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| --- |
| **Event market name** |
|  |
| Event management plan and risk assessment |
|  |
| **Insert name** |
| **date** |

|  |
| --- |
|  |

**EVENT: Event market name DATE: Insert dates**

|  |  |  |
| --- | --- | --- |
| Venue | Dates | Opening Times |
| Insert venue name | Insert dates | Insert opening hours |

## INTRODUCTION

This document is a safety management plan and risk assessment for the Event market name to be held in Insert venue name. It has been compiled with reference to previous events within these locations with input from the Host.

The outline and scope of the event are detailed in this document, with particular reference to the issues of public safety within the market areas. Specific risk assessments and Health and Safety policy documentation from Savoir Fayre and any contractors employed to provide services for the market will be attached to the final copy of this document if required.

As agents responsible for the Event market name, we have used the planning and organisation stages of the event management process to ensure the safety of the general public, contractors and traders to minimise hazards and prevent accidents also to minimise nuisance and disruption to nearby businesses and other users of the market area and environment.

## THE MARKET

The market will add value to the Insert venue name . The key objectives of the event are:

* To enhance the retail offer of the town – enabling a wide cross-section of the shopping public to experience a quality cultural market event.
* To draw in local, regional and national visitors to the Insert venue name and thereby assist in the promotion of the Town’s facilities.
* To enhance the Insert venue name reputation as a host to quality market events that showcase a diverse and retail product.

Roles and responsibilities in the delivery of this market are set out as follows:

|  |  |
| --- | --- |
| Event Managers | Insert name |
| Site manager | Insert name |
| Venue representative | Enter name of venue/local authority representative |

## BUILD/DECANT

### First Decant

| Date | Time | Tasks the first day of the event |
| --- | --- | --- |
|  | 6:00 | Set in up on the High street |
| 1st day | 6:00 | Delimitation of each market pitch area |
| 06:00 | Generator arrives and is commissioned |
| 06:00 | Traders arrive and pitches are allocated |
|  | 06:30 | Traders unpack and erect stalls |
| 07:30 | electrical cabling and distribution boards are positioned |
| 08:00 | Power is tested and generator started |
| 08:00 | Traders finish setting up stalls |
| 08:30 | Traders vehicles are moved to allocated car park |
| 08:30 | Site inspection and commencement of trading |
| 09:00 | Rubbish bin are delivered and positioned |
| 18:00 | Stall holders stop trading and closed they stall goods are removed |
|  | 18:30 | litter bin are emptied in appropriate container site is checked |
|  | 19:00 | Trader are leaving with their stalls |

### Second Decant

| Date | Time | Tasks any subsequent day |
| --- | --- | --- |
|  | 06:00 | Set in up on the market place |
|  | 06:00 | Delimitation of each market pitch area |
| 06:00 | Generator arrives and is commissioned |
| 06:00 | Traders arrive and pitches are allocated |
|  | 06:30 | Traders unpack and erect stalls |
| 07:30 | electrical cabling and distribution boards are positioned |
| 08:00 | Power is tested and generator started |
| 08:00 | Traders finish setting up stalls |
| 08:30 | Traders vehicles are moved to allocated car park |
| 08:30 | Site inspection and commencement of trading |
| 09:00 | Rubbish bin are delivered and positioned |
| 18:00 | Stall holders stop trading and closed they stall goods are removed |
|  |  | litter bin are emptied in appropriate container site is checked |
|  | 19:00 | Trader are leaving with their stalls |

### third Decant

### last day of theeevent

| Date | Time | Tasks the last day of the event |
| --- | --- | --- |
|  | 07:00 | Security report to site manager and leave |
|  | 07:00 | Traders arrive on site and restock stalls |
| 07:15 | Power is plugged |
| 08:30 | Traders vehicles are moved to allocated car park |
| 16:30 | Traders remove stock from stalls |
| 16:30 | Power is turned off |
| 18:00 | Rubbish is checked, site is checked |
| 19:30 | Return of the site to local authorities |
|  |  |  |

## ADDITIONAL FACTORS IMPACTING ON THE MARKET

In addition to the event itself the following factors are also taken into account in the planning:

* Access for deliveries to retailers premises in the area of the market
* Public access
* External events and increased levels of security awareness around large/abnormal social gatherings in city centres

## THE VENUE

Insert venue name has been successful in Hosting speciality markets selling food and gifts

An access audit has been carried out to identify any physical barriers that might exist in the environment preventing access, particularly to disabled people. Where possible these barriers have been removed or the market space has been managed to overcome the barriers.

### Customer Profile

Given the broad appeal of the market and its location within Insert venue name it is envisaged that the audience will be drawn from all demographics of the area shopping profile, however it is expected that the market will attract the higher demographic profiles.

The product offering will encompass a wide range of Continental quality stalls, including: hot and cold food together with Arts and Crafts products.

## MARKETING

The event will be promoted by Savoir Fayre Ltd. (Banners will be erected on appropriate lamp-column upon Local Authorities Authorisation) and supported by a social media campaign and press release

## SAFETY AND CONTROL MEASURES

### Load in, build and decant

A schedule of works has been produced (see 1.3 BUILD/DECANT above) which takes into account the needs of users and surrounding businesses. Public access will be maintained throughout the build and decant phases and all construction work will be carried out during non-trading times at periods of minimal foot fall. Savoir Fayre will be responsible for ensuring safe access and egress by the public during these times.

### Market infrastructure – summation

#### Stalls, lighting, electricity supply, cables and leads

All of the above will be within the defined market trader areas or in designated market areas and accessible only by Savoir Fayre personnel and their appointed contractors.

A genetic risk assessment with daily check list will be forwarded with the final copy of this document. The site manager have successfully passed if relevant, any contractors/suppliers will adhere to the control measures documented in their own risk assessments to ensure safe systems of work.

In addition:

***Power supply*** We will provide power through or super silent diesel generator and positioned as indicated on the market layout. Our staff has successfully passed the engineer qualification to carry out pat testing.

#### Site Traffic

Site traffic will be under control of the Event Manager, movement during build and decant will be by prior arrangement.

#### Temporary Structures Stall construction and erection

Temporary structures and stall construction and erection will be monitored by Savoir Fayre. Contractors and traders are to comply with method statements and to monitor structures during the market and make necessary adjustments, especially relating to wind load on structure.

### Event Steward

An event steward/security is not required during trading hours; the Event Manager will be dealing with all safety measures.

When overnight security good and stall are left at the risk of the traders, but damages caused to third party is cover under our PLI.

All security guards have an SIA license and have receive appropriate training

### Communications

Key staff will carry mobile phones as detailed below:

|  |  |  |
| --- | --- | --- |
| Event Manager | Insert name | Insert contact details |
| Site Manager | Insert name | Insert contact details |
| Security manager | Insert name | Insert contact details |
| Town Representative | Enter name of venue/local authority representative | Insert contact details |
| The local police |  |  |

### Waste Management

Savoir fayre staff and Traders will be responsible for maintaining a clean site during the length of the event. Rubbish will be disposed into the appropriate container provided by the agreed contractor. All waste container to be remove from the site by contractor no later than the morning following the closure of the event.

## PUBLIC DOMAIN RISK ASSESSMENT – CONTROL MEASURES

### Trip Hazards

Cable cover will be provided at ground level, whenever possible cable will be areal in public areas – cables in the service area will be covered and there will be no exposed cable runs.

All sites are public spaces, and normal practice and process for people in the space will be maintained by the site owner, any tripping hazard directly related to the operation of the market will be maintained by Savoir fayre ltd.

### Wind & Weather Management:

Wind is a risk factor for any outdoor temporary events. In advance of each event and on every day of the event itself the weather forecast is checked.

According to the location, the "high wind" history and prevailing weather conditions the following measures are taken.

* Extra weight on the legs of the stall in line with the manufacturers recommendation (Vitabri) of 35 Kg per leg to resist a wind of 60 Km/h (40mph).
* Extra weight of 25 Kg per leg and 60 Kg on the central feet for a traditional umbrella of 2.5M x 3.0M.
* Anemometer is located on market to be checked regularly by the Event Manager or Market Attendant when the wind is rising.
* At 30 km/h the weight of the stalls are checked and additional weights added if necessary.
* At 40 km/h a warning is issued to the traders and the wind speed is recorded and logged every half hour.
* At 45 Km/h an assessment is made by the Event Manager or Market Attendant and the public may be asked to evacuate the area if there is deemed to be any risk of injury.
* At 50 km/h the public is evacuated and stall holders are warned that they may have to dismantle their stall for the day.
* At 55km the market is dismantled and access to the area is restricted to traders and their vehicles.

### Crowd Control

It is not anticipated that entrance to the site will be regulated. But if there is a licensed area, the entrance to the licensed area will be staffed, thus in this case, the capacity of the area will be monitored to ensure that the comfort of the visiting public is not impeded.

Should attendance to the licensed area be deemed excessive the organiser will implement a plan to seal the event area by advising stewards/security staff/event manager to limit entry or divert queues.

A contingency barrier plan will be put in place if capacity has been deemed to have been reached. In this case barriers will be placed across the licensed entry point to seal off access to the area. Adequately trained stewards should control access through the barrier to limit capacity. Observers should advise the event management by radio on the flow of public out of the venue to enable stewards/security staff/event manager to grant entry to queuing public.

### Public Tampering with Equipment

All services are located out of the reach of the public wherever possible. Risk of accident or incident due to electric shock, damage or loss of equipment will be reduced by the chosen location of the equipment.

### Collapse of temporary Structures

Risk is negated by the use of competent, experienced contractors. The Event Manager will monitor all structures and advise/revise inadequacies accordingly.

### Sale of alcohol (if required)

If sale of alcohol is authorised, Each Individuals traders will have they TEN. It is our policy for all traders to be Holder of a Permanent License.

### Cooked food

All food/concessions will comply with food hygiene standards. All documentation related to the event and individual traders attending the event is accessible online via [www.themarketpeople.com](http://www.themarketpeople.com).

The digital application allows local authority to securely access all the event details and documentation including attending traders detail and relevant doc. transient trader across jurisdictions. To register as local authority officer you may press CTR and click on the following link: [local authority registration](https://themarketpeople.com/TMP/register/MarketOfficial) or copy and past the following URL in your bronzer navigation bar [www.themarketpeople.com/TMP/register/MarketOfficial](http://www.themarketpeople.com/TMP/register/MarketOfficial)

Please note the list of trader is updated automatically as their bookings are confirmed. If required a full list of traders with complete details, It can also be provided via email 24 hours prior the event.

Each Trader (or member of staff) handling food has passed Hygiene Certificate level 2 (copy of the certificates are available on line to the all approved and registered local authority officer)

### Parking and vehicle control

During the build and decant this will be a sterile site. Vehicle access will be controlled and all trader movements monitored. Details will be written and part of the operators terms and conditions.

During trading periods no vehicular access will be allowed. Deliveries will be permitted before 09:00hrs. Access will be monitored via the Market Attendant

No parking is allowed on the market site during trading hours. First time offenders will be warned in writing, repeat offences will result in the trader’s business being shut down until suitable reassurances are received.

Delivery of the stalls will be undertaken by the traders. This will be managed by the Market Attendant or Event Manager. Stocking up, re-stocking and stock removal by traders will occur outside of trading hours and after 18:00hrs. Vehicular access to retail establishments and other businesses will be maintained as usual.

### Safety messages and information for the public

The stewards and market staff will be the first point of contact for information dissemination..

### Accident/incident

Market attendants/Event Manager will record accidents/incidents on incident forms.

## FIRST AID

During the build and decant stages of the market all traders are expected to make their own provisions for first aid. Any accidents or injuries that occur should be reported to the Event Manager who shall record in the accident book.

## FIRE SAFETY

Portable fire fighting equipment is to be provided by Savoir Fayre. All traders using PLG cooking appliances will be in defined areas across all sites. Access in case of emergency will be managed by the Market Attendant/Event Manager and relevant local authorities.

Procedures for market attendant and Savoir-Fayre market staff:

* On discovering a fire, raise the alarm immediately. Notify the Market Attendant/Event Manager and call the emergency services on 999.
* Only attempt to use a fire fighting appliance if you are trained and it is safe to do so.
* Do not put yourself or others at risk.
* After consultation with the Market Attendant, evacuate the site.
* Leave the site by the nearest and safest available escape route.
* Move quickly but do not run.
* Report to the person in charge at the Assembly Points (location TBC).
* Do not remain in or return to your stall to collect your personal belongings

# MAJOR INCIDENT – EMERGENCY PROCEDURES

## GENERAL PRINCIPLES

A coordinated approach will be taken for the duration of the market. All agencies will be consulted during the build/decant and during the markets trading/closing times, specifically:

* Savoir-Fayre Management

Enter name of venue/local authority representative

If there is a major incident in the town Centre, e.g. an issue of overcrowding or terrorist related threat, The Police are to take control with assistance from the Event Manager

The decision to cancel or cease the event is taken by:

1. Event Manager
2. Market attendant
3. Enter name of venue/local authority representative and Police

## EMERGENCY SERVICES

In the event of an emergency all sites have been designed to maintain normal levels of access at all times. Police and Fire Services will be made aware of the event by the Host.

## EMERGENCY AND EVACUATION INFORMATION

The information below is for Event market name Management and staff.

Should a major incident, terrorist threat or similar occur, the Emergency Services will take over control of procedures using pre-existing contingency plans. Putney Police will coordinate emergency services and assume public control under these circumstances, with market management expected to play a major role in assisting unless otherwise instructed.

ALL STAFF SHOULD BE ALERT TO THE VEHICLES AND EQUIPMENT THAT SHOULD BE AT THE EVENT AND MUST QUESTION ANYTHING THAT IS OUT OF THE ORDINARY. ALL STAFF, SHOULD CHALLENGE UNAUTHORISED PERSONS TAMPERING WITH OR LEAVING VEHICLES OR ITEMS.

Crowds will be evacuated away from any route for emergency access or away from the designated incident area.

## SECURITY ALERT – BOMB CALLS

If there is a bomb alert the following procedure will be adopted:

IF MARKET MANAGEMENT RECEIVE THE CALL – The person who receives the call will ask as many questions and record as many details about the call and caller as possible. The police must be informed and then the action set out below can be followed.

IF THE CALL IS RECEIVED ELSEWHERE – e.g. police or press – they will inform the Market Management and action will follow.

Exact details of the call, such as passwords used will not be used on events radios. They should only be passed to police person to person or via telephone system.

The police will grade any messages in terms of response/action.

APPARENTLY A HOAX CALL – actioned as necessary by market management

NO INFORMATION TO SUBSTANTIATE A GENUINE CALL – Recommended that a search by all market staff take place.

CODED MESSAGE VIA RADIO – e.g. “WE HAVE LOST A PIECE OF COMMUNICATIONS EQUIPMENT, DOES ANYONE HAVE IT”. Staff should check for unattended bags, pipes, boxes and other packages. Police should be informed if anything suspicious is found and their directions followed.

Return to normal activity will follow message “WE HAVE FOUND THE ITEM OF COMMUNICATIONS EQUIPMENT. PLEASE RESUME NORMAL DUTIES”.

STRONG BELIEF OR CONFIRMATION OF A TERRORIST DEVICE – Command to be assumed by the police.

IF SUSPICIOUS ITEM IS FOUND AND THERE IS A NEED TO EVACUATE - plain unambiguous instructions are to be used to staff and to the public