

Supplementary Papers for Licensing Sub-Committee

Date: Friday, 27 November 2020



5. Notice of Temporary Event - Saxon Square, Christchurch BH23 1QA

3 - 28

Mr Paul Kennedy has given two Temporary Event Notices (TENs):

- Thursday 3rd December 2020 to Sunday 6th December 2020
- Tuesday 8th December 2020 to Sunday 13th December 2020

Both TENs request 09:00 to 18:00 for the sale of alcohol (on and off the premises) and regulated entertainment.

Published: 26 November 2020

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Market Square Group/Zoom Events

Physical (Social) Distancing Plan – Christchurch Christmas Market 2020

All of the measures detailed in this plan are on the assumption that Christchurch remains in Tier 1 after lockdown ends 2nd December 2020.

Once the Christchurch tier is confirmed the market, and content, will be reviewed accordingly – early indications are that all retailers will be allowed to open and trade in the run up to Christmas.

Following guidance from local police the alcohol on-sales have been removed from this market. There will be one stall making off-sales, for consumption off site.

Regular reminders will be issued to visitors regarding their obligations to adhere to physical distancing under current government guidelines (including the Rule of Six legislation).

We have scaled back the advertising radius for markets, and do not expect to see mass visitors over the course of the market. We anticipate that most visitors will pass through, after making purchases, rather than stay at the market.

Local demographics would suggest no more than 100 people at peak times. Christchurch has an older population, who tend to not congregate in large groups or come out for a long period of time.

Physical (Social) Distancing Plan

Set up Schedule (& Trader Arrival)

- Traders will be allocated a time slot for arrival, and be positioned in such a way so that they adhere to current physical distancing guidelines.

De-Rig Schedule

- This will be a reverse procedure to set up, with a reminder to traders to ensure that they adhere to current physical distancing guidelines.

Public Safety

- Work with venues to increase the size of the communal area, providing more space for physical distancing and seating.
- The Christchurch plan has been recently revised, with spacing, to mitigate pinch points.
- Cafes/Coffee Shops with outdoor seating have been taken into account, and we will ensure that distance requirements are adhered to.
- Signs/Markers will be placed outside of the market, to ensure that everyone adheres to current guidelines.
- Reduce the radius in which we advertise, to attract less people to the market.
- Any seating provided will be positioned with a minimum 2m gap between tables, with rope/barriers used as a divide.
- Queuing areas, for all stalls, with 2m distance between them and markers where appropriate.
- Contactless card payments will be encouraged where possible
- Hot food traders will display signs to request that only 1 member from each party queues for food
- Notices will be prominently displayed around the site to remind people to keep distance from people who are not part of their household/bubble.
- Market staff/stewards will monitor visitors, and groups larger than 6 will be challenged
- Extra sanitising stations will be brought in, to be available for use.
- Inform visitors of the measures we have in place in advance of the event, via the event website and social media.
- Place notices/posters around the event, and on social media in the run up to the event to advise anyone who is showing symptoms of COVID 19 that they should not visit the market, and seek medical advice if appropriate.
- In addition to the usual checks, food businesses re-opening after a period of closure/inaction due to COVID-19 should also make reference to the specific checklist published by the Food Standards Agency <https://www.food.gov.uk/business-guidance/reopening-checklist-for-food-businesses-during-covid-19>
- Additional Terms and conditions have been added to our booking process with traders -

COVID-19 AND SOCIAL DISTANCING MEASURES

The Stall Holder shall abide with all social distancing methods put in place by the company in relation to the ongoing Covid-19 pandemic to create the safest possible environment for all event attendees. These measures will be clearly communicated via our e-newsletter, website, blog, social media channels, booking instructions, signage and event stewards.

Where stalls are selling hot food, cold takeaway, groceries or other foodstuffs, The Stall Holder must provide and adhere to a clear policy for handling goods and money hygienically which prevents cross contamination.

Whilst The Company will take appropriate measures to install extra hand sanitation and hand washing facilities onsite, The Stall Holder will be responsible for providing appropriate sanitation and social distancing measures on their stall. This includes, but is not limited to, provision of hot water for hand washing, hand sanitiser, sneeze guards, face masks, disposable gloves, cleaning equipment and contactless payment facilities.

Non-compliance with the sanitation and social distancing measures required by The Company or its appointed event stewards may result in The Stall Holder being unable to trade at the event and/or the closure and removal of their stall.

Managing Numbers

- Agreement has been made with Saxon Square Centre that if the numbers exceed a safe capacity then the Christmas Market area will be cordoned off and operated on a temporary one in/one out basis. Should this be necessary clickers will be used.
- We do not feel that a one way system is necessary, as leaving the market open (subject to capacity numbers) allows for people to enter and exit at different points, helping to keep numbers at a safe level.
- A walkway has now been added to allow for people who are passing through, and do not wish to meander the Christmas Market stalls.

Trader Support

- Additional reminders in the run up the market, via newsletters, terms & conditions and arrival details – have they got -
Disposable gloves, hand sanitiser and cleaning equipment
Sneeze guards
Face masks for on-site staff
An order and collection option, to prevent queues
Contactless card payment as an option
- Traders will also be reminded not to handle food and cash with the same gloves.
- Extra gloves will be with the site team, to ensure that no-one is without.
- Temporary fence/barrier 2m in front of each stall, with only individuals/household groups/bubbles to enter at any one time.

This document will be reviewed regularly, in accordance with the latest Government updates

Below are some images taken from markets/events that have run earlier this year -







EVENT MANAGEMENT PLAN – CHRISTCHURCH CHRISTMAS MARKET 2020

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INTRODUCTION

Market Square Group is providing the Christchurch Christmas Market Thursday 3rd December to Sunday 13th December 2020.

Market Square Group is an experienced event provider, delivering the Christchurch Christmas Market for the first time. This particular market is based on similar Markets we have organised elsewhere.

This market is aimed primarily at engaging the local community, but it is hoped that visitors will be attracted from further afield. Promotion of the event will be directed to a local audience around Christchurch.

Market Square Group will be liaising throughout the build up to the market with BCP Council Events Team and Mandy from Stir Events, and actively seeking to involve/accommodate local businesses and artists. For more information on the theme, please see our website.

For trader information please visit <https://www.marketsquaregroup.co.uk/core/events> where you will find Christchurch Market listed, with three different date options.

For visitor information please visit <https://www.zoomevents.co.uk/christchurch-christmas-market/> This webpage will be added to in the run up to opening.

Market Content and Format

- Pop up kitchens selling street Food and Farmer's Market Stalls
- Food and craft market
- Stall with alcohol in sealed containers for consumption off the premises

The market will take place over 11 days

Thursday 3rd 10.00 until 17.00

Friday 4th & Saturday 5th 09.00 until 18.00

Sunday 6th 10.00 until 17.00

Monday 7th 09.00 until 17.00

Tuesday 8th 10.00 until 17.00

Wednesday 9th & Thursday 10th 09.00 until 17.00

Friday 11th & Saturday 12th 09.00 until 18.00

Sunday 13th 10.00 until 17.00

MARKET STAFFING STRUCTURE

KEY EVENT PERSONNAL & RESPONSIBILITIES

Paul Kennedy	Event Director & Organiser	Management of all event aspects
Lesley Kennedy	Finance Director	Financial matters
TBC	Site Manager	Operation of the site and liaison with traders/authorities
Susan Strickland	Office Manager	Event production
Emma Lloyd	Project Manager	Trader liaison
TBC	Security	Security manager

EVENT CONTACT LIST

Staffing levels will be adjusted to meet site and operational requirements, but the key contacts will remain constant.

ROLE/SERVICE	NAME	CONTACT NUMBER/NOTES
MSG Event Director	Paul Kennedy	
MSG Office Manager	Susan Strickland	
MSG Project Manager	Emma Lloyd	
MSG PR & Marketing	Lightning Transformations	
MSG Site Manager	TBC	
MSG Health & Safety Officer	Matthew Jolly	Contact through Site Manager
EDS Build Manager	Alan Bell	Contact through Site Manager
BCP Council	Christine	
Saxon Square Hire	Mandy Polkey	
Police	Response	General – 101, Emergency - 999



Site Security	TBC	
Medical Supply	Not Applicable	
Parking	Traders own	Traders make their own arrangements
Power Installation	Event Design Solutions – Generators	Contact through Event Manager
Mini Marquees	Event Design Solutions	Contact through Event Manager
Water Supply	TBC	
Waste Water Provision	TBC	
Waste Collection	TBC	
Ground Protection Supply	Ground protection mats where necessary	Contact through Event Manager
Fencing	Event Design Solutions	Contact through Event Manager



OPERATIONAL METHOD STATEMENT

This method statement will be detailed and updated prior to the event and, if appropriate, in consultation with the SAG incorporating:

- Build Schedule
- Set-up schedule
- Set-up operation
- Operational times
- De-rig schedule
- Additional Information

Build Schedule

The Event Director & Site Manager will be on-site from 12:00 on Wednesday 2nd December 2020 to make contact with local representative and mark out site areas for build and electrical installation.

Build/installation will begin at 12:00

Market space to be fenced off during build where necessary.

Electrical installation to be signed off by 9:30 on Thursday 3rd December 2020.

All stalls in position by 9:30 on Thursday 3rd December 2020.

Saxon Square Stalls – These stalls will be cleared down after close on Sunday night, and re-built on Monday night, to ensure that the Monday Market area is clear.

Set up Schedule (& Trader Arrival)

- Stall holders/Traders will arrive on site from 06:00 on Thursday 3rd December 2020.

- Traders will make their way to the market site. Those who have been granted DIRECT ACCESS will make themselves known to the Site Manager and or steward on duty who will check details prior to permitting stall to set up.
- Any vehicle requiring special consideration due to size of vehicle and or volume of stock/weight of stock will be highlighted in the event notes.
- All trade vehicles will be off the site by 9:30 on Thursday 3rd December 2020 / 08.00 on all market days.
- Trading will commence and end each day as specified in trading hours.

ALL VEHICLES WILL ACCESS THE SITE AS SPECIFIED IN THE JOINING INSTRUCTIONS

Set-up Operation

Staff Briefing

The Event Director, Site Manager, Security Personnel and Stewards will meet during set-up to be briefed on Emergency Procedures as laid down by BCP Council and by MSG; and will be in contact during the period of the market by mobile phone and/or radio phones. See 'Emergency Procedures' detailed below.

Vehicle Movement

- Hazard lights will be turned on during any vehicle movement.
- No vehicle will be permitted to move back onto site to restock or otherwise until the area is sufficiently clear of visitors.
- The procedure will continue according to 'Vehicle Access' detail below until final vehicle leaves the site at 23:00.

AN EMERGENCY ROUTE PATHWAY THROUGH THE SITE WILL BE LEFT CLEAR FOR THE DURATION OF THE MARKET. ONCE UNLOADED, ALL VEHICLES WILL BE REMOVED

Positioning of Stalls

The Site Manager will supervise the positioning of the stalls according to the site plan throughout the set-up period, when set-up is complete and the site is to be finally vacated. During this time, personnel under the supervision of the chief electrician will be running out power cables, above head height at a safe level OR on the ground with rubber safety matting to cover them. See 'Electricity Detail' (Appendix 7).

Final connections will be tested and then made safe before the site is vacated each night.



No heavy lifting or specialist equipment is being used during the set-up and breakdown of this market. However, risk management still applies and is noted in the 'Manual Handling' and 'Poor Ergonomics' details set out below.

Ancillary Procedures

All ancillary procedures relevant to group actions (except electricity/power) are as detailed below:

1. Poor Housekeeping Detail - Under the control of the Market Manager

- a. Stalls to be inspected by Market Manager prior to market opening and observed and monitored during opening hours.
- b. Stall holders to be advised of any potential hazard and will be expected to rectify same immediately.
- c. Any flooring hazard noted prior to or during market operation will be reported to Market Manager and noted in the daily log.
- d. Any damage will be reported immediately to Market Manager and noted in the daily log.
- e. Any instructions given subsequently to the Market Manager will be complied with immediately by stall holders

2. Manual Handling Detail - Stall Holders to take necessary precautions. Advice from Market Manager available

- a. Erection of stalls and stocking of same to be controlled by the Market Manager
- b. Stall holders will be actively encouraged to help each other with lifting.
- c. Anyone seen to be lifting inappropriately will be advised on proper technique by the Market Manager
- d. Any special van loading or unloading arrangements are detailed in a section below.

3. Poor Ergonomics Detail

Market Manager to observe and advice.

4. Hazardous Substances Detail

Hazardous substances are **FORBIDDEN** on this market. Any stall holder in breach of this condition will be warned to remove anything that is considered to be hazardous. Anyone remaining in breach of this condition will be removed from the market forthwith.

Operational Times

- During the market trading hours, no re-stocking will be permitted to eliminate the possibility of trip, fall or crushing accidents. All re-stocking will take place by hand from the access point. In exceptional circumstances the Market Manager could allow vehicle access as per set-up.
- The Market Manager will only permit this at their sole discretion.
- At the end of trading each day the Market Manager will hand over to Site Security personnel and brief them as necessary before leaving the site. Security personnel will inspect the site before the Market Manager hands over and leaves the site.
- The Site Manager will be on-site each day prior to a new day of trading and will be on-site before security personnel hand back the site.

De-rig Schedule

- From 18:00 on Sunday 13th December 2020, the Event Director & Market Manager will supervise the breakdown of the event facilities and market and begin the access of vehicles in a safe and orderly manner.
- Stall holders and trade vehicles will off site by 23:00 on Sunday 13th December 2020.
- When the site has been finally vacated, the Market Manager will depart.

Additional Information

Pre-Planning

The Market Square Group Event Team meets regularly under the direction of Paul Kennedy to plan the detailed operation of the event and operate 'what if' scenarios to test the Event Plan. Each trader is analysed for potential safety hazards and advised in advance of any on-site requirements that will need to be addressed before arrival. These include set-up, appliance testing, inspection of electricity feeds and inspection of gas supplies. Stall siting is an integral part of the planning process.

Communications

Communications will be via mobile phone for key site staff as detailed in Contact List

Water Provision

TBC



Waste Water Disposal

Blue barrels provided by EDS

Waste Management

TBC - Litter pick during event periodically throughout days conducted by stewards and Market Manager

Toilet Facilities

Local toilets are available nearby

Security

Security will be provided out of hours and overnight. All staff will be SIA registered. Hours will be 18:00 until 07:00

Medical Supply

Not applicable.

Parking for Traders

Traders will be responsible for making their own parking arrangements, many will find accommodation close by. All traders will be referred to Parkopedia to assist them in finding a safe place to park their vehicle if required.

Post Event

After the market a full review process is undertaken with staff, services, safety team and event team. Public and host venue TBC feedback is evaluated. Plans for future improvements are noted to be actioned for a repeat event or other similar markets.

MAJOR INCIDENT PROCEDURES

Specific Roles

Site Manager: coordinate evacuation of market/ liaise with emergency services and all site personnel

Stewards – ensure that emergency egress points are open and clear. Assist with evacuation

Emergency Situation Details

1. Event Director, Market Manager, Traffic Manager, Health and Safety Manager, Security Personnel and Stewards will meet during set-up to be briefed on Emergency Procedures and will be in contact by mobile phone during the period of the event.
2. Written instructions on code words and procedure will be supplied to all appropriate Market Square Group Ltd. personnel in writing by BCP Council if deemed appropriate.
3. A flexible emergency situation response plan will be implemented as follows:
 - a) Any steward or official becoming aware of a potential untoward incident or emergency situation must advise the Event Director as soon as possible, preferably by radio. A concise location and situation report should be given.
 - b) On receipt of this information the Event Organiser will conduct an assessment to determine if the circumstances do in fact amount to a potential emergency situation. If assessed as such, then the emergency situation response plan will be implemented. Otherwise the Event Organiser will manage the occurrence as an untoward incident.
 - c) A decision will be taken whether or not to call a halt to some or all of the events being held at the time.
 - d) Radio traffic, unless essential, should be restricted to that between the initial caller and the event organiser. Any deviation from this protocol will be instigated by the Event Organiser.
 - e) The Event Organiser, in consultation with the Site Manager, will determine the appropriate action plan required to respond to the prevailing circumstances.
 - f) The action plan will then be relayed by radio to stewards and officials who will act as per their instructions.
 - g) If an evacuation of any part of the event is required, stewards and police officers will prevent any re-entry without specific permission from the senior police officer on site.



Suspicious Packages

Any suspicious packages found on-site will be reported to the police, for their attention.

Event director will apply HOT principles –

- Has the item been deliberately **hidden**?
- Is the item **obviously** suspicious?
- Is the item **typical** for the location?

Bomb Threat

Form – Actions to be taken on receipt of a bomb threat is available for completion

This form is held in the office for any threats received by email/telephone/social media, and a copy is also in the event folder kept on-site, should there be a threat made during the market.

Following completion of this form it will be escalated to the local police via security

Evacuation Routes & Rendezvous Site

As there are numerous exits from the centre and it is assessed that site evacuation presents no abnormal risk. Evacuation will be directed away from the hazard co-ordinated by the Market Manager and local stewards/venue staff.

MINOR INCIDENT PROCEDURES

LOST CHILDREN and VULNERABLE PEOPLE *(For the purpose of this event, lost children are defined as those aged 14 or under).*

The 'lost child' rules as set down below will be **strictly adhered to.**

Care guidelines:

- Children/ Vulnerable Person should not be left in the sole care of one person.
- No food or drink, except plain water should be given to children in case of allergies.
- The person claiming the child / vulnerable person should complete a form to include their name and address.

Found Child/ Vulnerable Person Procedure

If a child is found unaccompanied, the following procedure should be implemented:

- Security should make immediate contact with the Event Director or Market Manager in case the parent/guardian has reported the child missing and advise that a child has been found. A code word ie Eagle will be used during communications, for the protection of the child.
- The child / vulnerable person is then escorted immediately by two security or MSG staff to the point indicated by the Event Director or Site Manager.
- A form must then be completed in the presence of the security staff to ensure detail of where the child was found.
- The child / vulnerable person will stay in the company of 2 adult members of the MSG team and or local venue staff, in full view of the public, until either the parents are found or the Police arrive.
- If a PA is available, the Event Director or Market Manager must request a message to be relayed over the PA system.
- If no-one has come forward to claim the child/vulnerable person after fifteen minutes the police will be contacted.

NO DETAILS OF THE LOST CHILD SHOULD BE RELAYED OVER THE PA SYSTEM, an example, "Could Mrs Smith please come over to?"

Missing Child / Vulnerable Person Procedure

- If a missing child report is made to security, they should advise the Market Manager to come to see the customer firstly, checking if child has been located, or secondly, complete a Lost Child Reporting form.
- The Market Manager will be informed of a missing/lost child and will immediately contact stewards and/or security guards.
- If the child is not located, the Market Manager will contact the Police **on 999 (or local number if available)**. Details of the child should also be circulated to stewards and stall holders and details passed immediately to the local officer on duty.
- Persons should not be given any access to a lost child before appropriate identification has been ensured. An unprompted description of the child along with the child's full name should be provided.
- The parent/guardian is reunited with child / vulnerable person and asked to fill out Lost Child Reporting Form
- If the child is reluctant to go with the parent/collecting adult, or if there is any doubt at all about the collecting adult/parent, the Market Manager will seek advice from the Police.
- Once a child/ vulnerable person has been reunited with their parent/guardian, the Market Manager will inform the police immediately (if been involved).
- In the event that parents attempt to collect their children from the MSG staff and they are clearly too intoxicated to care for them, we would regard this as a serious Child Protection matter and would call 999 to report this immediately. IN THE EVENT OF UNCERTAINTY, IT WILL BE THE RESPONSIBILITY OF THE POLICE TO DETERMINE IF THE CHILD / PERSON SHOULD BE ALLOWED TO GO WITH THE PERSON WHO IS CLAIMING THEM.

Fire Procedures

Event Director and staff are instructed not to fight a fire beyond a minor state but to concentrate on public safety and evacuation of the site.

All appropriate traders will have fire extinguishers and/or fire blankets on their stalls.

MSG also to provide extinguishers and fire blankets held in reserve on site.

In all circumstances immediately alert Emergency Services with situation report. Contact numbers are clearly marked on the Emergency Procedures Leaflet. Don't hesitate to call '999'

- All instructions from Emergency Services must be carried out immediately.
- Must remain in contact on site at all times.
- Site map and rendezvous points must be kept available at all times.

- Carry portable phone at all times.
- Contact numbers are stored in the phone.
- Portable phone contains programmed telephone number to contact emergency services.

Senior Emergency Services personnel on duty will assume responsibility for emergency co-ordination on arrival.

Please also see the Market Square Group Emergency Evacuation Procedure (Appendix 4)

RISK ASSESSMENT - BUILD & RUNNING PHASES

Erection and Dismantle Detail

Special event structures such as seating areas and communal spaces

All build team staff will take part in a site induction organised by project manager/contractor supervisor. This induction will include detail on the following;

Use and requirement for P.P.E

Manual Handling

- Site cleanliness
- Site rules (e.g. no smoking, drink or drugs etc.)
- Accident reporting and procedure
- Schedule and expectations

The project manager/contractor supervisor will carry out inspection of every structure prior to it being used to ensure it meets all the requirements for build quality and safety. ***Safety barriers will be erected to prevent public from entering any designated build site.***

General Site Safety during build and for duration of the event

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard Value x Risk Value = Risk Level				
Vehicle Movement on site - Collision causing minor to severe injury	Traders and persons in the vicinity	5	2	10	No vehicles larger than vans allowed on site. Visual checks on all vehicles will be carried out prior to admission to site. Walking pace only. Staggered admission.	
Structure build and electricity supply - Poor construction. Impact injury. Tripping causing minor injury to limb	Traders and persons in the vicinity	2	2	4	Each build site to be segregated from others. Cables to be kept to a minimum and run between stalls where public have no access and/or at a height of no less than 3M	
Marquee safety - Collapse of temporary structure – minor injury	Traders and persons in the vicinity	4	2	8	In the event of adverse weather conditions (such as strong wind), the event organiser will take a view on the risk presented in leaving the market open.	
Sale of food - Food contamination causing illness.	Traders and persons in the vicinity	4	2	8	Environmental Health department informed of the event. Traders informed of health and safety regulations and food hygiene. Details of food traders to be supplied to environmental health office prior to event, if requested.	
Sale of alcohol - Anti - social behaviour through excessive consumption of alcohol Exposure of public (including children) to anti – social behaviour by those drinking alcohol General public nuisance	Traders and persons in the vicinity	3	2	6	Strict adherence to the licencing law and implementing its four objectives Temporary Event Notice will be obtained, with challenge 25 age policy to be implemented All drinks will be in sealed containers for consumption off the premises.	
Obstruction of parked vehicles - Obstruction to emergency vehicles may result in major injury/death	Traders and persons in the vicinity	5	2	10	All emergency access to be kept clear. Market set up to be staggered to reduce the number of vehicles on site at any one time.	

Movement of Vehicles during the Event - Vehicle movement could result in pedestrian injury or death	Traders and persons in the vicinity	5	2	10	Movement of vehicles on site to be within restricted hours when footfall is at minimum levels (See notes on vehicle movement). Vehicles brought on to site in a controlled manner at minimal speed. All reversing manoeuvres to be assisted.	
Smoking Law - Control of smoking inside all temporary or demountable structures which are more than 50% enclosed.	Persons in the vicinity	2	2	4	NO SMOKING policy to be observed in all relevant areas and staff made aware of the smoking law.	
Stall Holders' Products and Equipment for duration of the event - Boxes stall decoration and display structures present potential tripping hazard.	Traders and persons in the vicinity	3	2	6	Ensure all traders keep contents of the stalls within boundaries of their stalls – under tables etc.	
Cooking facilities - Burns causing minor to serious injury.	Traders and persons in the vicinity	3	2	6	Cooking facilities will not be permitted to be used during build phase. All gas and electric appliances to be tested by electrician before event opening.	
Fire – General - Burns causing serious injury and death through fire caused by electrical equipment, gas canisters and barbecue cooking.	Traders and persons in the vicinity	5	2	10	<ul style="list-style-type: none"> • Site Manager to be trained in use of fire extinguishers and be ready at all times to respond to a fire incident. • Area to be evacuated immediately and emergency services called. • Gas canisters and inflammable materials to be turned off and removed immediately from the vicinity if safe to do so. • Emergency services to be called even if incident has been dealt with by the local response team. 	
Visitor Safety - Large number of visitors that may spill out onto the road.	General Public	3	2	6	<ul style="list-style-type: none"> • Site is a pedestrian zone • Stalls will be positioned in such a way as to ensure all visitors enter the event from designated pedestrian walkways. • The market is held over 11 days to allow visitors to attend at different times. • Advertising for the market will be carried out on a local level. 	



Stall Security - Stalls to be left up overnight. Concerns for the safety of stalls and products due to potential theft and vandalism	Stall holders	3	2	6	<ul style="list-style-type: none">• Overnight SIA registered security guards. They will liaise with local community officers.• The market will at no time be left unsupervised.• Emergency numbers to be left with the guards to contact Police and Market Organisers should any theft from, or threat to, stalls take place.	
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Dismantle Phase Risk Assessment

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard Value x Risk Value = Risk Level				
Vehicle movement on site whilst protecting visitor safety - Collision causing minor to severe injury	Traders and persons in the vicinity	5	2	10	<ul style="list-style-type: none">Trading to cease on the last day at the advertised time, to give time for site to clear before dismantling starts.No vehicle movement before the end of trading time and then only then if Market Manager deems safe to do so.Staggered admission in twos. Each vehicle ‘walked’ on by steward.No vehicles larger than vans allowed on site. Visual checks on all vehicles will be carried out prior to admission to site.No van allowed on site until stock is packed and ready to be loaded.	
Market gazebo dismantling and termination of individual electricity supply - Unnecessary haste causing impact injury. Tripping causing minor injury to limb	Traders and persons in the vicinity	2	2	4	No dismantling of marquees, until all stock is packed and ready to be put into van. Cable runs between stalls to be tied and rolled as each stall holder departs the site.	
Cooking facility termination - Burns causing minor to serious injury.	Traders and persons in the vicinity	3	2	6	All cooking facilities must be properly cooled before dismantling can take place. All gas and electric appliances to be disconnected before any dismantling or movement of stock takes place. Cooking equipment must be loaded first to restrict accident and provide security for gas bottles rolling or falling.	



Site vacation at end of last trading day - Rubbish. Poor visual impact, pedestrian safety	General Public	3	2	6	<ul style="list-style-type: none">• Site is a pedestrian zone.• Stallholders will be issued with rubbish bags and a site plan of collection points. All general rubbish and food waste to be separated from paper and cardboard. No bags to be positioned in designated pedestrian walkways.• The Market Manager will supervise the removal of the electrical installation and will walk the site with available MSG personnel to effect final tidy-up.• The Market Manager will be last to leave the site.	
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RISK ASSESSMENT - SPECIFIC SITE CONSIDERATIONS

SIGNIFICANT HAZARDS IDENTIFIED	PERSONS AT RISK	RISK RATING			CONTROL MEASURES	DATE ACTIONED and SIGNATURE
		Hazard Value x Risk Value = Risk Level				
ELECTRICITY Contact with live surfaces Shock Burns Death Fire	All Stall Holders, Personnel and Others	5	2	10	<ul style="list-style-type: none">• All cables and appliances to be PAT tested prior to the event. Certificates available for inspection• All portable appliances to carry current PAT tests• Only trained/authorised people to use equipment• Faults to be reported/dealt with immediately• All equipment to be turned off after use/at night• Maintain Installations. Do not overload circuits	
POOR HOUSEKEEPING Slips, Trips and Falls due to: Poor flooring, badly stored items Restricted Access & Egress	All Stall Holders, Personnel and Others	4	2	8	<ul style="list-style-type: none">• Vigilance from all to promote good public space, storage, tidy environment, clear walkways and good regular waste disposal to an outside area• Regular maintenance of 'structure' & monitoring	
MANUAL HANDLING Poor lifting/carrying technique Back and upper limb problems Cuts, bruises & crushing Sprains, strains & abdominal Injuries. Slips, trips and falls	All Stall Holders, Erectors, Contractors, Personnel and Others	4	2	8	<ul style="list-style-type: none">• Use mechanical aids, wherever possible• Only lift what you feel comfortable with and plan your task first, applying good lifting technique.• Remember PLAN, PREPARE, then PERFORM MSG to provide advice to stall holders as required	
POOR ERGONOMICS Musclo/skeletal. Problems Eyesight/Headache Problems Fatigue/Stress & Poor Posture caused by: Unsuitable /unadjusted equipment, poor environment and repetitive / unsafe working practice	All Stall holders, Contractors and users of Equipment	4	2	8	<u>Controls should include:</u> <ul style="list-style-type: none">• Provision of periodic advice on the use of remedial items to assist comfort and reduce stress e.g. quality chair, proper clothing, posture• Rest periods and variety of tasks will reduce fatigue and muscle/skeletal problems (RSI) etc.	

POOR FOOD HYGIENE Contamination of food illness	General Public	5	2	10	<ul style="list-style-type: none"> • A full list of stalls with those requiring to display certification highlighted to be sent to Environmental Health. A copy to be held on site for inspection by Officers. • Strict hygiene enforcement • No trader allowed without registering with relevant Environmental Health Authority. Hygiene qualification/certification may also be compulsory. • Certificate to be clearly displayed during trading hours • Market Manager to inspect regularly during trading hours for hot water supply, regular hand washing, proper coloured chopping boards being used, relevant proprietary cleaning products. 	
HAZARDOUS SUBSTANCES Inhalation causing Irritation Absorption causing Burns Ingestion causing poisoning and possible long term effects	Stall Holders, Generator re-fuellers and other personnel	5	2	10	Detailed COSHH assessment to be undertaken for each substance used <ul style="list-style-type: none"> • Eliminate the need to use, wherever possible • Substitute substance for a less harmful one • Limit use to authorised persons • Supply suitable personal protective equipment Refuel during evening or early morning hours when limited number of public in area.	