



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

- **Definitions**

- Bromsgrove District Council – BDC
- Market Manager – MM
- Senior Market Operations Officer - SMO

- **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 through the MM or SMO.

See Appendix 1 for definitions of severe weather.

- **Arrangements**

The council shall implement the following arrangements:

The MM/SMO shall obtain advance warning of severe weather from the following sources:

- 1) Worcestershire County Council (if applicable by e-mail)
- 2) The BBC Weather website  
[Bromsgrove - BBC Weather](#)
- 3) The Met Office website:

[Bromsgrove \(Worcestershire\) weather - Met Office](#)



The Met Office:

☎ 0870 9000100 (24 hours)

Emergency contact numbers are contained within this policy (Appendix 3)

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

- To determine the feasibility of waiting for severe weather to abate before authorising gazebos to be erected.
- To ensure that sufficient labour 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 MM/SMO will consider cancelling the market. The MM/SMO shall decide on erecting stalls on the basis of all available information. A decision-making framework is attached for guidance (Appendix 2.)

## **Severe or High Winds**

- **Reduced/Cancellation notification process.**

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

- 1) A decision to reduce or cancel the Market altogether due to severe/high winds will be taken by 4.00pm the day before for food traders and for all other traders it will be by 5.00 a.m. on the day of the market, at the latest.
- 2) The MM will make a site visit to make an evaluation before making the decision or can refer this decision to the SMO in his/her absence.
- 3) The MM/SMO will communicate by phone or text message to advise traders of the decision.
- 4) Traders are also advised to contact the MM/SMO on 07715 923505 should they have any enquiries or concerns.



- 5) No vehicles will be permitted to park on the High Street at any time for the purpose of this policy except to facilitate the closure of the market.
- 6) The MM/SMO will advise (if required) the communication team at BDC and the Head of Service and Police when this occurs.
- 7) BDC through the MM/SMO, has discretion to waive or reduce fees and charges where weather conditions have resulted in part, or all of the market being cancelled.
- 8) A red weather warning from the Met Office will automatically mean that the market is cancelled in its entirety, and no trader will be permitted to stand.

- **BDC Market Staff**

Three members of BDC market staff, is the absolute minimum number of trained staff required to erect and dismantle the Market in severe/high winds, however this can be increased, in the interest of safety or even due to the size of the market to enable it to be dismantled quickly, under the direction of the MM/SMO.

If Markets are held when a severe weather warning is in force, the MM/SMO shall remain on call/site.

- **Ensuring safety during severe weather.**

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

BDC 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.



- **Procedure for dismantling the markets.**

- 1) The MM/SMO will call the market operations team, to obtain the necessary resources to safely dismantle the market.
- 2) The MM/SMO will assign the team to work on the market in order to remove all sheeting in the first instance, then to commence the dismantling and laying down flat of all gazebos affected by the wind.
- 3) The MM/SMO will create a team comprising of two/three lifters and a Public Spotter.
- 4) The MM/SMO will bring the trailer to the work area to minimise lifting and carrying.
- 5) 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 and this is confirmed by the Public Spotter.
  - The market 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 MM/SMO should verify that these conditions have been satisfied.

## **Heatwaves & Extreme Heat Warnings**

- **Traders Goods**

Heatwaves and/or extreme heat can affect traders standing on the market and the lines of goods that they trade. Therefore, for traders the following conditions will be shown below.



- **Food Traders**

- Where a food safety risk can cause a potential public health concern, these traders will only be permitted to attend /trade up to a maximum of 30 degrees throughout the day. This is due to the fact that fridges/freezers etc may not be able to keep food to its permitted temperature - please refer to current legislation and your documentation issued by The Foods Standards Agency.
- These traders will be exempt from any fees & will retain their regular trader status. Their holiday entitlement will be unaffected.

- **All Other Traders**

- For traders where the heat can cause actual proven damage to their line of goods should they attend, then the trader must decide for themselves if they wish to attend or not.
- If the trader wishes not to attend, then they will be exempt from any fees, will retain their regular status and their holiday entitlement will be unaffected, providing they notify the market manager of their non-attendance the day before. if no notice from traders is received in time, then fee's will be payable.
- If the trader does attend, then they will be permitted to stand on the understanding that they trade for the entire market day and accept all risk of damage to their goods with BDC being fully indemnified.
- BDC 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 automatically mean that the market is cancelled in its entirety, and no trader will be permitted to stand.



## **All other Weather Conditions**

Whilst most other weather condition such as Rain, Fog, Lightening will not necessarily cause disruption to the market, traders must self-assess the situation before and after, especially travelling arrangements.

However, it should be noted by all traders that the council reserves the right to cancel the market should localised conditions pose a significant danger and safety to the market operation.

Ice, Snow, and blizzards will have an impact on the safety of the market operatives and should any decision be made to cancel or reduce the market due to these conditions then the same procedure for severe winds will be followed.

It is not the responsibility of the Market Operatives to clear snow.

## **BDC Market Staff**

Three members of BDC market staff is the absolute minimum number of trained staff required to erect and dismantle the market during a heatwave, however this can be increased, in the interest of safety or even due to the size of the market to enable it to be dismantled quickly, under the direction of the Council.

The setting up of the market takes place during the early hours of the morning so are very unlikely to be affected by any heatwave.

However, the dismantling of the market can be affected by any heatwave, which can be a health & safety issues to staff.

Therefore, during any extreme heat/heatwave above 35 degrees, the staff will only be required to remove the stall sheets, tables, lights, and electrical cables with the rest of the dismantling process of gazebos taking place early morning of the following day.

As a responsible employer, BDC has a duty of care to all market staff and therefore staff will be provided with cold fresh drinking water and encouraged to take frequent rest breaks.

Additionally, BDC market staff are encouraged to protect themselves from sunburn by purchasing sun cream themselves and submitting a receipt to the MM for reimbursement (this is limited to one bottle per employee per month for use only at work during the summer months).



No market staff should be asked to undertake any additional duties that could compromise their own personal safety, risk damaging council infrastructure, places the council market reputation at risk or contradicts this policy – any questions or enquiries should be directed to the MM in writing.

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

### **SAFETY FIRST EVERY TIME**

Kindest regards

Mr Jonathan Smith

Markets Manager

#### **Working Days/Hours**

Tuesday (**Market Day**) – 7.30am to 4.30pm

Thursday (**Admin Day**) – 7.30am to 4.30pm

Friday (**Market Day**) - 7.30am to 4.30pm

Saturday (**Market Day**) – 7.30am to 12.30pm

General Enquiries - on **Thursdays** (Only during working hours) Tel 07506 771200, Alternatively Email:  
[Market@BromsgroveandRedditch.Gov.uk](mailto:Market@BromsgroveandRedditch.Gov.uk) or check the Bromsgrove Market webpage.

Emergency Market Day Enquiries Only Tel 07715 923505



## **Appendix 1**

### **Definition of Severe Weather**

The Meteorological Office use the following terms 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.
Heatwave	A UK heatwave threshold is met when a location records a period of at least three consecutive days with daily maximum temperatures meeting or exceeding the heatwave temperature threshold. The threshold varies by UK county.
Extreme Heat Warning	An impact-based warning designed to highlight the potential impacts of extreme heat to protect lives and property, helping people make better decisions to stay safe and thrive.
Heavy rain and Lightning	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 less than 50 m.
Freezing rain/widespread icy roads	Generally, occurs when rain freezes on contact with road surfaces.
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.
Heavy Snow/ Severe	Snow falling at a rate of approx. 2 cm/hour or more expected for at least two hours. Severe Blizzards are when visibility





Blizzards	is reduced to near zero.
Very Heavy Snowfall,	Expected to give depths of 15 cm or more potentially resulting in widespread dislocation of communications.

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 any 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 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 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.

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**Appendix 2**

**Decision Making Framework (For use by the MM/SMO only)**

	Weather conditions		
Staff available?	Good but deteriorating later in the day	Bad but improving later in the day	Bad and worsening
<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.  <div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 10px auto;">             The MM/SMO should remain on site until the market is taken down or the Severe Weather Warning is downgraded.           </div>	Consider cancelling the market.
<b>NO</b>	Cancel the market	Wait until 5.00 a.m. to decide.	Cancel the market



**Appendix 3**

Emergency\_Contact Numbers:

Market Manager (MM) (Mr Jonathan Smith)	07506 771200 (Office Mobile during office hours)  or  077977 925077 (Operations Pool Mobile 24/7)
Market Senior Operations Officer (SMO) (Mr Roger Munn)	07977 925077 (Operations Pool Mobile 24/7)
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)