

**Template Health and Safety Policy   
and Risk Assessment**

The NMTF is the only national trade association for market and street traders, events retailers and mobile caterers in the UK.

This template risk assessment contains hazards associated with businesses that have a **general** **retail** component.

Every business is different and will have **unique hazards** that relate to the everyday operation of their style of retailing.

As a business owner, you have a legal responsibility under health and safety law to control the risks that lead to hazards developing.

In order to do this you need to think about what might cause harm to people interacting with you and your business during its operation.

You must take reasonable steps to prevent this from happening and regularly review that these processes are working effectively.

**Who needs a risk assessment?**

A risk assessment is something you are required by law to carry out for the safety of yourself and others.

You may be required to provide a written risk assessment as part of an application procedure to trade on a market or event.

We all need to ensure that we reduce the risk of transmission of **COVID-19 (Coronavirus)** in our places of work.

**What do I need to consider?**

You are probably already taking steps to protect yourself and your employees, but a risk assessment will help you decide whether you have covered all you need to.

A risk assessment must show that:

* A proper check was made
* You researched who might be affected
* You dealt with all the obvious significant hazards, taking into account the number of people who could be involved
* The precautions are reasonable and the remaining risk is low
* You involved your employees in the process
* Your business is ‘Covid Secure’

If your risk assessment identifies several hazards, you need to put them in order of importance and address serious risks first.

The Health and Safety Executive has information about controlling risks, here: [*www.hse.gov.uk/risk/controlling-risks.htm*](https://www.hse.gov.uk/risk/controlling-risks.htm).

The UK Government has information about working safely during COVID-19 (Coronavirus), here: [*www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches*](https://www.gov.uk/guidance/working-safely-during-coronavirus-covid-19/shops-and-branches).

For further advice on your own situation, the NMTF can be contacted on 01226 749 021 or [support@nmtf.co.uk](mailto:support@nmtf.co.uk).

[**members.nmtf.co.uk**](https://members.nmtf.co.uk/)(members only)[**www.nmtf.co.uk/coronavirus**](https://www.nmtf.co.uk/coronavirus)(for everyone)

**HEALTH AND SAFETY POLICY**

|  |  |
| --- | --- |
| **This is the statement of general policy and arrangements for:** | [Business Name] |
| **Overall and final responsibility for health and safety is that of:** | [Owner/Employer Name] |
| **Day-to-day responsibility is delegated to:** | [Owner/Employee Name] |

|  |  |  |
| --- | --- | --- |
| **Statement of general policy** | **Responsibility of**  [Name / Title] | **Action / Arrangements**  [Customise to meet your own situation] |
| Prevent accidents and cases of work-related ill health and provide adequate control of health and safety risks arising from work activities |  |  |
| Provide adequate training to ensure employees are competent to do their work |  |  |
| Engage and consult with employees on day-to-day health and safety conditions and provide advice and supervision on occupational health |  |  |
| Implement emergency procedures - evacuation in case of fire or other significant incident |  |  |
| Maintain safe and healthy working conditions, provide and maintain equipment, and ensure safe storage and use of substances |  |  |

|  |  |
| --- | --- |
| Health and safety law poster displayed: |  |
| First-aid box and accident book located:  **Accidents and ill health at work reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations** |  |

|  |  |
| --- | --- |
| Signed: [Owner/Employer] | Date: |
| Subject to review, monitoring and revision by: [Owner/Employer] | Every: |

**RISK ASSESSMENT - COVID-19 (CORONAVIRUS)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What is being done to minimise risk? | Supervised by whom? | To be actioned by | Action completed |
| Lack of awareness of COVID-19 | Enable transmission of the coronavirus to traders/staff/public | Inform ourselves about COVID-19 and social distancing  Learn about and how to recognise symptoms  Undertake a course from the Virtual College  Review guidance from the UK Government and the NMTF | Owner |  |  |
| Transmission of the coronavirus from objects, including equipment and stock | Enable transmission of the coronavirus to traders/staff/public | Ensure suppliers are ‘Covid Secure’  Clean equipment and stock with household disinfectant  Wear disposable gloves and use disposable cloths  Washing hands with soap and water  Wash clothing frequently, using warmest settings  More time to set-up and close-down  Work back-to-back or side-to-side, keep in groups  Increase frequency of surface cleaning  Pack all goods for in a carrier bag for the customer OR allocate a packing station, which is cleaned after every use  Ask customers not to touch items, if this happens item will be removed and cleansed | Owner |  |  |
| Transmission of the coronavirus from owner/staff/public | Enable transmission of the coronavirus to traders/staff/public | Wear a face covering if social distancing is not possible  Use sneeze guards for ‘touch points’ on the stall e.g. serving, packing and ‘order and collect’ points  Use signage to remind and reassure customers  Mark out the customer’s journey on the floor  Discourage crowding e.g. floor markings, verbal warnings  Have free hand sanitiser available to the public  Take card payments using a contactless reader  Cut down on number times needed to leave the stall  Stay in regular communication with other traders  Cooperate in good faith with management on health and safety measures for areas outside of my responsibility | Owner |  |  |

**RISK ASSESSMENT - GENERAL**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| What are the hazards? | Who might be harmed and how? | What is being done to minimise risk? | Supervised by whom? | To be actioned by | Action completed |
| Slips and trips | Owner/staff/public may be injured if they trip over or slip on objects or spillages | Housekeeping kept to a good standard  Storage items kept away from stall once set up  Equipment maintained to prevent poor performance  Any breaks/leaks reported to responsible person  Waste / spillages cleaned immediately to ensure a dry floor  All electrical cables are covered  Suitable footwear is worn to prevent falls | Owner |  |  |
| Stall/gazebo | Owner/staff/public may be injured tripping over or part of the stall/gazebo falling over | Stall/gazebo is maintained to a good standard  Trained in erecting stall/gazebo correctly  Stall/gazebo is held down by stall weights  All loose threads or ropes are secured  Any damage is reported as soon as identified  Stall inspected monthly for any deterioration or faults | Owner |  |  |
| Manual Handling | Owner/staff may suffer injury from heavy lifting. Public may suffer injury through the mishandling of stock | Training undertaken by owner/staff for lifting  Loading and unloading is supervised  Heavy items are attended by two or more staff  Boxes containing stock are fit for purpose | Owner |  |  |
| Shock from electrical equipment | Owner/staff may be injured from faulty electrical equipment | Training undertaken to use equipment safely  Equipment is PAT tested on a regular basis | Owner |  |  |
| Subject to cold temperatures | Owner/staff may be subject to cold, wet and icy weather | Warm clothing encouraged and/or provided  Business has severe weather policy for the stall | Owner |  |  |

|  |  |
| --- | --- |
| Signed: (Owner/Employer) | Date: |
| Subject to review, monitoring and revision by: | Every: |