



## **MANAGEMENT OF MARKETS IN SEVERE WEATHER POLICY**

### **Aim**

This policy aims to protect public safety, the safety of staff and the safety of traders in the event of severe weather affecting any open-air market operated by Bromsgrove District Council. (See Appendix 1 for definitions of severe weather.)

### **Implementation**

The Council shall implement this policy.

### **Arrangements**

The following arrangements shall be implemented:


#### 1) Weather Forecast Information

The Council shall obtain advance warning of severe weather from the following sources:

- i. Worcestershire County Council (if applicable by e-mail)
- ii. The BBC Weather website
- iii. The Met Office website:

[www.metoffice.gov.uk/public/weather/forecast/gcq99p7dd#?date=2018-10-12](http://www.metoffice.gov.uk/public/weather/forecast/gcq99p7dd#?date=2018-10-12)

The Met Office:

 0870 9000100 (24 hours)

A severe weather warning in itself is not a reason to cancel/reduce the market. The Council shall use their own judgement of the prevailing weather to decide if the Market, or parts of the Market, can be erected safely. The Council will however take the forecast into account: for the following reasons:

- a) To determine the feasibility of waiting for severe weather to abate before authorising gazebos to be erected.
- b) To ensure that sufficient manpower is on call to dismantle stalls quickly should the weather deteriorate during the day. If severe weather is predicted and this service cannot be guaranteed, the Council will consider cancelling the market. The Council



shall decide on erecting stalls on the basis of all available information. A decision-making framework is attached for guidance (Appendix 2.)

2) Manpower.

Three members of staff is the minimum number of trained staff required to erect and dismantle the Market in severe weather, under the direction of the Council.

If Markets are held when a severe weather warning is in force, a representative from the Council shall remain on site.

3) Emergency contact telephone numbers

Emergency contact numbers are appended to this policy. (Appendix 3)

4) Ensuring safety during severe weather.

The market gazebos have been designed to allow for rapid dismantling, however in order that the councils insurance remains valid, the manufacturer specification of the gazebos and their restrictions of use in severe weather be adhered to at all times.

Bromsgrove market uses a floor anchor system to secure the gazebos however in accordance with the above; they are only permitted to be used in wind speeds not exceeding 25mph.

The gazebo once dismantled may be laid down on the market floor or loaded directly onto the flatbed trailer dependant on the weather situation at the time of dismantling.

5) Cancellation of markets

The following actions will be taken to minimise disruption to traders:

- A decision to cancel the Market without erecting any stalls will be taken by 5.00 a.m. at the latest.
- The Market Manager will make a site visit to make an evaluation before making the decision or can refer this decision to the Senior Operations officer in his/her absence.
- The Council will communicate by phone or text message to advise traders of the Market cancellation as stated above.
- Traders will be advised by text messages either the day before or on the day itself (The option to when traders wish to receive this text message will be made available either by including this on their application form or by completing the amendment to the regulations form).



- Traders are also advised to contact the Market Manger or Senior supervisor on 07715 923505 should they have any enquiries or concerns.
- If, for reasons of safety, the weather conditions prevent a trader from using a gazebo, the Council has discretion to permit traders to trade from their vehicles.
- The Council will advise (if required) the communication team at Bromsgrove and Redditch Council and the Head of Service and Police when this occurs.
- The Council has discretion to waive or reduce fees and charges where weather conditions have resulted in part or all of the market being cancelled.
- A red weather warning from the Met Office will mean that the market is cancelled, and no trader will be permitted to stand at all.

6) Procedure for dismantling the markets during severe winds:

- i. Call the market operations staff to obtain the necessary manpower to dismantle the market.
- ii. Telephone the Police (if required) to advise them of the difficulties and to request assistance as appropriate.
- iii. Assign the team to work on the market to remove all sheeting in the first instance then to commence the dismantling and laying down flat of all gazebos affected by the wind.
- iv. Use barrier tape to define the working areas for the team of gazebo dismantlers. N.B. each team shall comprise two/three lifters and a spotter.
- v. Bring the trailers to the work area to minimise lifting and carrying.
- vi. Gazebos should only be put straight onto the trailers if the following conditions are satisfied:
  - ✓ Immediate vicinity is clear of public i.e. area surrounding gazebo to be moved.
  - ✓ Spotter confirms that no public are in the vicinity,
  - ✓ Trailer is moved as close as possible to the gazebo and is positioned to provide shelter while the gazebo is being manoeuvred,
  - ✓ The two/three people lifting the gazebo are confident that they can do so safely.



- ✓ The Markets Manager or senior supervisor should verify that these conditions have been satisfied.

**THIS POLICY SHALL BE BROUGHT TO THE ATTENTION OF**  
**ALL REGULAR MARKET TRADERS**



## **Appendix 1**

### **Definition of Severe Weather**

The following terms are used by the Meteorological Office to define severe weather conditions:

Severe Gales	Gusts of 70 m.p.h. or more.
Severe Gales/storms	Gusts of 80 m.p.h. or more.
Heavy Snow	Snow falling at a rate of approx. 2 cm/hour or more expected for at least two hours.
Blizzards/drifting snow	Moderate or heavy snow accompanied by winds of 30 m.p.h. or more with visibility reduced to 200 m or less, or drifting snow giving rise to similar conditions.
Very heavy snowfall, blizzards or drifting snow	Expected to give depths of 15 cm or more potentially resulting in widespread dislocation of communications. Blizzards are severe when visibility is reduced to near zero.
Heavy rain	Expected to persist for at least two hours and to give at least 15 mm within a three-hour period, or a period of rainfall of sufficient intensity to cause flooding on already saturated ground (includes snowmelt), i.e., around 25 mm/day.
Dense Fog	Visibility generally less than 50 m.
Freezing rain/widespread icy roads	Generally, occurs when rain freezes on contact with road surfaces.

This policy shall apply whenever severe weather warnings issued by the Met Office are in force.

However, it is recognised that severe disruption to the market can be caused by weather that falls short of these extreme conditions.

A weather diary should be kept building up an informed picture of the conditions that can seriously disrupt the market: a decision to cancel or proceed can thus be justified on the basis of historical evidence.

**This policy shall therefore also apply whenever, in the opinion of the Council, public, trader and staff safety may be put at risk due to adverse weather conditions affecting the market.**



## **YELLOW (Be aware)**

Severe weather is possible over the next few days and could worsen which will affect you.

Yellow means that the Met office is monitoring the developing weather situation & you should keep up to date with the latest forecast and plan ahead thinking about possible travel delays/disruption of your day-to-day activities.

## **AMBER (Be prepared)**

There is an increased likelihood of severe weather affecting you, which could potentially disrupt your plans and possibly cause travel delays, road & rail closures, interruption to power and **potentially a risk to life and property.**

Amber means you need to be prepared to change your plans and protect you, your family and community from the impacts of severe weather based on the forecast from the Met Office.

## **RED (Act)**

Extreme weather is expected.

Red means you should act now to keep yourself and others safe from the impact of the weather. Widespread damage, travel and power disruption and **risk to life and property** is likely. You must avoid dangerous areas/situations and follow the advice of the emergency services and local authorities.

# **SAFETY FIRST EVERY TIME**



**Appendix 2**

**Decision Making Framework**

(For use by the Markets Manager/Senior Operations Supervisor only)

		<b>Weather conditions</b>		
<b>Manpower available?</b>	<b>Good but deteriorating later in the day</b>	<b>Bad but improving later in the day</b>	<b>Bad and worsening</b>	
<b>YES</b>	Hold the market if the time available to trade is acceptable but warn staff that they could be called in to dismantle the market should conditions deteriorate to an unsafe state.	If possible, set out the stall framework but leave tables down until traders arrive with their stock to weigh the tables down.	Consider cancelling the market.	
	<div style="border: 1px solid black; padding: 5px;"> <p>The Market Manager/ Operations Supervisor should remain on site until the market is taken down or the Severe Weather Warning is downgraded.</p> </div>			
<b>NO</b>	Cancel the market	Wait until 5.00 a.m. to decide.	Cancel the market	



**Appendix 3**

**Emergency Contact Numbers:**

Markets Manager (Mr Jonathan Smith)	07506 771200
Market Senior Operations Officer (Mr Roger Munn)	07977 925077
Business Development Manager (Mrs Julie Heyes)	07846 018911
Communications Officer (Bromsgrove & Redditch Council)	Ext 1296 or email <a href="mailto:communications@redditchbc.gov.uk">communications@redditchbc.gov.uk</a>
Bromsgrove Police Station (08.00 to 20.00)	03003 333000 or 101
Emergency Services	999 (only in emergency situations)