



CHIPPENHAM TOWN COUNCIL RISK ASSESSMENT

Activity:	Charter Market	Date:	April 2023
Author:	Health and Safety Group	Reviewed by:	My Skills for Life
Next Review Date:	April 2026	Page No:	1-5

Please note that the general principles of this risk assessment should be followed at all times. However, where a task-specific assessment is issued the contents thereof should take precedence. If in doubt, the individual(s) involved should cease work and seek the advice of their Line Manager/Supervisor.

L = LIKEIHOOD THAT HAZARDOUS EVENT WILL OCCUR	C = CONSEQUENCE OF HAZARDOUS EVENT	R = RISK RATING	ACTION
1 VERY UNLIKELY	1 INSIGNIFICANT - NO INJURY	1 - 2	NO ACTION - NO FURTHER ACTION BUT ENSURE CONTROLS ARE MAINTAINED AND REVIEWED
2 UNLIKELY	2 MINOR - MINOR INJURIES NEEDING FIRST AID	3 - 6	MONITOR - LOOK TO IMPROVE AT THE NEXT REVIEW OR IF THERE IS A SIGNIFICANT CHANGE
3 FAIRLY LIKELY	3 MODERATE - UP TO 3 DAYS ABSENCE	8 - 12	ACTION - IMPROVE WITHIN SPECIFIED TIMESCALE
4 LIKELY	4 MAJOR - MORE THAN 7 DAYS ABSENCE (RIDDOR)	15 - 16	URGENT ACTION - TAKE IMMEDIATE ACTION & STOP ACTIVITY IF NECESSARY. MAINTAIN EXISTING CONTROLS RIGOROUSLY
5 VERY LIKELY	5 CATASTROPHIC - DISABILITY/DEATH	20 - 25	STOP - STOP ACTIVITY & TAKE IMMEDIATE ACTION



DESCRIPTION OF HAZARD & HAZARDOUS EVENT	WHO MIGHT BE HARMED	WHAT RISK CONTROLS ARE CURRENTLY IN PLACE?	CURRENT RISK RATING			ARE FURTHER CONTROLS NEEDED?	DATE TO BE COMPLETED BY	RESIDUAL RISK RATING		
			L	C	R			L	C	R
Setting up and taking down of market stalls. Operating hours of the market are: 06:30-16:00	CTC staff, stallholders, members of the public.	Stallholders are requested to show due care and attention to members of the public/vehicles on site.	1	2	2					
Market Signage	CTC staff, stallholders, members of the public.	All to ensure banners are secured in place to avoid causing injury to pedestrians caused by being caught by the wind. 'A' Boards permitted but if winds start to move them around, signs to be taken down.	1	2	2					
Steps and obstacles. (Street Furniture)	CTC staff, stallholders, members of the public.	Take action to ensure exit/entrance steps/stairs are safe. Ensure stalls set up accommodate street furniture to avoid potential hazards.	1	2	2					
Stall Holders Vehicles	CTC staff, stallholders, members of the public.	Stallholders are requested to move slowly through the market with hazard lights on at a maximum speed of 5MPH. They are requested to consider others when entering/exiting site. Vehicles not to be left idling when not being used and ensure Handbrake is engaged. Traders	1	5	5					



		hooking/unhooking trailers need to be aware of all pedestrians. Traders to be aware of the route required in the event of an emergency vehicle needing access to the high-street.								
High Winds effecting the market	CTC staff, stallholders, members of the public.	Markets to be cancelled in advance if significant high winds are forecast. This is gauged by the Met office forecast and a Council officer will decide based on the forecast at 12 noon the day before the market. Stallholders are expected to have sufficient weights for all weather conditions. It is the trader's responsibility to ensure that their stall is not a Health and safety risk to all users of the High-street.	1	4	4					
Site checks for hazards after all stalls are set up	CTC staff, stallholders, members of the public.	Ensure pathways are safe to use. Ensure no trailing cables, guy ropes etc. are in a location used by public. It is the trader's responsibility to ensure that their stall is not a health and safety risk to all users of the High-street. Periodic checks will be made by officers of the council to check health and safety.	1	2	2					



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		reoccurrence								
Food Stalls, inclusive of hot cold food items.	CTC staff, stallholders, members of the public.	All stallholders are requested to provide proof of Hygiene inspection, and appropriate public product liability insurance annually. Where foods are being cooked or any heat producing activity Stallholders must have a fire extinguisher. It is the trader's responsibility to ensure that their stall is not a health and safety risk to all users of the High-street.	1	5	5					
Fire, burns or explosions from the use of stalls fuel gas or electricity.	CTC staff, stallholders, members of the public.	All stall holders to have appropriate Safe Systems of Work in place for use of fuel they use. With the appropriate public liability insurance. It is the trader's responsibility to ensure that their stall is not a health and safety risk to all users of the High-street.	1	5	5					
Electricity in use	CTC staff, stallholders, members of the public.	Traders are given access to electricity point during trading hours. It is the trader's responsibility to ensure they have the relevant IP rating for their equipment and to carry out regular PAT testing	1	5	5					



		of their equipment. Traders to report any issue with Electricity points to CTC immediately when finding any faults. CTC staff to regularly inspect electricity points for faults. Electricity that is the responsibility of Wiltshire Council will be reported directly to WC contractors for the immediate repair.								
Accidents, incidents or near misses relating to Market in operation	CTC staff, stallholders, members of the public.	All incidents and accidents to be reported to CTC Staff 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 in The Town hall as is an exterior Defib.	1	2	2					