



## 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 could 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 that harm 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.

However, if you have fewer than five employees, law dictates you don't have to write this down and keep a record.

An operator of a market or market type event may require you to provide a written risk assessment as part of the application procedure.

### **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 or their representatives in the process

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

The NMTF recommends undertaking a risk assessment before you set up and close down at the end of trading.

More information on conducting a risk assessment can be found at [www.hse.gov.uk/risk/controlling-risks.htm](http://www.hse.gov.uk/risk/controlling-risks.htm)

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

## HEALTH AND SAFETY POLICY

**This is the statement of general policy and arrangements for:**  
**Overall and final responsibility for health and safety is that of:**  
**Day-to-day responsibility is delegated to:**

[Business Name]
[Owner/Employer Name]
[Employee Name]

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

Health and safety law poster is displayed:	
First-aid box and accident book are located:	
Accidents and ill health at work reported under Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (www.hse.gov.uk/riddor)	

Signed: [Owner/Employer]	Date:
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What are the hazards?	Who might be harmed and how?	What is already being done to minimise risk?	Further suggested precautions?	Supervised by whom?	To be actioned by	Action completed
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Subject to review, monitoring and revision by: [Owner/Employer]	Every:
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		<ul style="list-style-type: none"> <li>• Housekeeping kept to a good standard</li> <li>• Storage items kept away from stall once business is set up</li> <li>• Cooking equipment maintained to</li> </ul>				
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		<ul style="list-style-type: none"> <li>• Spillages are cleaned by staff immediately to ensure a dry floor</li> <li>• All electrical cables are covered</li> <li>• Any dropped produce is cleaned by staff immediately</li> </ul>				
Stall/gazebo	Staff/public may be injured tripping over or part of the stall/gazebo falling over	<ul style="list-style-type: none"> <li>• Staff trained in erecting stall/gazebo correctly</li> <li>• Stall/gazebo is held down by stall weights</li> <li>• All loose threads or ropes are secured</li> <li>• Stall/gazebo is maintained to a good standard</li> <li>• Any damage is reported to owner as soon as identified</li> </ul>	Stall inspected on a monthly basis for any deterioration or faults			
Manual Handling	Staff may suffer injury from heavy lifting. Public may suffer injury through the dropping of stock or staff bumping into public whilst carrying stock	<ul style="list-style-type: none"> <li>• Training undertaken by staff for lifting</li> <li>• Loading and unloading is supervised to ensure public do not wander too close</li> <li>• Heavy items are attended by two or more staff</li> <li>• Boxes containing stock are maintained</li> </ul>				
Subject to cold temperatures	Staff may be subject to cold, wet and icy weather being on an outdoor market	<ul style="list-style-type: none"> <li>• Staff are provided with branded jumpers and jackets</li> <li>• Health and safety policy is in place to determine whether the business will trade in bad weather</li> <li>• Staff are allowed to wear gloves, hats and scarves</li> </ul>	Staff to be provided with anoraks for wet weather			

## RISK ASSESSMENT

Slips and trips	Staff/public may be injured if they trip over or slip on objects or spillages	<ul style="list-style-type: none"> <li>• Housekeeping kept to a good standard</li> <li>• Storage items kept away from stall once business is set up</li> <li>• Cooking equipment maintained to prevent leaks</li> <li>• Any leaks reported to owner as soon as identified</li> <li>• Spillages are cleaned by staff immediately to ensure a dry floor</li> <li>• All electrical cables are covered</li> <li>• Any dropped produce is cleaned by staff immediately</li> </ul>	Ensure suitable footwear is worn by staff to prevent falls			
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Signed: (Employer)

Date:

Subject to review, monitoring and revision by:

Every: