

**Risk Assessment/COVID - 19**

**Trader Risk Assessment – Covid-19 Thame Country Fair August 30/31<sup>st</sup>**

**For Living Heritage Exhibitors & Concessions Using Ground Space with their own Trailers and Marquees**

PLEASE ANSWER ALL QUESTIONS	Yes	No	N/A
1 Is the stall a solid one piece unit (i.e. Pop-Up gazebo)? <ul style="list-style-type: none"> <li>• Are staff trained in erecting stall/gazebo?</li> </ul>			
2 Is the stall made of several parts? <ul style="list-style-type: none"> <li>• Are staff trained in erecting stall/gazebo?</li> </ul>			
3 Is your self-erected stall in good, working condition and fit for purpose?			
4 When erected does the stall form a solid structure and do you have sufficient measures for securing the stall against windy conditions?			
5 If a canopy is used is it in good order and condition?			
6 If tables/stands etc are to be used in conjunction with the stall are they in good and safe condition?			
7 Does your stall require a fire extinguisher (must be provided you)?			
8 Do you use a generator with your stall? If your generator is fuel powered where do you store the fuel?			
9 Are the regulators on your bottles gas supply checked and fit for purpose?			
10 Do you possess a Gas Safe certificate for gas appliances?  Certificate required on request.			
11 Are all 240v electrical items PAT tested?  Certificate required on request.			
12 If your outlet requires personal food hygiene certificate(s) do all serving staff possess this?  All copies to be provided to the Council.			
13 Slips and trips <ul style="list-style-type: none"> <li>• Do any stored items/access stock become an obstruction within the stall once business is set up?</li> <li>• Spillages or dropped produced are they cleaned immediately?</li> <li>• Are cables are covered?</li> <li>• Do any placed gazebo clips able to cause an injury?</li> </ul>			
14 Have you and your staff undertaken manual handling training?			

**COVID-19 RELATED GOVERNMENT RESTRICTIONS**

**Please print clearly**

15 **Social Distancing.** You and any staff will be required to observe social distancing and ensure your customers comply when queuing.

Draw layout of your stall:

Please state below how you will maintain distancing between you and your staff and between staff and customers when serving them and when they are queuing.

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### 16. Reducing risks for spreading Covid-19 - Staff

Please state below what measures you and any staff will take to maintain personal hygiene to reduce the spread of the COVID-19 virus.

### 17. Reducing risks for spreading Covid-19 - Customers

Please state below any measures your business will be taking to provide your customers with personal hygiene to reduce the spread of the COVID-19 virus.

### 18. Using hand sanitiser.

Apply the gel product to the palm of one hand. Rub your hands together. Rub the gel over all the surfaces of your hands and fingers. Before the gel evaporates (approximately 10 seconds) repeat sequence again while still moist. This is the equivalent of 20 seconds of hand washing with soap and water.

Do you understand these instructions?    **YES**    **NO**

### 19. Removal and Disposal of Disposable Gloves

Pinch and hold the outside of the glove near the wrist area. Peel downwards, away from the wrist, turning the glove inside out. Pull the glove away until it is removed from the hand and hold the inside-out glove with the gloved hand. Then repeat ensuring loose glove is contained within the second glove. Dispose gloves into waste bin straight away.

Do you understand these instructions?    **YES**    **NO**

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**20. Are you displaying social distancing signage?**

**21. How many customers you can safely accommodate in your stall?**

**Trader Business Name:** .....

**Signature:** ..... **Print Name:** .....

**Date:** ...../...../..... (dd/mm/yyyy)