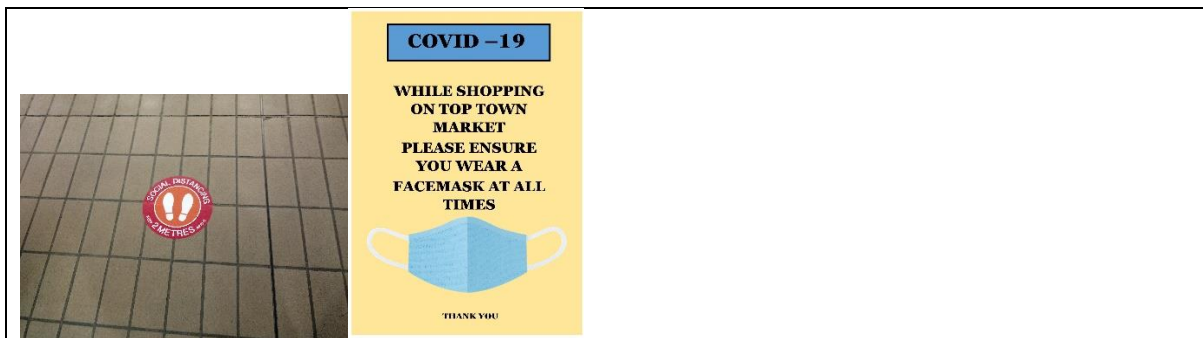


COVID-19 Secure - Building assessment

Section 1: Assessment Details	
Building Name	Market Hall
Assessors Name(s)	Lindsay Sands
Date of Assessment	23rd September 2020
Section 2: Aims and Objectives	
<ul style="list-style-type: none"> Establish the maximum occupancy numbers for the market – using the 1 metre social distancing rule. Define any standards for the use of the building/workplace including workstations, welfare facilities, access & egress, lifts. 	
Section 3: Equipment Required	
<ul style="list-style-type: none"> 1 metre ruler Hazard tape A phone or camera to take pictures Access to hand washing facilities or hand sanitiser for personal use. COVID-19 checklist - Printed Posters Printed – Limited number of the public allowed in market at any one time, Please follow the one-way system, Please keep your social distance. 	
Section 4: Entrances	
<ul style="list-style-type: none"> Display posters reminding people to social distance One-way system in place Display poster: Limited amount of people allowed. Display poster for the public to follow one-way system Place hazard tape 2 meters apart directing queueing system (if needed) All doors to be kept in the 'open' position All ENGIE staff to wear appropriate PPE (gloves) and a face covering Display sign: Wearing of face coverings is compulsory in the Market, unless you have an exemption outlined in the Government guidelines. 	
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="border: 1px solid black; padding: 5px; width: 20%;"> <p style="text-align: center; font-weight: bold; font-size: small;">PLEASE NOTE</p> <p style="text-align: center; font-size: x-small;">TO KEEP EVERYONE HEALTHY & SAFE</p> <p style="text-align: center; font-size: x-small;">WE ARE LIMITING THE AMOUNT OF PEOPLE WHO CAN SHOP AT ANY ONE TIME</p> <div style="text-align: center;"> </div> <p style="text-align: center; font-size: x-small;">PLEASE FOLLOW THE ONE-WAY SYSTEM</p> <div style="text-align: center;"> </div> <p style="text-align: center; font-weight: bold; font-size: x-small;">THANK YOU!</p> </div> <div style="width: 30%;"> </div> <div style="border: 1px solid black; padding: 5px; width: 25%; text-align: center;"> <p style="background-color: yellow; font-weight: bold; margin: 0;">STOP</p> <p style="background-color: yellow; font-weight: bold; margin: 0;">THE SPREAD OF CORONAVIRUS</p> <p style="font-weight: bold; font-size: small;">PROTECT YOURSELF & OTHERS AROUND YOU</p> <p style="font-size: x-small;">PLEASE KEEP YOUR DISTANCE</p> <div style="text-align: center;"> </div> <p style="font-weight: bold; font-size: small;">THANK YOU! KEEP HEALTHY KEEP SAFE</p> </div> </div>	



Section 5: Market Hall

- Display poster for the public to follow one-way system
- Arrows displayed on the floor directing members of the public
- Increased cleaning regime in place to wash any touch points on a regular basis
- Display Posters, please keep your distance and wear a face covering.



- Each stall responsible for their own queuing system
- Each Trader to Risk Assess (RA own area and provide any processes to combat the spread of COVID-19 in-line with the government guidelines)
- All ENGIE staff to wear appropriate PPE (gloves)
- All ENGIE staff to wear a face covering, unless in the exempt category outlined in government guidelines
- All ENGIE market staff part of social work bubble
- Where a 2mtr distance cannot be maintained by ENGIE staff. Other measures will be put in place such as not speaking face to face but side on and continual movement away from people if exempt from wearing a face covering outlined in the Government guidelines.
- All doors to be in the open position using auto release mechanisms in case of a fire
- Evacuation process in operation
- Open shutters on Redhill to allow extra ventilation of the market with a sign stating 'no entry to the public'
- As footfall increases above 250 restrictions on access will be in place until a controlled level is once achieved

Section 6: Trader Prep Area

- Display poster allowing only one person at a time to use the hand washing station
- Display poster allowing only one person at a time to use the prep area sink
- Area defined by hazard tape

- Provide hand cleaning solution advising users to wash hands for at least 20 seconds



Section 7: Toilet Areas

- Determine number who could enter and stay safe. - In most toilets the maximum would be 2.
- Put posters up



- Prop open the outer doors
- Limit the amount of cubicles in use to allow for the 2 meter distance
- Limit amount of sinks in use to allow 2 meter distance
- Limit amount of urinals in use to allow 2 meter distance

Section 8: WorkStations

- Office team to use own office area
- Clean down workstation on arrival and on leaving for the day
- Visitors to be seated at 2 meter distancing directed by the placement of chairs
- Limit the amount of visitors to the office area

Section 9: Lifts

- All lifts are restricted to one person at a time unless they are part of the same household.
- Place posters on lift area (Devonshire House & Trader Lift)



- Friargate lift out of action to assist with managing numbers of public permitted entry.
- Lift not in use cordoned off and adjacent stairwell (Friargate)

Section 10: Customer entrance to payment window

- Office common area restricted to one person at a time
- Place poster at entry to the office stairwell
- Prop open office door from the market
- Visitors signing in book to be completed by staff

Section 11: Mess Rooms

- Staff mess room door propped open to allow easy access
- All personal items stored away
- All dining equipment to be washed and stored when finished with
- Trader mess room not to be used
- All staff to wash hands on a regular basis throughout work shifts

Section 12: Compactor

- Compactor door left open and locked off so traders can dispose of their own rubbish
- Hand sanitiser available to use
- Door to waste area propped open to allow ease of access.

Section 13: Service Yard

- No parking of vehicles
- All deliveries carried out immediately and vehicle removed
- No access by the public – Poster placed in area and area coned off

Section 14: Storage Areas

- Trader lift – one person at any one time
- Access by permitted traders only
- Stairwell handrails regularly cleaned

Section 15: Signage

- Our safety guidelines are displayed in key locations around the market to remind the public & traders how to conduct themselves in the safest manner. The Government guidelines are constantly reviewed and processes updated to ensure a safe working environment.
- Keep your distance poster placed on each entrance and around the building.
- Follow one-way system.

Section 16: Assessor Comments – Including any restrictions

- Prospective new traders – All new traders will be shown around by appointment.
- Traders are required to risk assess their own businesses following Government COVID-19 guidelines.
- Traders are encouraged to limit the amount of employees in at any one time.
- Traders are to ensure all staff are wearing face coverings and appropriate signage is in place to inform staff and customers to wear face coverings.
- If Traders and ENGIE team members are displaying symptoms linked to COVID-19 they are required not to enter the market hall and self-isolate in accordance with NHS and Government guidelines.
Incidents which have been diagnosed or presented as COVID-19 are to be reported to the market management team.

Room number/name	Maximum Occupancy	Number of hand sanitizer
Market Hall – Public access	250 at any one time	Not applicable due to the elimination of touch points
Toilets	2	Hand wash facilities
Prep Area – Hand wash sink	1	Hand wash facilities
Prep Area – prep sink	1	Hand wash facilities
Compactor	2	1 hand sanitizer
Offices	5	1 hand sanitizer
Lifts	1	N/A
Staff Mess Room	3	1 hand sanitizer

Max occupancy for the building using social distancing: 250 members of the public plus traders and staff