event briefing include allocated tasks, positions and processes.</p> <p>Guidance provided to external contract provider for staffing and equipment.</p>	18/09
		All staff required to use office equipment	<ul style="list-style-type: none"> • Increased cleaning regime for all office equipment • Cleaning wipes to be readily available in office areas for adhoc cleaning of equipment • Hand Sanitiser located in office areas • Signage located in office areas with guidance for staff 	L		<p>Implement cleaning kits for offices</p> <p>Install signage</p>	28/08

5	Risk of cross contamination between Event Sites	All staff required to move between Event Sites	<ul style="list-style-type: none"> Daily briefings for all designated staff include Covid secure measures PPE provided for use of manual handling equipment Hand Sanitiser locations at all entry points Instruction provided on hand washing – frequency and method. Staff instructed to complete every 30 minutes, and as required Limit movement to delegated staff members. 	L		<p>Pre-event briefing include Covid-19 awareness</p> <p>PPE to be sourced</p> <p>Install sanitiser stations</p>	18/09
6	Risk to staff from face to face meetings	All staff required to engage in regular meetings, briefings, appraisals.	<ul style="list-style-type: none"> Where possible all meetings to be conducted remotely via online platforms Where meetings are to be held on site they should be conducted in an adequate space where social distancing (minimum 2m plus can be complied with, 1m with further mitigation) 	L			28/08
7	Risk to staff from accident and emergency procedures	All staff required to engage or support actions in the event of an accident or emergency incident.	<ul style="list-style-type: none"> In the event of a first aid incident staff will be required to compromise the social distancing guidance. Revised protocols should be communicated to staff. Guidance provided on post incident cleaning and sanitisation for individuals and spaces. Accident and emergency incident procedures require review to reflect social distancing guidelines. Incident reporting guidance produced to ensure all staff capture required information consistently and at time of incident. (Due Dilligence/ Duty of Care/ Covid Secure/ Insurance. 		M	<p>First Aid protocols to be reviewed, updated and shared with delegated staff.</p> <p>Post incident cleaning protocols to be reviewed and updated.</p> <p>Update guidance on completion of incident reports, evidence capture, use of BWV and digital cameras.</p>	18/09

8	Risk of contamination from handling of products	All persons working in F&B	<ul style="list-style-type: none"> • Signage located at entry points informing customers that there should be no handling of products unless purchased. • Staff briefed on guidance and methods of communication to avoid flash points and educate visitors • Increased cleaning regime implemented for replenishment • Hand Sanitiser locations at all entry points • Hand Sanitiser pumps located on all tables in controlled zones. • Contact free transactions implemented, customers required to place all orders via mobile app • Contactless payments implemented via mobile app, no cash transactions permitted. • All products purchased will be delivered to table by F&B staff 	L		<p>Covid secure signage installed</p> <p>Pre-event briefing include customer management and security processes. PPE to be sourced</p> <p>Install sanitiser stations</p> <p>Signage installed</p>	18/09
9	Risk of over capacity	All persons working or visiting Event Sites	<ul style="list-style-type: none"> • Entry to indoor market to be controlled by a member of staff using clickers. • Queue system in operation to manage peak customer flow and maintain social distancing 	L		<p>Pre-event capacity of indoor market set.</p> <p>Pre-event briefing include allocated tasks, positions and processes.</p> <p>All access points staffed to manage flow.</p>	18/09
10	Risk to staff from face to face contact with visitors	All staff working on the event	<ul style="list-style-type: none"> • Staff employed in visitor control positions socially distanced wherever possible, if not practical disposable face guard provided. 	L		<p>PPE Sourced.</p> <p>Pre-event briefing include allocated tasks, customer</p>	18/09

			<ul style="list-style-type: none"> • Conditions of entry clearly publicised to mitigate potential flash points. • Security staff provided with PPE 			management and processes.	
11	Stall holder selection, failure to process stall holder applications correctly could result in food poisoning, injury, incorrect information of goods being advertised.	All staff, students and stallholders at the event	<ul style="list-style-type: none"> • All stallholders to provide appropriate documentation including public liability insurance, food handling and hygiene certification, staff training competence, up to date PAT and maintenance records, gas safety certification where appropriate, Covid-secure risk assessment. • All stallholders required to have signage available regarding potential allergens. 	L		Covid-secure risk assessments requested from stallholders.	14/09
12	Manual handling, loading and unloading of vehicles by traders may lead to injury or trip hazards	All staff, students and stallholders at the event	<ul style="list-style-type: none"> • Market area to be checked by a member of staff to ensure it is clear of debris and any Students' Union equipment is safely stowed. • Stallholders are responsible for their own manual handling training and this should be evidenced within their own risk assessments. • Stallholders must use trolleys or other equipment to transport heavy items. • If the Union Plaza bollard is removed to allow for vehicle access, it must be stowed in a safe location identified by Students' Union staff in order to prevent trips. 	L			
13	Working in loading and unloading areas, stall holders are required to offload stall equipment from vehicles in the marked loading bay outside the Students' Union. Working in or	All staff, students and stallholders at the event	<ul style="list-style-type: none"> • When vehicles are driven onto the Union Plaza, they cannot exceed a speed of 5MPH and must be parked in such a way that they do not block access. • Vehicles being loaded/unloaded in the delivery bay should be parked perpendicular to the bay with doors facing 	L			

	accessing offload areas may lead to personnel struck by moving vehicles.		<p>the Union Plaza. They should not be unloaded into the road and vehicles must not block the access road.</p> <ul style="list-style-type: none"> • Vehicle movement will be monitored by Students' Union staff to ensure safe operation. • Stallholders are provided with the Market Traders Operations Manual which explains safe procedures for using the loading bay and the use of traffic cones where required. 				
14	Movement throughout the market. Poor area layout and waste build-up may create hazards causing slips, trips and falls leading to injuries.	All staff, students and stallholders at the event	<ul style="list-style-type: none"> • Stall pitches are clearly marked on the Market Day Layout and this is shared with all stallholders. • Stallholders are required to provide an additional waste bin at the front of their stall and must keep their stalls and the market area free of debris and waste at all times. • Stallholders are required to remove waste at the end of the day. • Students' Union staff to communicate the location of any potential hazards such as cable runs. • Cable runs must be covered with track mat to prevent trips/falls. 	L		<p>Share updated layout with stallholders.</p> <p>Order new cable track mats.</p>	18/09
15	Blocked fire escape routes due to poor stall layout. Protruding obstacles present a trip hazard and risk of injury.	All staff, students and stallholders at the event	<ul style="list-style-type: none"> • Students' Union staff to inform stallholders of fire escape routes and actions to take in the event of a fire alarm. • Waste is to be cleared throughout the day to prevent obstacles forming. • Stallholders are informed that they cannot block fire escapes and must allow safe egress past their pitch. 	L			

			<ul style="list-style-type: none"> Designated Fire Marshalls will be available to give guidance and monitor access to escape routes. 				
16	Violence, verbal abuse and inappropriate language resulting in injury, assault etc to staff or students.	Staff and students	<ul style="list-style-type: none"> Stallholders are provided with the Market Traders Operations Manual which covers customer service expectations. Stallholders to report any incidents to Students' Union staff. 	L			
17	Electrocution resulting in burn wounds/death	All staff, students and stallholders at the event	<ul style="list-style-type: none"> Stallholders are instructed to ensure all electrical equipment is safe and appropriately tested. Only PAT tested equipment to be used. Stallholders are instructed to secure all wiring with either black and yellow hazard tape or appropriate track mat. Stallholders to inform Students' Union staff of their electrical requirements to enable adequate provision of power and prevent overloading of circuits. Random equipment checks will take place to ensure equipment and cables are not damaged or unsafe. 	L			
18	Fire	All staff, students and stallholders at the event	<ul style="list-style-type: none"> In the event of a fire, Fire Marshalls will oversee the evacuation of the market, relocating people to the nearest Fire Assembly Points – Physics Building or Car Park 3. Fire exits will be kept clear of obstructions. Students' Union staff will ensure fire exits and safety requirements are being met. 	L			

19	Cash Handling	Stallholders and staff	<ul style="list-style-type: none"> All stallholders are responsible for their own cash handling procedures and this should be covered within their risk assessments. Stallholders are advised to use cashless payment systems where possible to minimise contact. Payment for pitches will be made via BACS or contactless PDQ where possible to minimise cash handling for Students' Union staff. 	L				
20	Conflict between stallholders	Stallholders and staff	<ul style="list-style-type: none"> All stallholders are assigned a regular pitch from which to trade. Any issues should be escalated to Students' Union staff to mediate. 	L				
21	Theft	All staff, students and stallholders at the event	<ul style="list-style-type: none"> Stallholders are responsible for the safety of their belongings when on site and should take appropriate action to reduce risks. This should include keeping valuables out of site, cash drawers and tills in secure locations and vigilance. Incidents of theft should be reported to Students' Union staff who will liaise with campus security and if required, the police. 	L				
22	First Aid	All staff, students and stallholders at the event	<ul style="list-style-type: none"> Covid related issues with first aid provision are listed above. The Students' Union maintains a provision of first aid trained staff. Any incidents should be reported to the Students' Union Helpdesk so aid can be given and accident book logs updated. Near misses should also be reported to Students' Union staff to ensure action can be taken to mitigate future risk. 	L				

Action Plan

Further Action required	Person responsible	Target date	Completed
Detailed RAs completed for each event location – to be used to inform the Operational planning for each event.	MB	28/08	Completed
Detailed event mapping completed for each event location within the market.	MB	28/08	Completed
Briefing documents created for each location and event.	MB	04/09	Completed
Briefing documents shared with all permanent staff for review.	MB	04/09	Completed
Student staff return to work forms shared, returned and actioned.	HR	28/08	Completed
Briefing documents shared with all student staff allocated to an event 1 week prior to the event.	MB	11/09	Completed
PPE sourced for all staff	MR	11/09	Completed
Rosters created for all events	MB	04/09	Completed
Covid secure equipment procured and available.	MR	04/09	Completed
Covid secure signage designed, procured and available	Mkt	04/09	Completed

Website information updated to include Covid secure event information etc.	Mkt	04/09	Completed
Queue systems agreed and implemented	MB	11/09	Completed
Covid secure signage installed	MR	18/09	Completed
1 st aid Covid secure protocols shared with all designated staff	MB	18/09	Completed
Incident reporting guidance shared, access to reports and required equipment sourced.	MB	11/09	Completed
Emergency evacuation plans completed and included in briefing notes – define muster points and responsible persons	MB/MR	04/09	Completed