MANCHESTER
CITY COUNCIL

Manchester Christmas Markets 2019

Event Management
Health and Safety Plan

V2 – 22nd October 2019

Revision	
V1 draft	**15/10/2019**
V2	**22/10/2019**

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Roles and Responsibilities

Manchester Market (MM) Management

Event Manager	Clare Roberts	07852 257 995
Event Manager	Steve Gray	07940 782 313
Event Manager	Nigel Palmer	07818017592
Assistant Event Manager	Dave Leach	07939 111 126
Environmental Operative	Andy McKessy	07940 782 284
Environmental Operative	Kenny Bridge	07939 112 099
Environmental Operative	Andrew Bell	07983 598 960
Senior Facilities Manager	Barrie Leach	0161 227 3202
Head of City Centre Markets	Dale Maybury	0161 234 5730 07813924696
MCC – Communications	Yvonne George	0161 234 5256
MCC - Health & Safety	Adrian Brocklehurst	07789 508 451

Sub-contractors

Wooden Houses	DP Structures
Wooden Houses	Cater Trailer
Temporary Electrical Installation	WMB via Conlons
Storage containers & welfare units	Kensite
Temporary Security fencing	Eventplus Ltd
Generators	Speedy (via Conlons Group)
Street Cleansing	Biffa
Refuse & Recycling Collection	Biffa
Albert Sq. & Exchange Sq. Cleansing	Biffa
Town Hall Toilets	Town Hall Services
Security	Dave Bradshaw - Showsec

Christmas Markets Event Safety Management Plan

Event: Manchester Christmas Markets

Date: 9th November to January 6th 2019

Market Trading Location, Dates and Times:

	Location	Dates	Opening Times
1	Albert Square	8 November – 22 December	10am – 9pm *(4pm on last day)*
2	King Street	8 November - 21 December	Nov - 10am – 8pm (Bar areas 10am – 9pm) All sites to close at 6pm on 21st December
3	St Ann's Square		
4	Exchange Street		
5	New Cathedral Street		
6	Exchange Square		
7	Corn Exchange		
8	Market Street		
9	Cathedral Gardens *Traditional Market Stalls*	8 November – 5 January	10am – 8pm To close at 6pm on 5th January
10	*Piccadilly Gardens*	8 November – 21 December	10am – 8pm craft stall Food stalls to close at 9pm.

All sites will open at 12pm on Remembrance Sunday 10th November.

Introduction

This document is an event safety management plan for the Christmas Markets, operating from 8th November to December 21st for the majority of sites. The exceptions are Albert Square closes on 22nd December and Cathedral Gardens will remain operational until 6th January. It has been compiled with reference to prior market operations within these locations and similar markets within the City Centre.

This has been produced during the planning stages by Manchester Specialist Markets, with input, where required, from Greater Manchester Police (GMP), Showsec, Manchester City Council (MCC) Health and Safety and MCC Neighbourhood Services.

It is based upon reference to the guidelines within Event and Safety Guide (commonly known as the 'Purple Guide') and Understanding Crowd Behaviours Volume 1 and 2, (Cabinet Office, TSO Publications).

The outline and scope of the event is detailed in this document, with particular reference to the issues of public safety within the Market areas. The Christmas Market Event Risk Assessment is attached in appendix 1. Additionally, specific task Risk Assessments and Health & Safety policy documentation from Manchester Specialist Markets and the

contractors employed to provide services for the markets are referred to, and copies will be available at Manchester Specialist Markets head office or upon request.

As agents responsible for the market areas, Manchester Specialist Markets, via the designated Event Managers, 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 and to minimise nuisance and disruption to nearby businesses and other users of the market environment.

Additional Factors Impacting on the Markets

In addition to the actual markets the following factors are also taken into account in the planning of this event:

- Festive Lights Switch-on – Victoria Street 14th November
- National Asset barrier – to be redesigned for this event in Albert Square.
- Lighting of Menorah
- Building works and operations within the Town Hall
- External events and increased levels of security awareness around large/abnormal social gatherings in city centres – e.g., football matches.
- Metrolink operations.

Overview

The Manchester Christmas Markets are a series of markets that are designed to add value to the shopping experience of Manchester City Centre.

The key objectives of the Christmas Markets are:

- To enhance the retail offer of the city.
- To draw in local, regional, national and international visitors to the city centre, to promote the city's facilities.
- Enhance the city's reputation as a host to quality, cultural markets offering a diverse and complimentary retail product.
- To deliver against key Manchester Markets' criteria through high customer satisfaction, media profile and brand fit.

Manchester Christmas Markets are a Manchester Specialist Markets event. Specialist Markets are a section within Manchester Markets, part of Business Units, a department within the directorate of Growth and Neighbourhoods, Manchester City Council. The Specialist Markets team are responsible for all aspects of the Christmas Markets.

The target audience is made up of age 16+ shoppers, visitors to the city and people who work in the city seeking an alternative venue for lunch/dinner. The timing of the markets are set to attract existing city centre users and draw market specific attendees and coincides with the trading hours of city centre shops and stores.

- Marketing and PR for the markets will be co-ordinated by Manchester Specialist Markets and the Communications Team.

- Traditionally, customers have been well behaved; the layouts of the markets are designed to keep maximum access and egress around the market areas and to preclude risks from overcrowding.
- To deliver these markets, the bump-in will take place over eleven days pre-market and bump-out over three days post-market. Market personnel will be present during the bump-in and bump-out days and security will be on site overnight.
- Contractor's deliveries and collections will be supervised and when possible arranged for "out of hours" when minimum disruption will be caused to members of the public and local businesses.

Responsibilities

The responsibilities of the parties involved in the event for matters affecting health, safety and welfare are:

Manchester Specialist Markets
Manchester Specialist Markets are the market organisers and owners of the event with responsibility for the overall markets planning, operation and management.

Head of City Centre Markets and Event Managers / Alcohol Sales Licence
Responsible for:-
- Designated Premises Supervisor for the sale of alcohol - all sites
- Nigel Palmer will undertake the role of DPS for all sites.

Head of City Centre Markets

The Head of City Centre Markets is responsible for the overall safety and planning of the organisational and operational elements of the markets. The Head of City Centre Markets has overall responsibility for the entire operation including the safety of employees, contractors, traders and public visiting the market. The Head of City Centre Markets is responsible for:
- Producing an Event Management Plan.
- Commissioning a Christmas Market Crowd Management Plan.
- Commissioning of an Event Risk Assessment and Fire Risk Assessment.
- Planning and co-ordination between all parties during the planning of the event.
- Liaison with the Police and Fire Service.
- Decision making in emergency situations and evacuations on the advice of GMP and Showsec.
- Ensuring all temporary structures (the houses and stalls) are safe and stable to operate and that they do not pose a hazard to traders, contractors, staff or members of the public.
- Conduct inspections of the houses, stalls and market infrastructure (water, electrics) during bump-in/bump-out and regularly throughout the market. Take any remedial action necessary to ensure the market operates effectively and safely. A CDM Plan will be produced by the company contracted to oversee the build and de-rig phases of the event.
- Take remedial action when required to ensure structures are safe and if necessary arrange for their removal from site.

- Advise traders on, and identify risks and actions to be taken to eliminate health and safety risks regarding their stalls and houses. Ensure actions are completed.
- Building control agreement.
- Ensure all Event Managers, Assistant Event Managers, Environmental Operatives, Security staff and Contractors undertake their responsibilities.

Event Managers

The Market Managers are responsible for the day-to-day site management of the designated market areas. Responsibilities include:-

- Conducting site health, safety and welfare inspections during the bump-in, bump-out and operational days of the market.
- Scrutinising health and safety policies and risk assessments submitted by traders.
- Scrutinising health and safety policies and risk assessments submitted by contractors.
- Monitoring the activities of contractors and traders to ensure that safety procedures and control measures documented in safety policies and risk assessments are followed.
- Ensuring all stalls and infrastructure are located as per site plan.
- Ensuring bump-in and bump-out schedules are adhered to.
- When required, on site liaison with Showsec and GMP regarding crowd management during a market operation.
- Ensuring all key market staff are available on mobile phones at all times. Providing all traders with relevant contact numbers prior to the market operation.
- Advise traders on and identify risks and actions to be taken to eliminate health and safety risks regarding their stalls and their operation.
- Advising the Specialist Market Manager on issues relating to the health, safety and welfare of traders, staff, contractors and members of the public within the market area.
- Logging all significant incidents in the Christmas Market Day Book.
- Investigating, logging and reporting accidents.
- Provide First Aid first response on the market.
- Undertaking Quality Assurance evaluations of trader's stalls and houses.
- Ensuring Manchester Market Environmental Operatives, Security staff and contractors undertake their responsibilities.

Business Support Office

- Enquiries - first point of contact in Head Office.
- Monitoring, recording and managing application processes.
- Collection, reconciling, banking, receipting and recording of all payments.
- Management of Christmas mugs.
- Ensuring all traders hold the relevant Public Liability Insurance.
- Ensuring all traders receive a traders information pack.
- Ensuring relevant traders complete and return their Risk Assessments and Catering Management Plan.

Manchester Markets Environmental Operatives (EOs)

The Environmental Operatives will be responsible for:

- Conducting site health, safety and welfare inspections during the bump-in, bump-out and operational days of the market. Report findings and actions to Specialist Market Managers and log details in the Market Day Book.
- Conduct regular inspections of the stalls, houses and market infrastructure (water and electrics). Take any remedial action necessary to ensure the market operates effectively and safely. Report findings and actions to Specialist Market Managers and log details in the Market Day Book.
- Take remedial action when required to ensure structures are safe and if necessary arrange for their removal from site.
- Advise traders on and identify risks and actions to be taken to eliminate health and safety risks regarding their stalls and their operation.

Showsec Security

Showsec are responsible for the security, crowd control and vehicle access during the markets. Showsec will ensure that market areas are secured at night and opened up in the mornings.

A copy of the Christmas Markets Security Briefing is available at Manchester Markets head office or upon request.

During the market, Showsec responsibilities will also include:
- Security of the market sites, houses and market infrastructure.
- Maintaining a safe environment for members of the public, traders and all persons attending the market.
- Crowd management in restricted areas.
- Complying with all relevant health and safety legislation with particular reference to the guidelines laid out in the 'Purple guide'.
- Provide competent stewards.
- Provide communication equipment for Showsec staff and radios for Manchester Markets Managers.
- Provide Store-net radios.
- All staff must be briefed on the market, site layout, emergency procedures and other site-specific information.
- Ensuring compliance with MCC bylaws regarding the sale and consumption of alcohol in the city centre.
- Provide assistance to traders and the public by giving information about emergency aid, toilets and other facilities.
- Investigating and reacting to any disturbances or incidents.
- Monitoring and reacting to crowd densities
- Responding to emergencies.
- Liaison with emergency services in the event of an emergency.

Electrical Contractor (WMB) (via Conlons Group)
WMB is the contractor responsible for the management of the generator suppliers contracted to provide generators and fuel management for the market. WMB also issue permits for the use of LPG gas on all of our sites.
They are responsible for:
- Calculating the number and size of generators required for the market and equipment to be hired from the generator suppliers.

- Ensuring deliveries and collections are made on schedule and that generators are located in the correct position.
- Ensure generators are secured in compounds that prevent public access, and have the appropriate signage.
- Ensuring Fire extinguishers and other required Health and Safety equipment is situated around the generators.
- Monitor diesel consumption periodically throughout the market and make recommendations for reducing consumption.
- Ensuring all gas appliances and connections are within the current legislation and any issues are raised to ourselves for a resolution
- Providing the Event Managers with copies of their health & safety policies and risk assessments for the operations they will be undertaking.
- Provision of first aid facilities for their own staff.
- Ensuring all work areas are restricted to the public.
- Ensuring all staff are trained for the tasks they are to undertake.
- Ensuring their staff have a safe working environment in which to work in and are equipped with appropriate Personal Protective Equipment.
- To ensure they have sufficient numbers of staff to meet the dead-lines required by Manchester Markets
- Advising the Event Managers on issues of health & safety within their areas of responsibility.

Temporary Electrical Installation (via Conlons Group)

WMB is Manchester Markets contractor with responsibility for the temporary electrical installations, including the supply of suitable equipment for the market. WMB is responsible for:

- Supply of tested Temporary Electrical equipment and service equipment such as gantries or bridges as required.
- Electrical Services; attending to faults and emergencies.
- Electrical assessment of loading, design and layout.
- Providing the Specialist Market Manager with copies of their health & safety policies and risk assessments for the operations they will be undertaking.
- Refusing to connect any trader's equipment they deem to be unfit for use and advising our Electrical Engineer and Specialist Market Manager.
- Provision of first aid facilities for their own staff.
- Ensuring all work areas are restricted to the public.
- Ensuring all staff are trained for the tasks they are to undertake.
- Ensuring their staff have a safe working environment in which to work in and are equipped with appropriate Personal Protective Equipment.
- Advising the Specialist Market Manager on issues of health & safety within their areas of responsibility.
- To ensure there are sufficient numbers of staff to meet the dead-lines required by Manchester Markets.
- Providing full reports on electrical works, incidents, accidents and remedial works.

*NB. All event managers have been trained with regards to temporary electrical installations in accordance with BS7909.

Christmas House Suppliers

In addition to wooden houses installed and recovered by Manchester Markets and traders own houses, the suppliers to the market are:

DP Structures – Dave Palmer

DP Structures are contractors responsible for the installation and recovery of wooden houses on Albert Square, King Street, New Cathedral Street, Exchange Square, Cathedral Gardens, Corn Exchange and Market Street.

Cater Trailer Ltd – Nicholas Seed

Cater Trailer Ltd is the contractor responsible for the installation and recovery of wooden houses on King Street, Exchange Street and Market Street, plus they are privately contracted to install and recover wooden houses on Albert Square and King Street.

All suppliers are responsible for:

- Providing the Event Manager with copies of their health & safety policies and risk assessments for the operations they will be undertaking.
- Provision of first aid facilities for their own staff.
- Ensuring all work areas are restricted to the public.
- Ensuring all staff are trained for the tasks they are to undertake.
- Ensuring all staff have the appropriate equipment to complete the work required.
- Ensuring their staff have a safe working environment in which to work in and are equipped with appropriate Personal Protective Equipment.
- The wooden houses provided are safe for members of the public and for traders to use.
- To ensure they have sufficient numbers of staff to meet the dead-lines required by Manchester Markets.
- Advising the Event Manager on issues of health & safety within their areas of responsibility.

The Market Locations

Manchester Specialist Markets have undertaken access audits on all market sites to identify any physical barriers that might exist in the environment and our proposed market layout plans that may prevent access particularly to disabled people. Where possible these barriers have been removed. The market spaces will be managed to overcome any potential barriers.

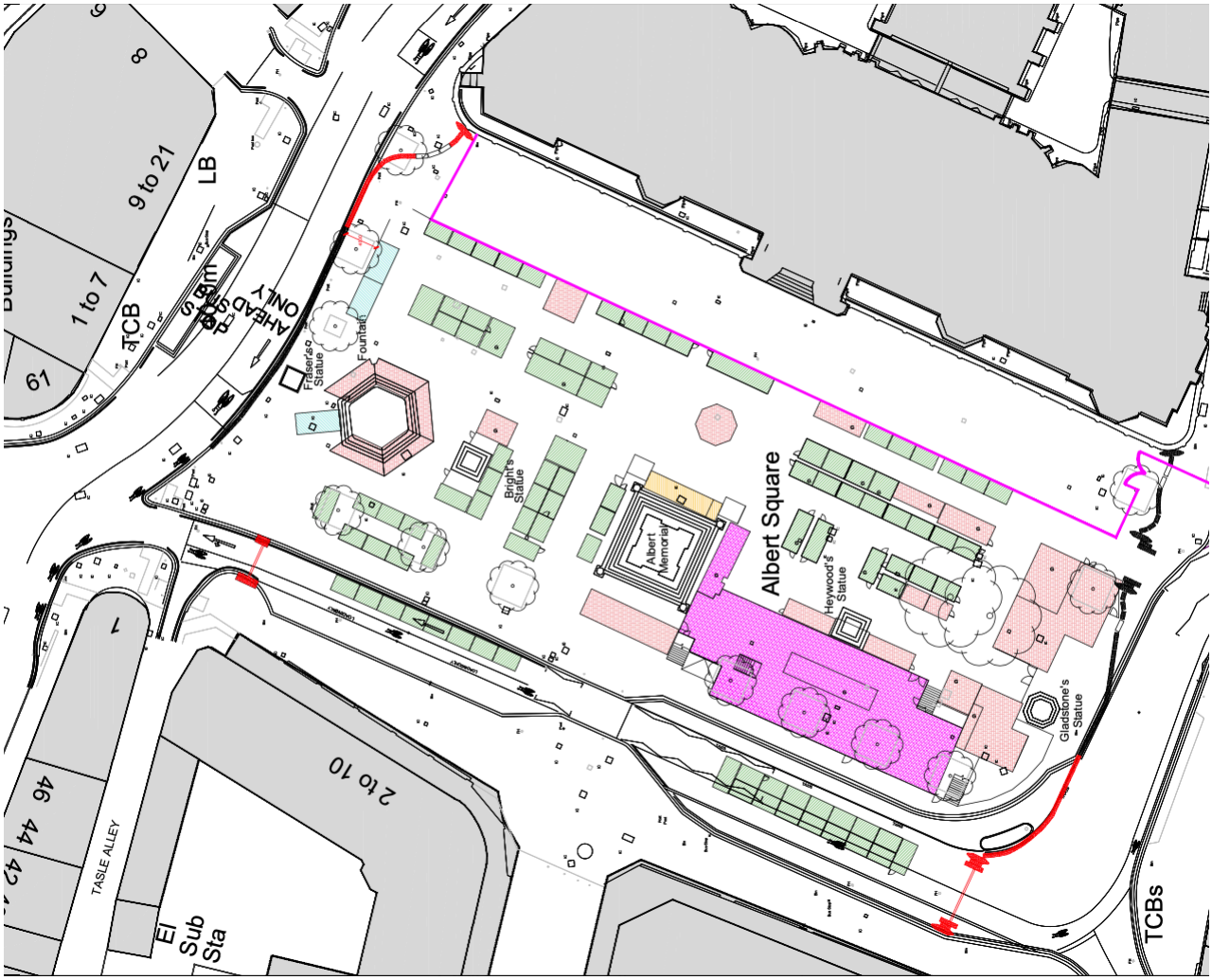
Albert Square
Albert Square has been used for a European Christmas Market in previous years. The product offer will consist of a wide range of hot and cold foods, alcohol and a range of crafts and gifts houses.

Open daily from Friday 8 November to Sunday 22 December, 10am to 9pm

- Late 10pm close for Lights Switch On, Thursday 14 November
- Early 4pm close for final day, Sunday 22 December
- Late opening 12pm on Remembrance Sunday 10 November

<u>Promotional description</u>
Albert Square is the original and most popular of our Christmas market locations: for a buzzing central starting point you can't go wrong with the hustle and bustle around the craft and artisan / delicatessen stalls, the eateries and the famous 'windmill' bar. Dirk the Dutch flower man takes up his usual spot on the Cross Street corner with Christmas trees, wreaths, decorative bird feeders, bulbs and quirky decorations. Plus, there's always plenty of food and drink on offer: choose from festive glühwein, hot mulled drinks or glittery prosecco. It wouldn't feel like Christmas without the famous swing-griddle full of bratwurst or the Pig & Barrell's hog-roast, but there are plenty of non-meaty options too.

Dogs are not allowed on Albert Square, except assistance dogs.



Management
Based on feedback from last year's event and taking into account changes for 2019 due to current building works at the Town Hall the following arrangements are in place to manage crowds in Albert Square;

- The Princess Street entrance area to the market adjacent to the town hall will be altered to increase pedestrian flow through the area.
- Portals are to be designated for entry and exit to the site and will allow pedestrians to pass through the area when not wishing to visit the market at that time. These arrangements can be altered dependent upon foot flow.
- There will be a clear walkway to the east of the site allowing pedestrians to flow through the site from Princess Street to John Dalton Street to minimise the risk of pedestrians conflicting with Metrolink operations.
- The barrier configuration in this area will be changed to allow for greater space on the pavement area outside of the site.
- Albert Square will be closed to traffic with vehicles entering by Mount Street exiting via Southmill Street.
- Drop arm barriers will be placed at either end of the highway on Albert Square to allow access for service and emergency vehicles.
- The National Barrier Asset (NBA) will be removed on the north of Albert Square to allow for a better dispersal from the site.
- Picket fence will be used on the Albert Square highway to demarcate the site and allow for licensing controls to be in place.
- There will be fewer units on the square providing an increased area for customers with better walkways, standing areas and an improved flow around the site and at exits.

A blue run will be established based upon the altered layout of the site to allow emergency vehicles to gain access to the site.
The highway on Alberts Square is protected by drop arm barriers which will be staffed by security.

National Barrier Asset is in place around the square, which has been agreed between MCC and the CTU for the strengthening of the site. Changes have been made from the previous years configuration to take account of the works taking place on the square and to improve crowd flow in the area, whilst maintaining the integrity of the protection.

King Street
King Street has been used for the French Christmas Market in prior years, providing a link between Albert Square and St Ann's Square. The product offer will consist of a designated alcohol area, hot food and a range of wooden craft and gift houses.

The market layout has been approved by Manchester Fire Service, who have indicated that there is sufficient room at each end of the market for fire engine access and to run hoses from.

Open daily from Friday 8 December to Saturday 21 December, 10am to 9pm

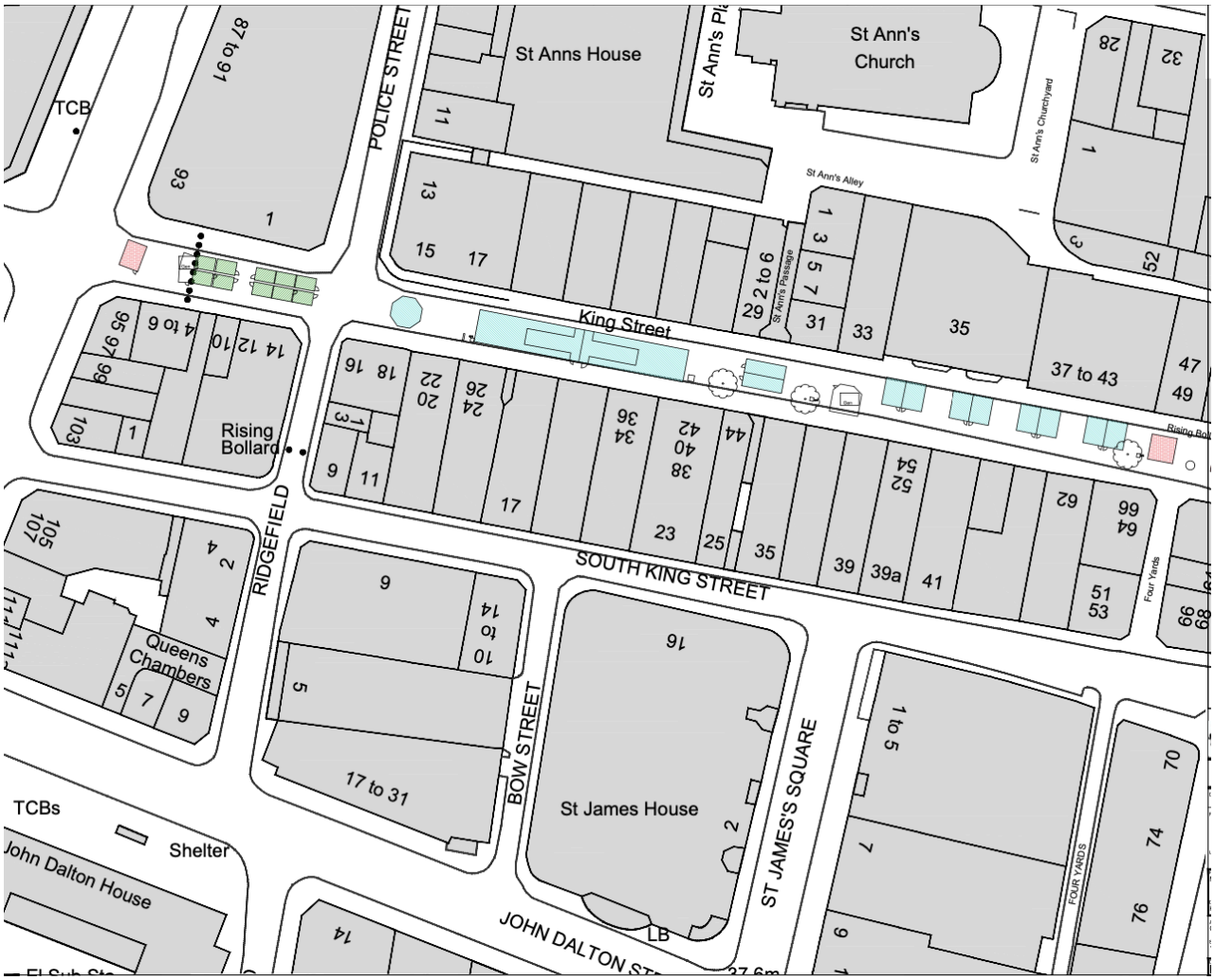
- Late 10pm close for Lights Switch On, Thursday 14 November

- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm

Promotional description

Alongside the stylish shops of King Street you'll find a Christmas Market location with a cosmopolitan feel:

- French: laid-back cafe, gorgeous soaps and colourful pastel macrons
- Italian: sumptuous deli with fabulous cheeses and antipasto
- Dutch: festive decorations
- German: bratwurst swing grill
- plus a host of artisan stalls with arts, crafts, jewellery, clothing and



St Ann's Square
St Ann's Square has been used for the Traditional German Market in prior years. The product offer will consist of a "beer garden", hot food and a range of wooden craft and gift houses.

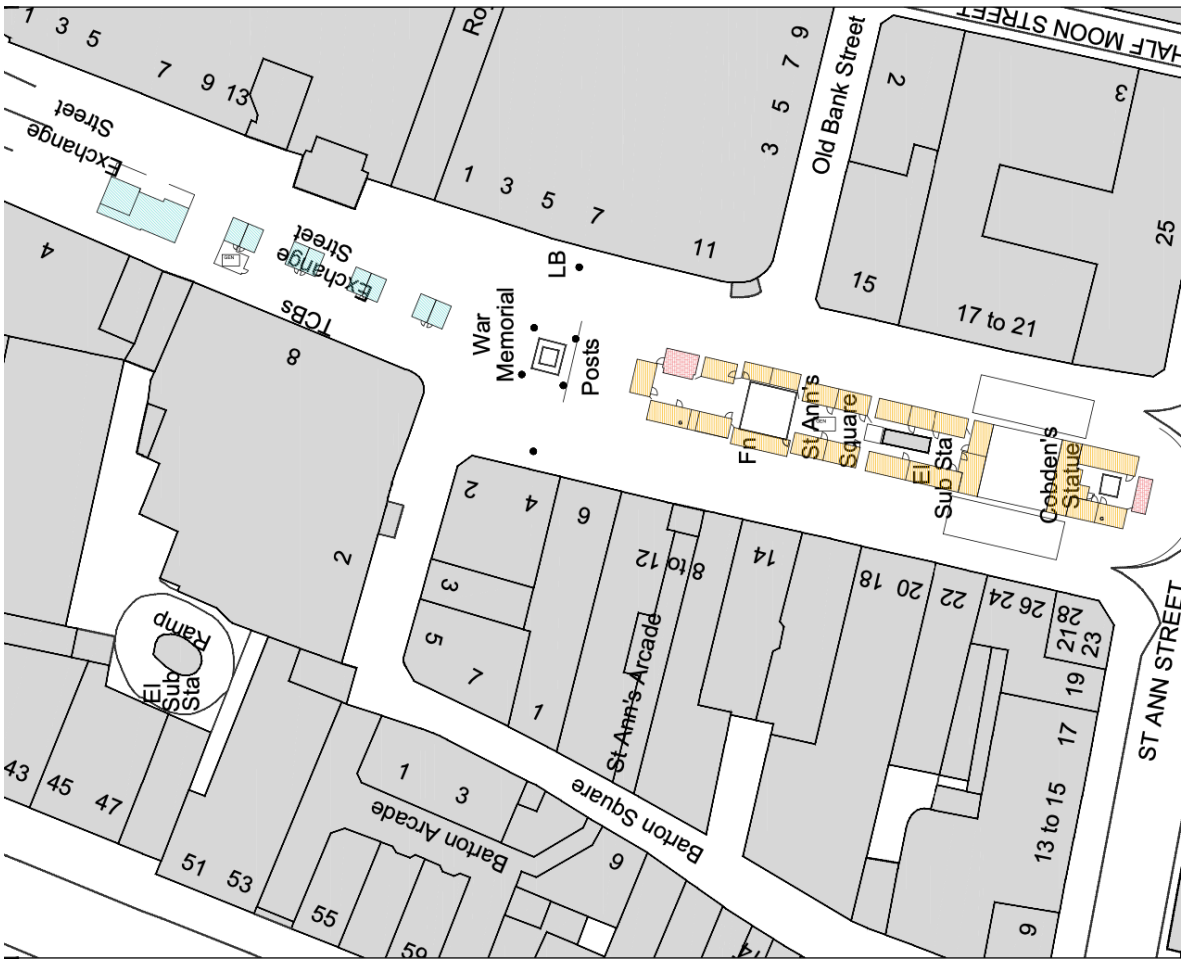
St Ann's Square is split into two distinct areas:
1. The outer access pedestrianised road (red cobbles & York paving).
2. The inner paved areas used to accommodate the market infrastructure.

Emergency services access will be maintained around the market area on the red cobbles and York paving.

Open daily from Friday 8 November to Saturday 21 December, 10am to 9pm

- Late close 10pm for Lights Switch-on, Thursday 14 November
- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm

<u>Promotional description</u>
The elegant surroundings of St Ann's Square make for a lovely Christmas Market location. Here you'll find loads of decorative items to deck your halls with, plus creative and quirky gift ideas, artisan coffees and a great selection of eats to choose from.



Exchange Street
Exchange Street has been used as a site for the Arts and Craft Christmas Markets in previous years. The product offer will consist of Arts and Craft wooden houses and a coffee and mulled wine house. The houses are sited along the edge of the pedestrianised street.

The market layout does not affect any emergency access routes.

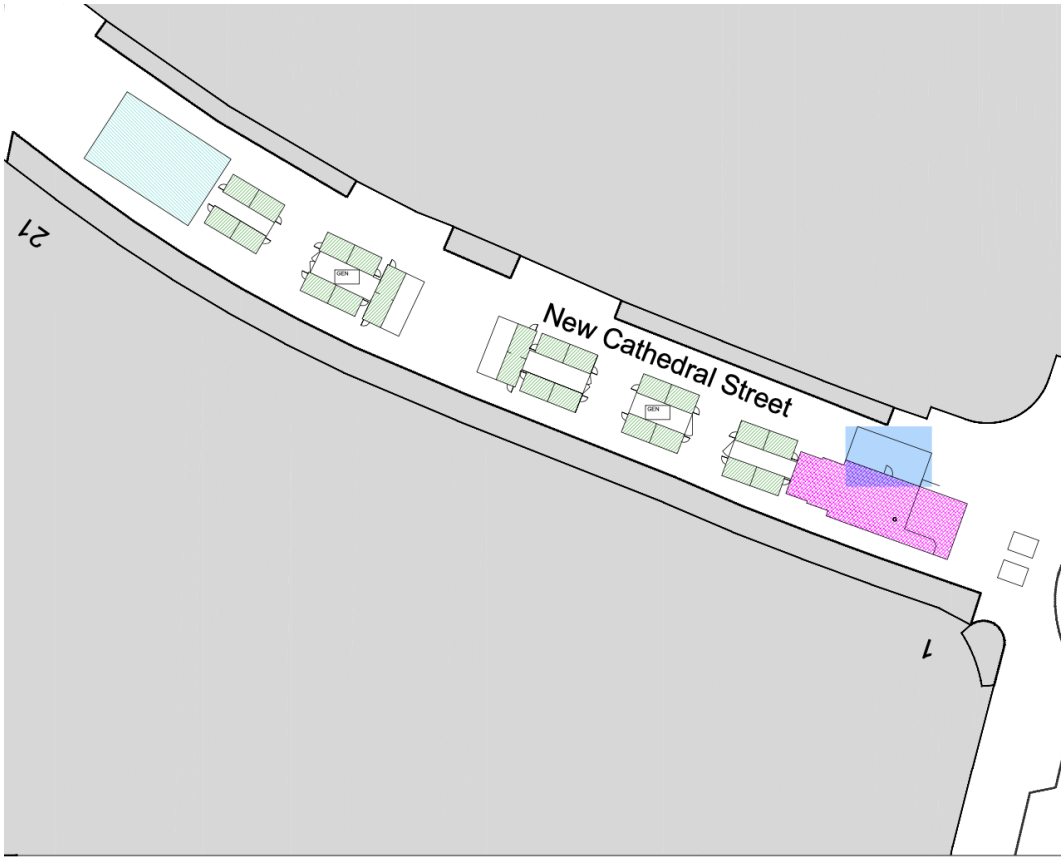
New Cathedral Street
New Cathedral Street has been used as a site for the Christmas Markets in prior years. The product offer will consist of a covered beer & food house and wooden craft and gift houses.

The market layout does not affect any emergency access routes.

Open daily from Friday 8 November to Saturday 21 December, 10am to 9pm

- Late 10pm close for Lights Switch On, Thursday 14 November
- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm

<u>Promotional description</u>
At one end of New Cathedral Street is a cool, ski-lodge style cafe/bar. At the other end is the ever-popular bierhaus and in between them is a fabulous assortment of silverware, grooming and skincare, fabulous lighting, chocolate, quirky gifts and ethnic goods..



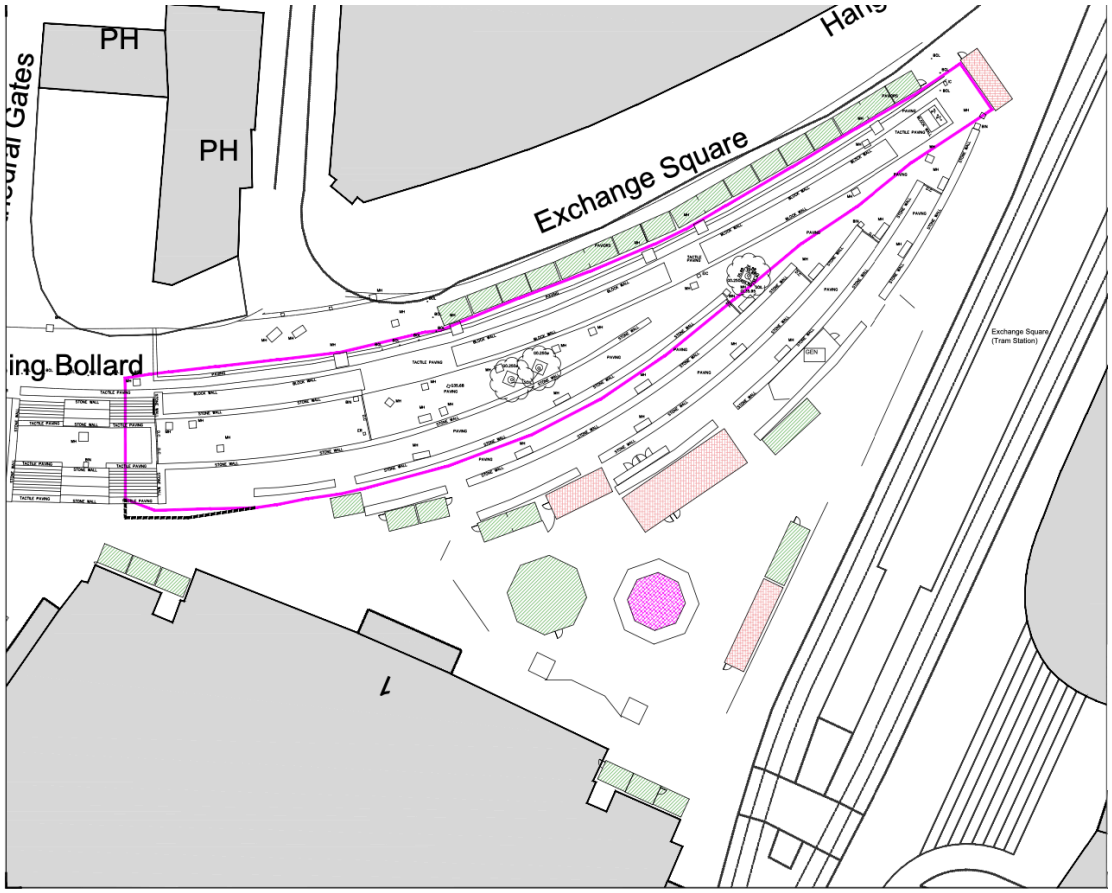
Exchange Square
Exchange Square has been used as a site for the Christmas Markets in prior years. The product offer will consist of a “beer garden”, hot food stalls and craft and gift houses.

In addition we have strategically placed street furniture around the site as per discussions with CTU for the strengthening of the site which still incorporates adequate access for emergency vehicles.

Open daily from Friday 8 November to Saturday 21 December, 10am to 9pm

- Late 10pm close for Lights Switch On, Thursday 14 November
- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm

<u>Promotional description</u>
This location is home to the ever popular Yorkshire pudding wraps, but you'll also find a fantastic assortment of other edible treats, including fresh-baked macaroons or pizzas, traditional crêpes, a hog-roast and Elsie May's brownies. As well as the foodie heaven, you'll find jewellery, clothing and accessories, and you can finish off your visit by watching some of the great live music at the Mill Exchange bar.



Management
Based on feedback from last years event and taking into account changes for 2019 due to building works in Exchange Square the following arrangements are in place to manage and improve crowd circulation;

- The Yorkshire Pudding Wrap stall, which has previously had high footfall with long queues adjacent to Metrolink tracks/station has been moved into a central location within the site. This will take queues along the ramped area and keep them away from the perimeter of the site.
- The concession that will replace the wrap stall in its previous location is not expected to have as high a footfall and has less depth by approx. 1m. This will improve pedestrian flow both within the site and on the perimeter to the rear adjacent to the Metrolink Stop.
- Street furniture will be relocated to provide hostile vehicle mitigation (HVM)
- Hoarding will be in place around the building works which are taking place on the fountains.
- The hoarding line will be altered to increase the width of the walkways on the corner at Selfridges.

Corn Exchange
The Corn Exchange has been used as a site for the Christmas Markets in prior years. The product offer will consist of craft and gift wooden houses located on top of the water feature opposite the Corn Exchange shopping centre. The water feature will be boarded over to accommodate market stalls. There is no vehicular access to the Corn Exchange section of the market, due to the installation of bollards for pedestrian protection.

Hoarding is currently in place, and will be throughout the duration of the markets, to protect ongoing building works around the fountain.

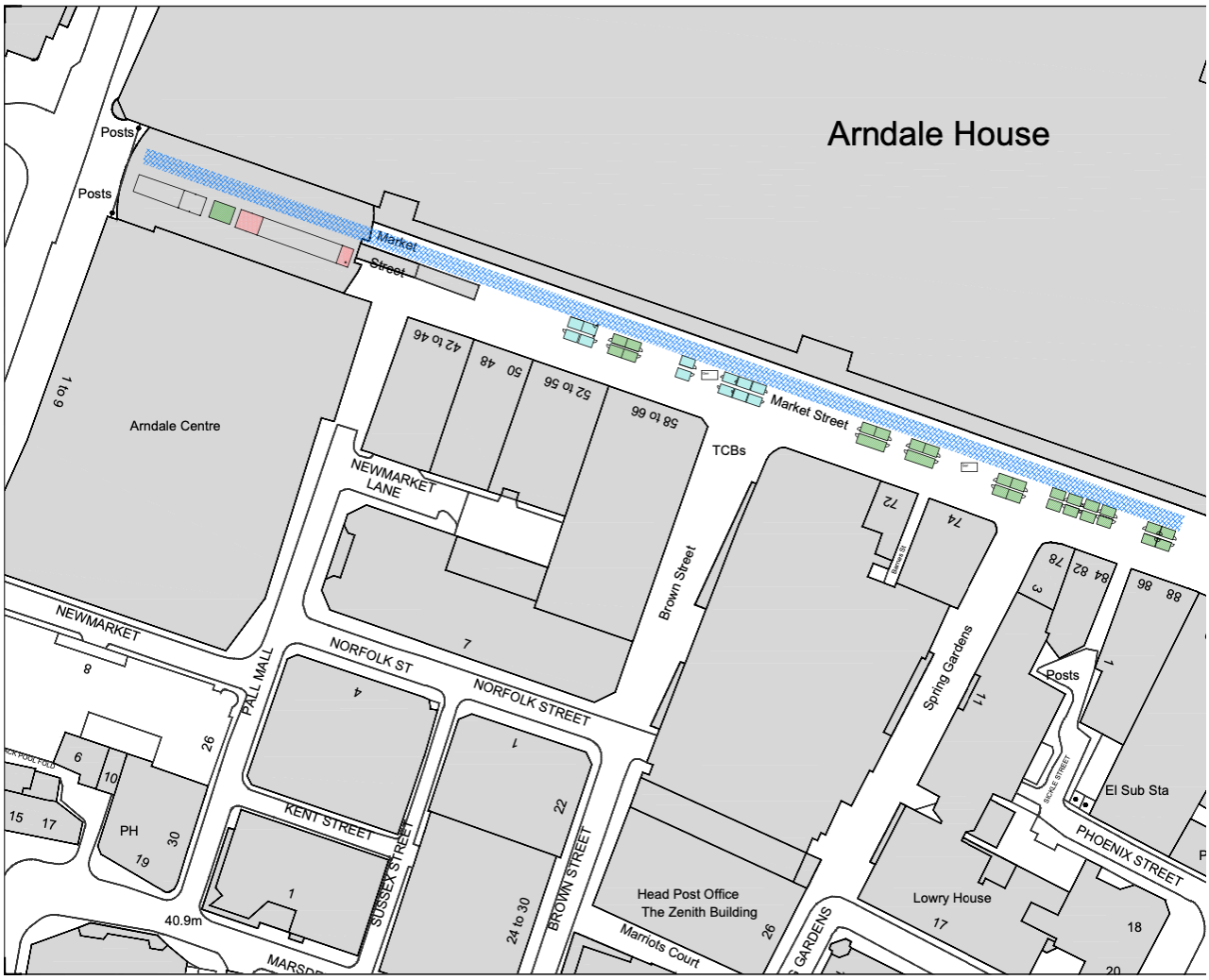
The market layout does not affect any emergency access routes.

Market Street
Market Street is a paved retail street which runs through the heart of the city and is a new venture for Manchester Christmas Markets in 2016. The product offer will consist of a range of craft and gift wooden houses as well as a coffee house.
The market layout does not affect any emergency access routes.

Open daily from Friday 8 November to Saturday 21 December, 10am to 9pm

- Late 10pm close for Lights Switch On, Thursday 14 November
- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm

Promotional description
This location has become a firm favourite at the Christmas Markets, with its great range of gift ideas, from boho jewellery, Comic Con style bags and accessories, to gorgeous hats and gift sets of cheese truckles



Cathedral Gardens

Christmas houses will be located along the paved area of Cathedral Gardens. The product offer will consist of a “beer garden”, hot food stalls, windmill bar, craft and gift houses.

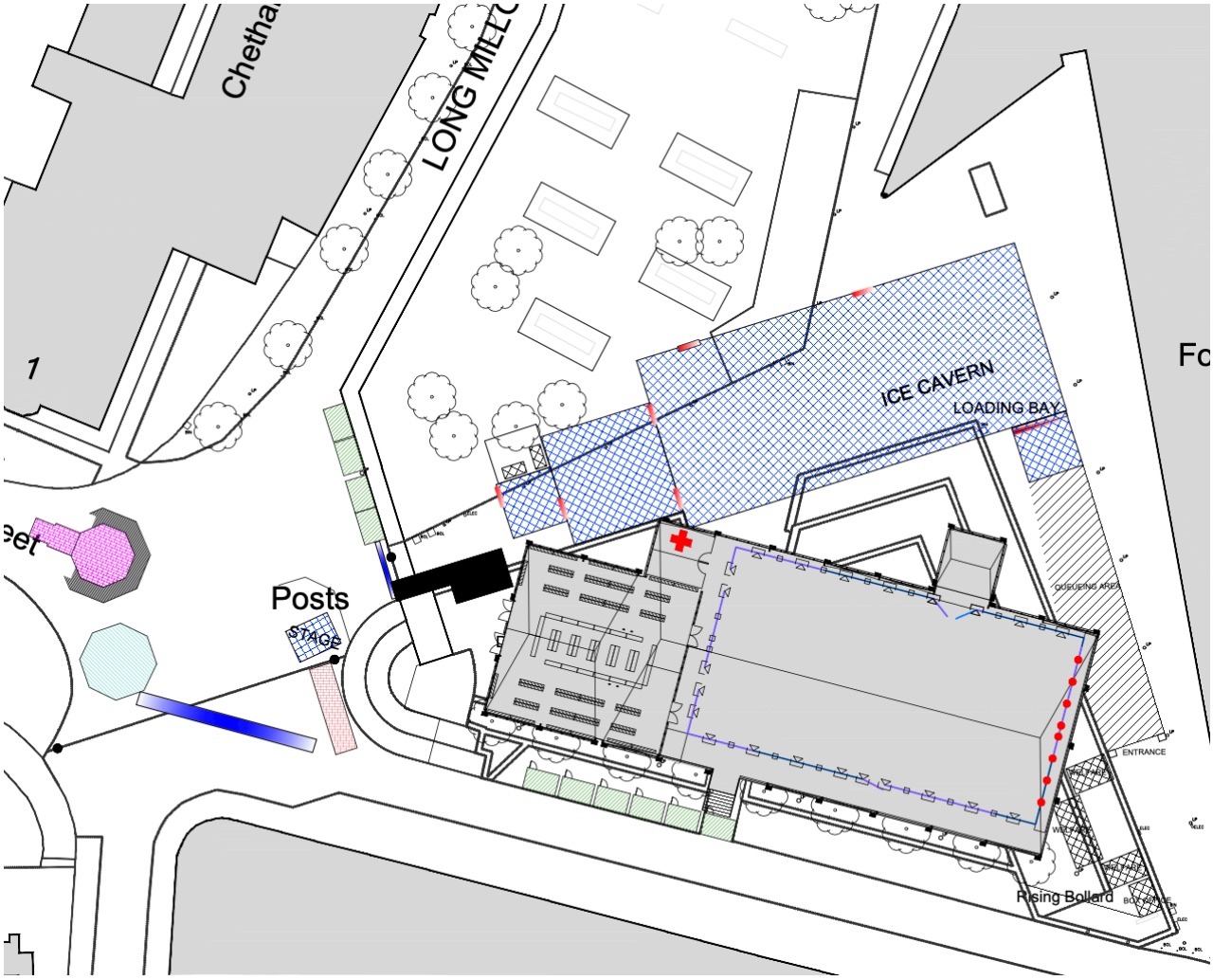
An ice rink is included in an ice village and grotto. This operation takes up space in pedestrian areas, but not public footpaths.

The market layout does not affect any emergency access routes.

Open daily from Friday 8 November to Sunday 5 January, 10am to 9pm

- Late 10pm close for Lights Switch On, Thursday 14 November
- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm

Promotional description
Alongside the Ice Village and skating rink, this Christmas Markets location is the perfect place to bring children of all ages to meet the main man at Santa's Grotto! There'll be plenty of photo opportunities, a chance to sit on Santa's special chair and - of course - every child gets a gift!

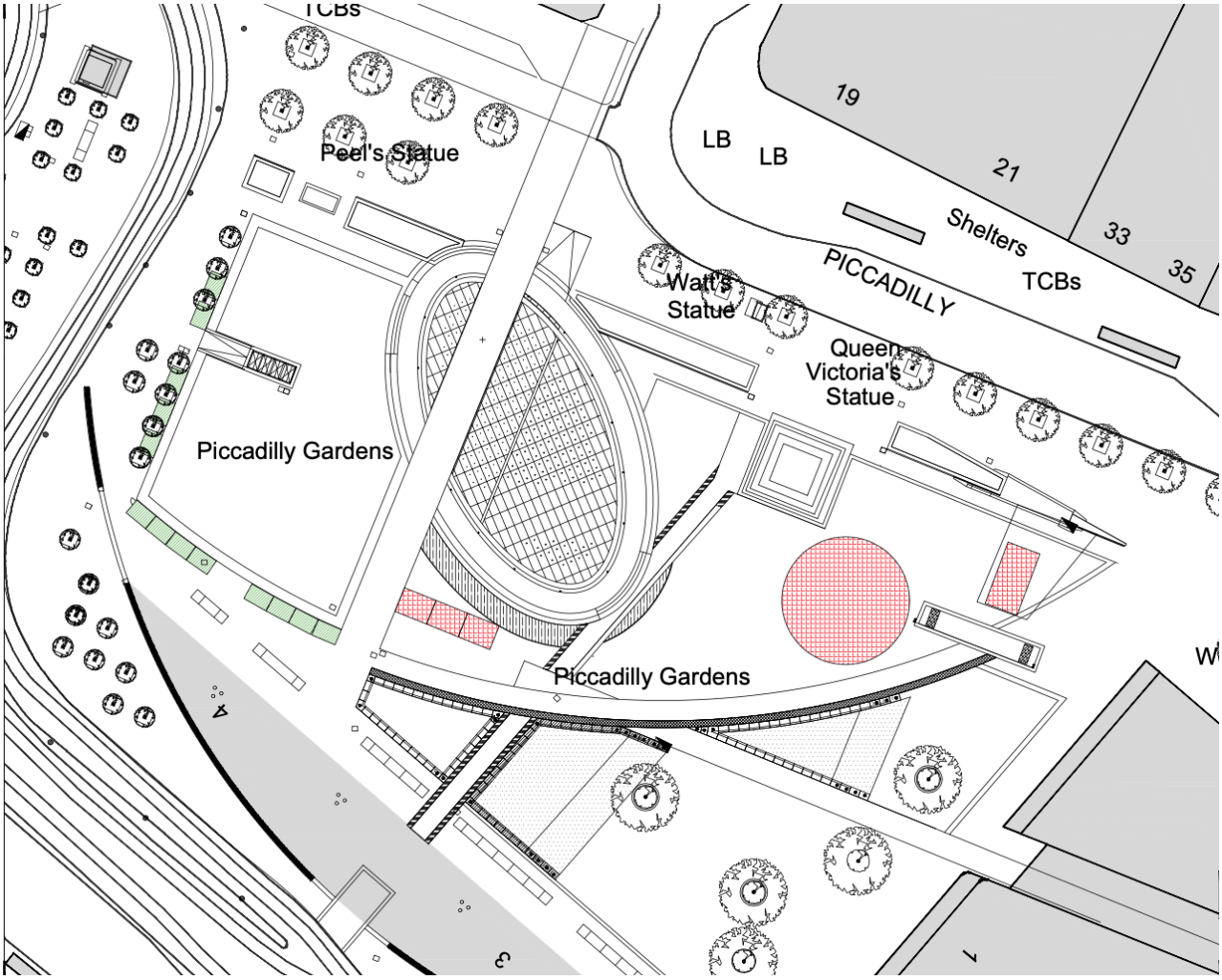


Piccadilly Gardens

Open daily from Friday 8 November to Sunday 22 December, 10am to 6pm

- Late 10pm close for Lights Switch On, Thursday 14 November
- Late opening 12pm on Remembrance Sunday 10 November
- Craft stalls open until 8pm and hotfood/drink will close at 9pm
- Early 4pm close for final day, Sunday 22 December

Promotional description
Piccadilly Gardens will host its first Christmas Market this year, and we'll be marking the occasion with lights installations and a brand new Santa! You'll also be able to try out a load of new food options, as the area will be home to a host of new foodie and crafts stalls, along with a new bar area for the first time.



Management

The design of the site has taken into account trams running through the area.
Stall which are located nearer the tracks have a separation of approx. 5m and are all craft based concessions with lower foot fall and little or no queuing.

Vehicle Control

Albert Square

Bump-in and bump-out - Albert Square will be a sterile site. Access will be via the blue route entry point on Mount Street. This point will be manned by Showsec. All traders will be issued with a designated arrival time and Vehicle ID passes.

Trading days - no vehicular access will be allowed onto Albert Square during trading hours. Deliveries will only be permitted onto Albert Square outside trading hours, overnight between 10pm to 8am. Access will be managed by Showsec via the new crowd barrier system within the national asset barrier.

King Street

In previous years extensive consultation was undertaken with the local businesses, retailers and stakeholders on King Street.
A Road Traffic Order for King Street has been applied for to cover the duration of the market. The order will prevent vehicular access onto King Street. Local businesses have been consulted and made aware of that a Road Traffic Order will be in operation.

Bump-in and bump-out – limited out-of-hours access for contractor's vehicles on King Street, between 8pm and 8am.

Trading days - Vehicles will be allowed to load/unload and make deliveries to King Street via the turning circle located on the corner of King Street and Police Street, overnight from 9pm to 9am. Traders have been advised they will be required to hand-ball stock to their stalls. Access will be managed by Showsec.

St Ann's Square

Bump-in and bump-out - St Ann's Square will be a sterile site. Trader's vehicles will be allowed on site via the red cobbled access roads.

Trading days - no vehicular access will be allowed onto St Ann's Square during trading hours. Deliveries will be permitted onto St Ann's Square outside trading hours, overnight between 9pm and 9am. Access will be managed by Showsec.

Exchange Street

Bump-in and bump-out- Trader's vehicle access to Exchange Street will be restricted to outside trading times; access will be monitored by Showsec

Trading days - no vehicular access will be allowed onto Exchange Street during trading hours. Deliveries will be permitted onto Exchange Street outside trading hours, overnight between 9pm and 9am. Access will be managed by Showsec.

Vehicular access/egress to retail establishments will be maintained, as is normal procedure.

New Cathedral Street

Bump-in and bump-out- Trader's vehicle access to New Cathedral Street will be restricted to outside local business trading times; access will be monitored by Showsec

Trading days - no vehicular access will be allowed onto New Cathedral Street during trading hours of the market and local business. Deliveries will be permitted onto New Cathedral Street overnight between 10pm and 8am. Access will be managed by Showsec.

Exchange Square
There will be no vehicle access to Exchange Square. The only access for traders to unload from a vehicle is from the loading bays in Cateaton Street from Deansgate. All goods will need to be hand-balled from here to the stalls.

Corn Exchange
There will be no vehicle access to the Corn Exchange. The only access for traders to unload from a vehicle is from the loading bays in Cateaton Street from Deansgate. All goods will need to be hand-balled from here to the stalls.

Market Street
Bump-in and bump-out – Manchester Markets and contractors will have limited access onsite and be restricted to outside local business trading times; access will be monitored by Showsec. Vehicles will use hazard lights and maintain a maximum speed of 5mph. When required, vehicles will be accompanied by a banks-man in high visibility clothing.

Trading days – no vehicular access will be allowed during trading hours, deliveries will be permitted to the houses outside trading hours, overnight between 8pm and 8am. Access will be managed by Showsec.

Cathedral Gardens
Vehicle access to Cathedral Gardens will be extremely limited and monitored by market management and/or Showsec security who will facilitate entry via Withy Grove through the bollards. Site exit will be staggered and monitored.

Trading days – Access will only be permitted between 7.15pm and 9am. Maximum stay 30 minutes to load/unload.

Market Office, Recycling and Storage Units

Parking bay dispensations have been applied for on Central Street, South King Street and Chancery Place for the location of the traders' storage units. Additionally on Brazennose Street we will locate the market office in Heron House, and the security office and the mug wash unit is located on South King Street.

Recycling – Paper, Glass, Plastic, Tin Cans.
These recycling containers are located on Central Street.

Recycling – Cardboard, Refuse, and Food Waste.
These recycling containers are located on Central Street.

Local Businesses

Local businesses in the vicinity of Brazennose Street, King Street, St Ann's Square, Exchange Street, New Cathedral Street, Exchange Square and Market Street have been informed of our plans for the Christmas Markets 2018.

The Town Hall events and building management have been consulted on our plans for the market on Albert Square.

Toilet Provision

Public toilets are located within the Town Hall Extension and will remain open for visitors to the Christmas Markets between 10am – 9.30pm each day.

Customers on all other sites will be made aware of our linked agreements with McDonalds on St Ann's Square and also M&S along with any other stores that are part of the 'City Loos scheme' in the area.

A disabled single toilet will be provided on New Cathedral St.

Waste Management and Recycling

The waste management plan for the Christmas Markets has been developed with the new city centre contractor Biffa and complies with the authority's guidelines on event waste management and sustainability.

Excess waste is prevented through the use of re-usable mugs and hard plastic glasses on all sites of the market.

Recycling Policy – all traders are required to provide recycled / bio-degradable plates, forks and/or spoons for food on the market.

Waste Management

All collection points agreed with Biffa prior to the market

- Albert Square – containers located on Central Street.
- King Street – container on South King Street
- St Ann's Square and Exchange Street – refuse trailer on St Ann's Street
- New Cathedral Street, Exchange Square, Corn Exchange and Cathedral gardens – refuse trailer on Cathedral Street
- Market Street – Pall Mall (down the side of Boots)

Manchester Specialist Markets will provide additional bins in the market areas, which will be serviced by Biffa.

Recycling

<u>Albert Square</u>

glass, plastic and tins will be collected from containers on Central Street.
Paper/cardboard and food waste will be collected from containers on Central Street.

Wood
pallets will be collected by Manchester Markets staff and recycled at New Smithfield Market.

All other sites – a daily collection of all recycling materials will be made from each house each morning.

Sale of Alcohol

Nigel Palmer of Manchester Markets is the Personal Licence holder for all market sites in the city centre.

Consumption on Site
All traders and their managers selling alcohol for consumption on site are required to:
- Hold a BIIAB Level 2 National Certificates and Personal Licence.
- Attend the Manchester Specialist Markets Alcohol Safety briefing.
- Display appropriate signage including names of employees nominated to sell alcohol.

When alcohol is sold for consumption on site, appropriate SIA Door Safe trained Showsec staff will be on site during alcohol trading times.

Audience profile - due to the nature of the market operation; opening times and premium rates charged for alcohol, excess alcohol/abuse is not a high risk; crowd disturbance/violence has not been a common occurrence on previous markets. Should a situation arise, trained Showsec stewards are competent to deal with incidents.

No glass receptacles permitted on site. Only stalls authorised by Manchester Markets will be permitted to sell alcohol.

Signage will be displayed throughout the markets warning that no alcohol is to be taken off the market sites.

Off Licence Sales
All traders selling alcohol are required to:
- Hold a Personnel Licence
- Not to open any bottles or containers on site.
- To advise customers that alcohol is for consumption off site only.

Food Concessions
This will be approved and monitored by Manchester Specialist Markets and Environmental Health.

All cafe traders are required to:
- Complete a Manchester Specialist Markets Catering Management Plan;
- Provide a Fire Risk Assessment;
- Provide two means of extinguishing a fire;
- Provide a first aid kit;
- Provide a risk assessment for their operation;
- Adhere to Food Hygiene Standards.

Environmental Health – Food Hygiene Ratings

Manchester City Council Environmental Health Officers will be visiting all food concessions whilst in operation and will be rating food stalls (produce and catering) trading at the Christmas Markets. The assessment will then be converted into a Hygiene Rating and traders will be given a certificate to display (it will be a condition of trading on the Christmas Markets that the certificate must be displayed).

NB- For those traders who have already received a rating from another Authority, it will not be able usable. Traders will be solely rated based on the stall operating at Manchester Christmas Markets and the rating will only be valid for its duration. All certificates remain the property of Manchester City Council.

Crowd Control

King Street, St Ann's Square, Exchange Street, New Cathedral Street, Exchange Square, Corn Exchange, Market Street, Cathedral Gardens remain a public space whilst the markets operate, therefore no specific crowd control measures are deemed necessary.

Crowd control to the bar areas on King Street, St Ann's Square, Exchange Street, New Cathedral Street, Exchange Square and Cathedral Gardens will be managed by the SIA trained Showsec steward assigned to each entrance.

All bar areas in all sites will remain open until 9pm to attract crowds away from Albert Square.

Crowd Control - Albert Square
Albert Square – we do not count people on to site. Crowd density levels and potential overcrowding will be judged by experienced members of staff (Market Management and Showsec) who will regularly undertake visual checks of the site.

The site has a maximum licensable occupancy of 6000 people which is in line with the newly installed national asset barrier around the square.

<u>Exit Capacity</u>
The calculations are based at an egress rate of 60 people per metre per minute, with a total exit width, excluding the largest exit of 16.2m

This comprises of;

6 x portals at 1.2m	7.2
2 x swing arm barrier at 4.5m	9.0
1 x 6.8m gate excluded	0.0 (largest gate excluded)
Total	16.2m

16.2m x 60 persons = 972 persons per minute.
6000 persons / 972 = Evacuation time of 6m 10s

This is within the 8 minute target that the Markets have set for evacuation of this area.

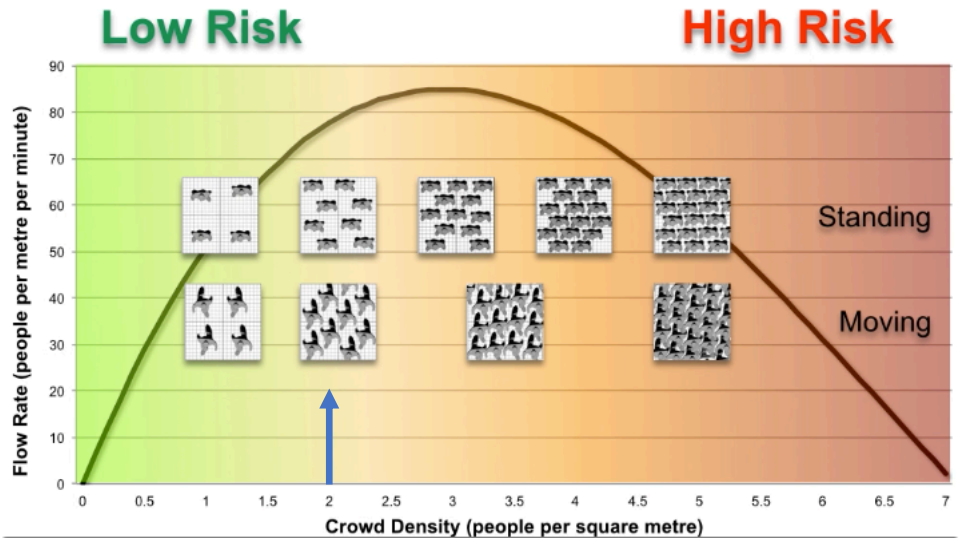
Crowd Density

The crowd at the Christmas Market is dynamic. In 2018 the crowd flow around the square was good, though at peak times crowd movement became slow and there was congestion in particular areas.

Following feedback from last year's event and taking account of building works which are taking place in the Town Hall, a number of changes have been made to the site which are aimed at improving crowd flow by reducing the number of stalls in the square and improving access/egress routes. These changes also take into account areas immediately outside the site perimeter. This will include a larger public space adjacent to the crossing point on Princess Street in order to reduce congestion ay this location.

The market site at Albert Square covers an area of approx./ 4700m^2. The public area within the site, excluding indoor space provided as part of a bar or catering unit, is 2930m^2. Based on a capacity of 6000 his would give an approximate density of 2 persons per square meter

The following graphics are indicate densities of 2 persons per square metre taken from Prof Keith Stills website 'Crowd Safety and Risk Analysis' 2013.





In order to ensure a safe crowd density, security supervisors will walk the site on an hourly basis, more if require and time their journey from one side of Albert Square to the other. The journey should take 5 minutes or less. If the journey is longer then we may take the decision to change the entrances to exit only, to alleviate crowd flow.

Crowd densities will be closely monitored, especially at busy and peak times or when overcrowding is judged possible. Market management and Showsec staff will take appropriate action: for example go to Amber Alert, if pinch points in the market reach a standstill or density levels of 0.25m² (4 persons per square metre).

Remedial action may include:

Partial Lockdown

At peak-times, if required, for short periods of time certain gates can be closed and used for exits only. Showsec personnel will direct members of the public further round the outside of the square to the next open gate. Staff will advise members of the public of alternative market sites. This method has been used successfully in prior years to slow the access onto the square.

Full Lockdown

If it is deemed that maximum capacity has been reached on Albert Square, and Partial Lockdown has not/will not alleviate the situation by slowing public access onto the square, Full Lockdown will be implemented to prevent all additional access onto the square.

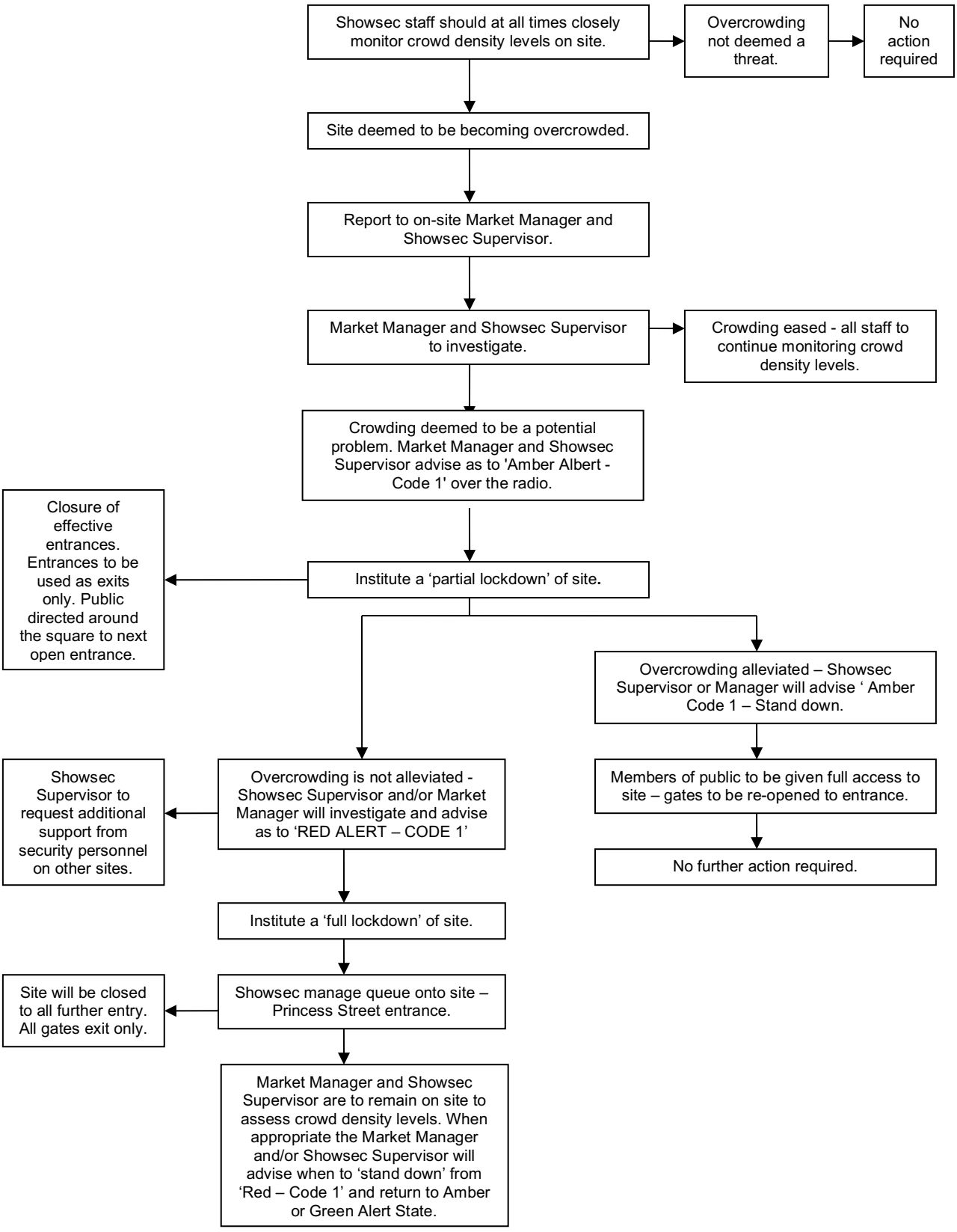
The decision to restrict access will be taken by the Specialist Market Manager and/or Showsec Supervisor. Additional security personnel will be requested to attend from the other market sites to assist with the operation.

All gates will be closed using either the additional picket fencing or the night lockdown barriers. The gates will remain functional for public exiting the market only.

Members of the public will be advised of our alternative market sites and directed to the Princess Street Gate if they wish to join a queue for entry onto the market. The queue will be managed by Showsec.

Security on each gate will count members of the public leaving the site and will advise the Showsec Supervisor. Once crowd densities have reached an acceptable and safe level (to be judged by visual checks conducted by experienced Market Management and/or Showsec staff, security will begin to operate a ‘one in, one out’ policy. The Showsec Supervisor will manage the public in the queue, giving advice as to estimated queuing times and to control admittance into the market.

Crowd Control – Management Albert Square



Crowd Control – Albert Square – Prams
At peak times, Showsec Stewards are to deter customers pushing children in prams or buggies from entering site. They are to make the adult aware that due to the density of the crowd and the uneven surface of the cobbled square it may be uncomfortable for children in prams/buggies. Additionally, a lot of the crowd walking around the market may be carrying hot drinks which present a risk associated with someone spilling a hot drink onto a pram or buggy.

Showsec stewards are to advise customers of the alternative, less congested market sites, and if appropriate, provide a market trail map.

Crowd Control – Albert Square – Dogs (except Assistance Dogs)
Dogs are prohibited from Albert Square for both Health and Safety and Crowd Control reasons. Showsec Stewards are to prevent all entry to site of customers with dogs (except Assistance Dogs). Customers with dogs will be advised that due to the number of people on site it will be uncomfortable for the dog and uncomfortable for the other customers. We also have a high density of food traders on site and it is not appropriate for dogs to enter the square

Showsec stewards are to advise customers of the alternative, less congested market sites, and if appropriate, provide a market location map.

'No Dogs Allowed' signs will be in place on all entry gates to the market.

Safety Messages and Information to the Public

Showsec and Manchester Markets staff will be the point of contact for information dissemination.

Megaphones will be utilised for public messages. These will be located at:
- Albert Square: 6 Megaphones -1 located at each main entrance to site.
- St Ann's Square, Exchange Square, Cathedral Gardens: 1 each in Bar areas.

Market Control

The main Market Control for all sites is located in the Market Office on Jacksons Row.

There is a secondary Market Control office located in the security hut within the restricted area of St Ann's Square.

Access to Market Control is restricted to:
- Manchester Markets personnel
- Showsec stewards
- G.M.P.
- M.C.C. Audit and Risk Management (Health and Safety) Officers

Market Security and Stewarding

- Showsec will be on all market sites 24 hours per day and will monitor all public and trader access to the sites.
- Showsec staff will secure the market sites in the evenings and open in the mornings as appropriate.
- All traders are supplied with the Market Management mobile phone numbers.
- Manchester Specialist Markets staff have received Welcome All Training.
- All Manchester Specialist Markets and Showsec staff will be identified by corporate dress.
- Manchester Specialist Markets and Showsec staff are to:
  - Provide information about facilities such as public toilets, accessible parking et cetera.
  - Inform the Police of disturbances
  - Respond to emergencies and liaise with emergency services in the event of an emergency.
- All Showsec stewards are SIA certificated and all Event managers are project GRIFFIN and ARGO trained.

First Aid and Accident Reporting

Manchester Specialist Markets Managers are certified in the provision of First Aid. First Aid equipment is located:

- Albert square – Windmill Bar
- The Security Hut – St Ann's Square
- The Round Coffee House – Cathedral Gardens

Defibrillators – Manchester Specialist Market managers are trained to use defibrillators, they are located:

- Market Control – Jacksons Row
- Coffee House – Market Street
- Mill exchange – Exchange Square

During bump-in/bump-out all contractors are expected to make their own first aid provision. Any accidents and injuries that occur should be reported to one of the Market Managers, who are responsible for completing accident report forms and logging all accidents and injuries in the Markets Day Book and informing MCC Health and Safety Team.

Any accidents or injuries that occur should be reported to the Market Manager(s), Environmental Operatives or Showsec staff who will telephone for an ambulance to attend.

The Specialist Markets Manager, in consultation with Manchester Markets and the MCC Health and Safety Team is responsible for notifying the HSE of any event that is reportable under the Reporting of Injuries, Diseases and Dangerous Occurrences Regulations.

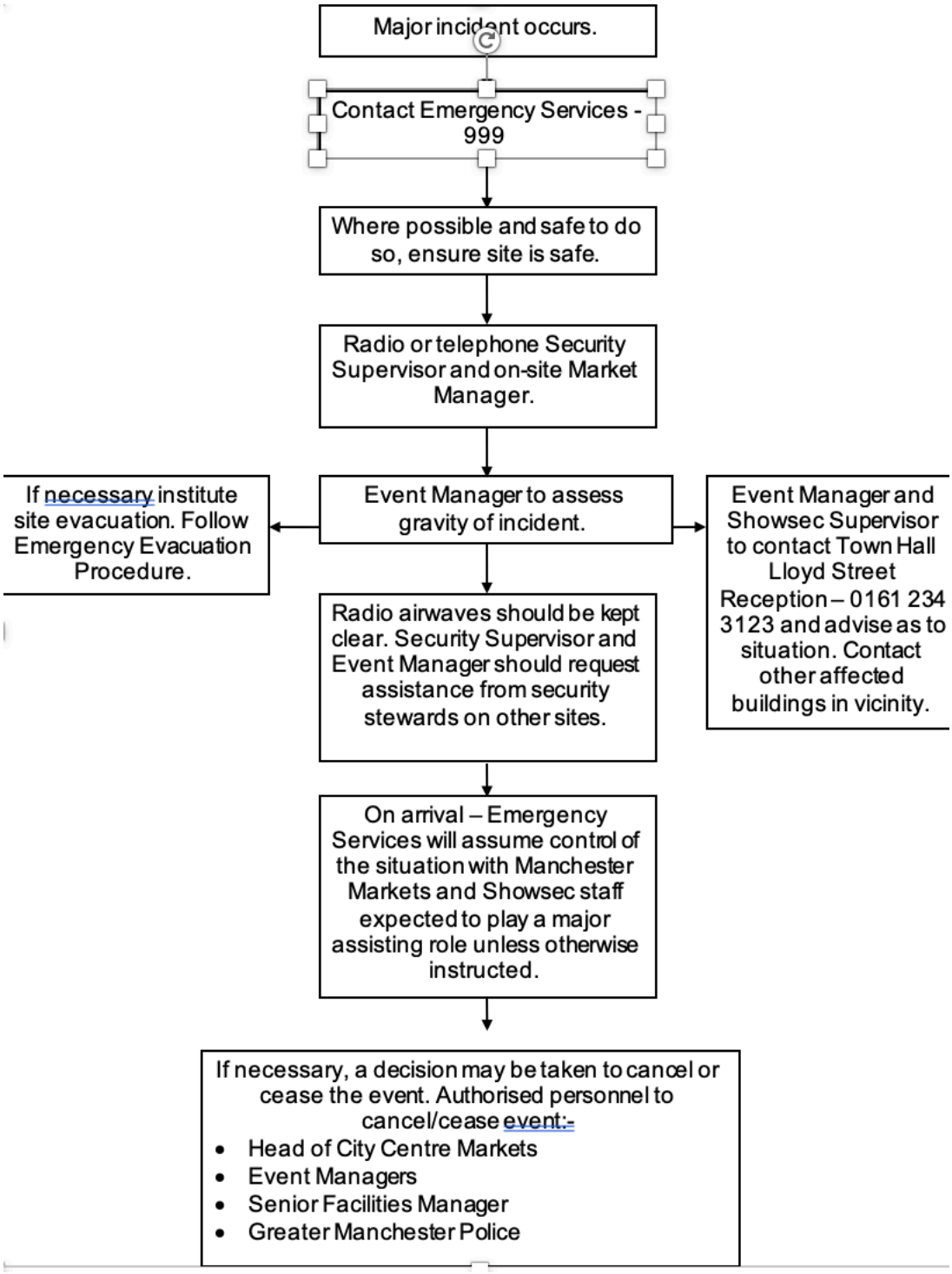
Local Hospitals
The nearest accident and emergency facilities are:

Manchester Royal Infirmary, (1.8 miles)
Upper Brook St,
Manchester M13 9NZ
161 1234

North Manchester General Hospital (3.7 miles)
Delaunays Rd,
Crumpsall,
Manchester M8 5RB
0161 624 0420

Salford Royal NHS Foundation Trust, (4.5miles)
Stott Lane,
Salford, M6 8HD
0161 789 7373

Report of an Accident / Medical Emergency



Lost Children

Lost Children Point – Market Control, Jacksons Row

A minimum of two people, preferably one female and one male are required to deal with a lost child. Children should never be left in the sole care of one person.

The person claiming the child must provide their names and address, to be logged in the Market Day Book, show relevant forms of identification and be able to answer questions relevant to information gained from the child in conversation. In the event of any uncertainty, please contact the police who will determine if the child should be allowed to go with the person who is claiming them.

Lost Children – Code 5

Found Child Procedure

- Steward and/or market staff should make immediate contact with other staff in case the parent / guardian has made themselves known. The parent / guardian should be escorted to the Lost Children Point (Market Office on Central Street). When sending messages via radio the appropriate code is to be used – Code 5. No details of the child are to be given over the radio.
- The child is to be immediately escorted by a minimum of two stewards/market staff to the Lost Children Point.
- A description of the parent / guardian is to be circulated to all staff.
- The Security Supervisor will instigate a search of the site.
- Parents / guardians claiming the child should show a form of ID (a photo driving licence, passport or correspondence showing their name and home address) and answer a number of questions examples given in 17.2, before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them.

Missing Child Reported
Procedure – Code 5

- If a missing child is reported, the stewards and market staff should contact the Security Supervisor and Market Manager on the radio and advise of a Code 5.
- The Security Supervisor and/or the Market Manager will locate the parent / guardian to obtain a description of the child and escort them to the Lost Children Point.
- The Security Supervisor and/or Market Manager will circulate a description of the child to security via direct face-to-face contact with stewards or mobile phone; no details of the child are to be given over the radio. They will instigate a search of the market.
- Any steward or market staff finding the lost child must immediately contact the Security Supervisor and advise of a Code 5 stand down. They must then escort the child to the Lost Children Point.
- Parent / guardians claiming the child should show a form of ID (a photo driving licence, passport or correspondence showing their name and home address) and answer a number of questions examples given in 17.2, before the child is released. In the event of any uncertainty, it will be the responsibility of the Police to determine if the child should be allowed to go with the person who is claiming them

Sample Identification Questions for Child and Person Claiming the Child

Questions should be asked of the child and person claiming the child to try and determine the nature of their relationship. In the event of any uncertainty contact the police.

- Name and age of child
- Who are they with and where did they last see them
- Do they have brothers or sisters, their name(s)
- Name of pets
- How did they get to town
- What school the child attends
- Who else is with them today
- Where do they live / colour of their front door

Lost Children – All other Sites

As all the other market sites are in pedestrian streets, if a lost child is reported or found then this must be reported to the Police. A minimum of two persons should stay with the child until the Police attend.

If a person or persons claim a child before the arrival of the Police, contact Police for guidance as to what their preferred course of action would be. In the event of any uncertainty, wait for Police to arrive on site to take control of the situation.

Fire Safety

Access in case of emergency will be managed by Manchester Specialist Markets and Showsec staff – Blue light routes will be stewarded to allow prompt access for emergency vehicles.

Portable fire fighting equipment will be provided by Manchester Markets in each of the generator compounds. Additionally, all traders supplying hot food are required to bring their own appropriate portable fire fighting equipment (minimum an appropriate fire extinguisher and a fire blanket) and complete a Fire Risk Assessment.

Procedures for Manchester Markets & Showsec staff.

- On discovering a fire, raise the alarm immediately. Call the emergency services on 999. Inform the Event Managers and Showsec Supervisor.
- 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.
- Evacuate the site – assist members of the public to disperse to a place of safety.
- Leave the site by the nearest and safest available escape route.
- Move quickly but do not run.
- Direct traders to the Fire Assembly Point.
- Markets staff report to the duty Event Manager
- Showsec staff report to the Showsec Supervisor.
- Do not remain in or return to site to collect your personal belongings.

- Where relevant, the on-site duty Market Manager and Showsec Supervisor are to inform the Town Hall of any incidents, including fire that may affect visitors and staff working in the Town Hall / Town Hall Extension, either by telephoning the Town Hall, Lloyd Street Reception Desk on 0161 234 3123, or if it is safe to do so sending a steward to the Lloyd Street Reception.

Locations of Evacuation	**Fire Assembly Point**	
Albert Square	Outside Centurion House on the corner of Brazennose Street	Roll Call to be conducted by security supervisor from Albert Square
King Street St Ann's Square Exchange Street New Cathedral Street	Outside St Ann's Church (side of GAP)	Roll Call to be conducted by area supervisor
Exchange Square Corn Exchange Cathedral Gardens	Outside the main entrance to the Next store (corner of Corporation Street and Withy Grove)	Roll Call to be conducted by area supervisor
Market Street	Outside Marks & Spencer (bottom of Market Street)	Roll call to be conducted by security stationed at the Witch House

Emergency Evacuation Plans

Evacuation of a site will be dependent upon the location and type of incident.

Authorised Personnel to Order an Evacuation

- Specialist Markets Operations Manager
- Specialist Market Managers
- Showsec Manager/Supervisor
- GMP or Emergency Services.

The instruction to evacuate will be made by one of the above.

Procedure for executing an emergency evacuation – all sites

Alarm raised. Authorised Personnel assess the gravity of the situation.

- Radio message sent to all Markets and Showsec stewards to be on "stand-by" and keep radio channels open.
- Supervisors on all other sites to be on stand-by to assist and send all stewards to assist if required.
- All sites - security to advise all bar managers that if their presence is required, they will be leaving position and that the bar will be required to stop selling alcohol immediately until security staff return.
- If required and where it is safe to do so, Showsec stewards from other market sites should make their way to location of the emergency. Under the direction of the Showsec Supervisor, stewards should assist with crowd control. Where relevant, stewards should prevent members of the public from entering the area.

- Authorised Personnel ONLY to give instructions to evacuate.
  - Where it is safe to do so Showsec stewards or Markets personnel are to locate the megaphones sited in dedicated stalls.

    - Albert Square: 6 Megaphones -1 located at each main entrance to site.
    - St Ann's, Exchange Square, Cathedral Gardens: 1 each in Bar areas

      1. Give 15 seconds siren alarm.
      2. Followed by the following verbal message: **This is an emergency. Please leave the site by the nearest and safest exit.**
      3. Repeat steps 1 and 2.

Albert Square
Showsec stewards are to clear the Zone assigned to the gate where the megaphone is located. For example Gate 3, the Blue Zone. Zone maps are provided to all Markets and Showsec staff and are attached to the megaphones.

Other sites
Showsec stewards are to clear the market area.

- Stewards should direct/lead members of the public to vacate the area. Members of the public should be directed to a minimum safe distance i.e. pavements across the road from the incident, and then further encouraged to leave the area.
- Showsec stewards are to direct traders to leave site and go to the Fire Assembly Point. If it is safe to do so, traders are to turn off gas and electric equipment and close shutters before leaving the market.
- Authorised Personnel to call Emergency Services 999.
- The on-site Market Manager and Showsec Supervisor are to contact surrounding businesses and buildings to advise of the emergency situation.
- Albert Square – Inform the Town Hall of the situation, Lloyd Street reception on 0161 234 3123. If appropriate, the Town Hall should be advised to let people in the main doors but not out.
- Where possible, Showsec stewards should remove any obstacles to the evacuation, for example the picket fencing.
- If safe to do so Showsec and Manchester Markets staff will remain on the outer pavement edge of the square to ensure no members of the public or traders try to enter the square.
- The Showsec Supervisor is required to request the appropriate Showsec steward from the Fire Assembly point and using the trader's names list, provided in the Christmas Market Event Information Folders, check all traders are present and safe. Traders must be asked to affirm that all members of their staff have safely evacuated the market.

Arrival of Emergency Services
Authority for handling the situation will be immediately transferred to the first Emergency Services reported on site (GMP or Fire Brigade).

Manchester Specialist Markets and Showsec staff will assemble at the appropriate Fire Assembly Point, the Showsec Supervisor is to take a role call of all Showsec staff, the Event Manager is to take a role call of all Markets and agency staff.

If required and safe to do so, Showsec and Markets staff will take direction from the Emergency Services to assist with the situation.

Procedures for Traders
Details provided to all traders in their information packs and are posted in each of Manchester Markets houses.

On discovering a fire
- Evacuate all staff from the house and customers from the vicinity of the fire.
- Raise the alarm - inform the nearest Showsec Steward or Markets personnel.
- Only tackle a fire if you are trained in the use of relevant equipment and it is safe to do so.
- If safe to do so, turn off any gas appliances.
- Alert other traders to the potential danger so they may evacuate.

On hearing the fire alarm / or being advised to evacuate site
- Stop serving immediately, inform customers of the fire alarm and the need for them to evacuate the area.
- Turn off any gas source.
- Leave the house by the nearest exit. If it is safe to do so, close the shutters to the house.
- Do not attempt to lock your house or stop to take personnel possessions with you.
- On the way out of the area, inform customers that an evacuation is in progress and advise them to leave the area by the quickest safe exit.
- Report and remain at the Fire Assembly Point.
    - Traders are responsible for their members of staff and assistants working on a stall. You must account for all your staff and report to the Fire Warden at the Assembly Point.
- Do NOT attempt to return to your stall/house for personal belongings.
- Manchester Markets staff, traders and Showsec Security will only be allowed back on site when it has been authorised as safe by the Emergency Services.

Major Incidents

General Principles
If there is a major incident in the City Centre, an issue of overcrowding or terrorist related threat, GMP are to take control with assistance from Manchester Markets and Showsec staff.

The decision to cancel or cease the event is taken by:
- Head of City Centre Markets
- Event Managers
- Greater Manchester Police

Emergency Services

In the event of an emergency all sites have been designed to maintain normal levels of access at all times. GMP is aware of the Specialist Markets.
In the event of the emergency services requiring access to a market site, where it is safe and appropriate to do so, Showsec stewards will ensure that Blue routes and other access areas are clear of any obstruction.

Emergencies Information

The information below is for Manchester Markets and Showsec staff. Should a major incident, terrorist incident or similar occur the Emergency Services will take over control of procedures using pre-existing contingency plans, GMP will co-ordinate emergency services and assume public control in these circumstances, with Manchester Markets and Showsec staff expected to play a major assisting role unless otherwise instructed.

All staff should be alert to the presence of vehicles and equipment on each market site. Markets and Showsec staff must question anything that does not fit. All staff, not just stewards, should challenge unauthorised persons tampering with or leaving vehicles or items.

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

Security Alert – Bomb Threat

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

- **IF MARKET MANAGEMENT RECEIVE THE CALL -** Person who receives the call will ask as many questions and record as many details about the call and caller as possible. GMP must be informed and the below actions followed.
- **IF THE CALL IS RECEIVED ELSEWHERE** - e.g. police or press – they will inform Markets Management and action will follow.

Exact details of the call, such as passwords used must not be spoken on market radios. Details of the call should only be passed to a member of the 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 discreet search by stewards and all Markets staff take place.
- **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. Follow Evacuation Plan detailed in section 19.

Event Alert State

In the event of an emergency the following alert states will be used on the internal radio system.

GREEN indicates there is free flow of public both inside and outside the event. No problems reported.

AMBER could indicate - heavy pressure on entrances, pinch points areas reach a crowd density over 0.25m^2 (4 persons per square meter), no free flow in significant areas; approaching capacity; there is a bomb threat; threat of fire; or threat of crowd disorder.

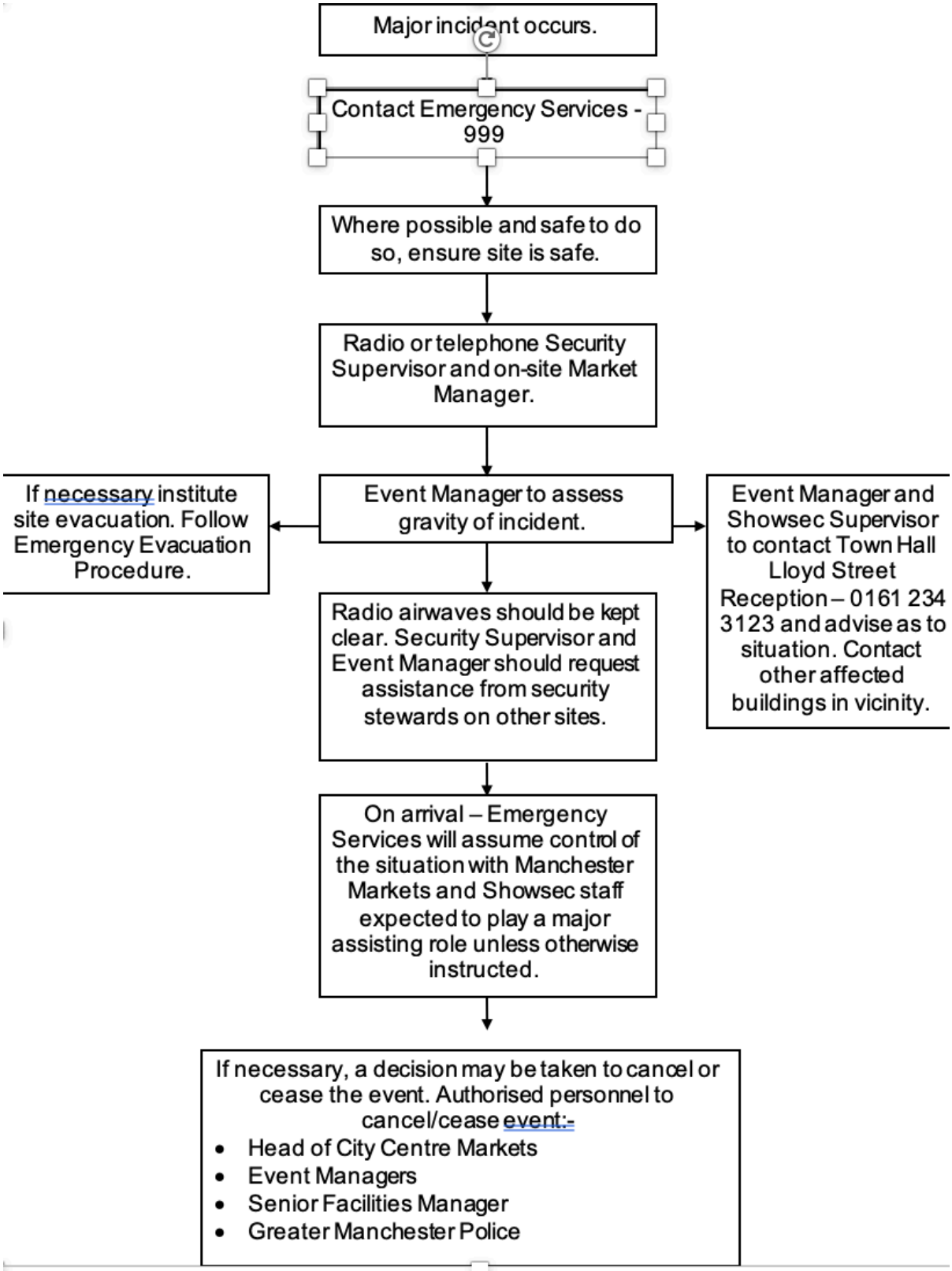
RED could indicate - confirmed fire; bomb threat; structural collapse; or amber incident upgraded by Market Management or Security Supervisor.

The evacuation of the site would depend upon the area affected and the information available.

Coded Messages

- **Code 1** – Major Crowd Problem
- **Code 2** – Suspect Package
- **Code 3** – Bomb Threat
- **Code 4** – Fire
- **Code 5** – Lost Child

Major Incident – Actions and Responsibilities



Communications

All Manchester Markets and Showsec stewards will have radios to maintain full communications with all sites both day and night.

Showsec Supervisor will carry a Store-net / Night-net radio for communicating with the city centres CCTV operations.

Showsec are supplied with an emergency contact number for the Event Managers, one of these will be manned 24 hours throughout the event.

Monitoring

Health, safety and welfare arrangements will be monitored as follows:

- The Head of City Centre Markets and Event Manager(s) shall conduct inspections during the bump-in and bump-out of the market to ensure compliance with this safety plan and the control measures documented in risk assessments.
- The Head of City Centre Markets and Event Manager(s) shall conduct an inspection of the market pre-opening to ensure compliance with this plan and to identify any uncontrolled hazards.
- The Head of City Centre Markets and Event Manager(s) shall monitor the activities of all contractors throughout the bump-in and bump-out and enforce compliance with this plan and the control measures documented in risk assessments.
- The Event Manager(s) in conjunction with MCC Health and Safety Team shall scrutinise safety policies and risk assessments of contractors and raise any areas of concern prior to the bump-in of a market.
- The Markets Day Book shall record all monitoring and inspections, accidents and incidents during the market. The Head of City Centre Markets shall review these after the market to assess the levels of accidents and incidents.

Build Phasing Plan

Manchester Christmas Markets 2019 - Phasing of Works

Sunday	27/10/2019	09:00	Exchange Sq & Corn Exchange	WMB to run cables along hoarding for Corn Exchange site
Monday	21/10/2019	TBC	Cathedral Gardens	Installation of heras fencing to begin
Monday	21/10/2019	TBC	Cathedral Gardens	Arena to begin delivery and install of Ice Rink
Monday	21/10/2019	TBC	Cathedral Gardens	Hamilton Ice Scultors to begin delivery and install of Ice Village
Friday	25/10/2019	06:00	Cathedral Gardens	Principal Contractor & WMB to take delivery of Generator
Friday	25/10/2019	19:30	Cathedral Gardens	DP Structures to deliver and install units ref; CG-001, CG-002, CG-003, CG-004, CG-005, CG-006, CG-006, CG-007, CG-008, CG-009, CG-010 and CG-011
Friday	25/10/2019	21:00	Cathedral Gardens	Catering Trailers to deliver and install units ref; CG-018 (The Well Coffee)
Sunday	27/10/2019	04:00	Albert Square	Principal Contractor to erect heras fencing
Sunday	27/10/2019	04:00	Albert Square	Installation of heras fencing to begin
Sunday	27/10/2019	05:00	Albert Square	DBN Audile
Sunday	27/10/2019	05:00	Albert Square	Principal Contractor/ WMB to take delivery of 2 nr. generators
Sunday	27/10/2019	06:00	Exchange Sq & Corn Exchange	Principal Contractor to erect heras fencing to Corn Exchange site. Ensure use of access road is maintained
Sunday	27/10/2019	06:00	Exchange Sq & Corn Exchange	Principal Contractor to deliver heras fencing to Exchange Square site keeping obstructions to a minimum and maintaining all access routes
Sunday	27/10/2019	06:00	Albert Square	Kitching to deliver and install unit ref; AS-062 (Pig & Barrel) (vehicles must vacate site by 1pm)
Sunday	27/10/2019	06:00	Albert Square	Bjorn Thomas to deliver and install units ref; AS-012 & AS-014 (Windmill House)
Sunday	27/10/2019	06:00	Albert Square	WMB to install cable run under units ref; AS-012 & AS- 014 (Windmill House)

Sunday	27/10/2019	06:00	Albert Square	DP Structures to deliver units ref; AS-122, AS-123, AS- 124, AS-126 & AS-127 (Fountain Houses). Installation can only commence once units ref; AS-125 and AS-097 have been delivered to site.
Sunday	27/10/2019	07:00	Albert Square	Catering Trailers to deliver and install units ref; AS-125 (Hollies)
Sunday	27/10/2019	07:00	Albert Square	Catering Trailers to deliver and install units ref; AS-097 (Brookes Mill)
Sunday	27/10/2019	08:00	Exchange Sq & Corn Exchange	Principal Contractor/ WMB to take delivery of 1nr. Generator
Sunday	27/10/2019	08:00	Albert Square	Anja Manke to deliver and install unit ref; AS-0107 (Moose House)
Sunday	27/10/2019	20:00	New Cathedral Street	Principal Contractor to take possession of site and erect heras fencing (to allow Exchange Square Install)
Wednesday	27/10/2019	20:00	Cathedral Gardens	Dreyer to deliver and install units ref; CG-019 (Pancake House)
Sunday	27/10/2019	21:00	Exchange Sq & Corn Exchange	DP Structures to deliver and install units ref; ES-014, ES- 013, ES-011, ES-010, ES-009, ES-008, ES-007, ES- 006, ES-005, ES-004, ES-003, ES-002 & ES-001

Sunday	27/10/2019	22:00	Exchange Sq & Corn Exchange	Principal Contractor to adjust heras fencing to allow installation works to begin
Sunday	27/10/2019	22:00	New Cathedral Street	Catering Trailers to deliver and install unit ref; NC-014 (Highland Lodge)
Sunday	27/10/2019	23:00	Exchange Sq & Corn Exchange	DP Structures to deliver and install units ref; CE-017, CE-016, CE-015, CE-014, CE-013, CE-012, CE-011, CE- 010, CE-009, CE-008, CE-007, CE-006, CE-005, CE- 004, CE-003, CE-002 & CE-001
Sunday	27/10/2019	23:00	Exchange Sq & Corn Exchange	DP Structures to deliver and install unit ref; ES-015 - low loader to access Exchange Sq via tram lines, client (Specialist Markets Team) to liaise with TfGM to arrange access
Monday	28/10/2019	06:00	Exchange Sq & Corn Exchange	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring use of access road is maintained along with adequate working space for electrical fit out works to commence within the units

Monday	28/10/2019	06:00	New Cathedral Street	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible
Monday	28/10/2019	06:00	King Street	Principal Contractor/ WMB to take delivery of 2nr. generators
Monday	28/10/2019	10:00	Albert Square	Kitching to deliver and install unit ref; AS-077 (Clowbecks)
Monday	28/10/2019	11:00	Exchange Sq & Corn Exchange	Stottwig to deliver and install unit ref; CE-023
Monday	28/10/2019	11:00	Albert Square	Feiste to deliver and install units ref; AS-103, AS-104 and AS-110 & AS-111
Monday	28/10/2019	11:00	Albert Square	Hofffheinz to deliver and install unit ref; AS-080
Monday	28/10/2019	20:00	Albert Square	DP Structures to deliver Albert Square PHASE 1 units
Monday	28/10/2019	20:30	Exchange Sq & Corn Exchange	P Dreyer to deliver and install unit ref; ES-018 (Mini Pancake House)
Monday	28/10/2019	21:00	King Street	Principal Contractor to erect heras fencing
Monday	28/10/2019	22:00	King Street	Catering Trailers to deliver only units ref; KS-012, KS- 013 & KS-014
Monday	28/10/2019	22:00	King Street	Catering Trailers to deliver and install units ref; KS-012, KS-013, KS-014, KS-015, KS-016, KS-017, KS-018, KS- 019, KS-020, KS-021, KS-022, KS-023 & KS-024
Monday	28/10/2019	23:00	Exchange Sq & Corn Exchange	Osman to deliver and install unit ref; ES-017 (Food & Bar chalet)
Tuesday	29/10/2019	06:00	King Street	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible along with adequate working space for electrical fit out works to commence within the units
Tuesday	29/10/2019	06:00	New Cathedral Street	Principal Contractor/ WMB to take delivery of 2nr. Generators
Tuesday	29/10/2019	06:00	St Ann's Square	Principal Contractor/ WMB to take delivery of 1nr. generator

Tuesday	29/10/2019	11:00	Albert Square	Barrero to deliver and install units ref; AS-108 & AS-109 (Spanish House)
Wednesday	29/10/2019	13:00	Albert Square	Jochum to deliver and install unit ref; AS-079 (Swing grill)

Tuesday	29/10/2019	19:00	St Ann's Square	Principal Contractor to erect heras fencing
Tuesday	29/10/2019	19:00	Albert Square	Zanolla to deliver and install unit ref; AS-039 (Italian House)
Tuesday	29/10/2019	20:00	New Cathedral Street	Principal Contractor to adjust heras fencing to allow installation to commence
Tuesday	29/10/2019	20:00	St Ann's Square	Anja Manke to deliver and install units ref; SA-001, SA- 002, SA-003, SA-004, SA-005, SA-006, SA-007, SA- 008, SA-009, SA-010, SA-011, SA-012, SA-013, SA- 014, SA-015, SA-016, SA-017, SA-018, SA-019, SA- 020, SA-022 & SA-023
Tuesday	29/10/2019	20:00	Cathedral Gardens	Bjorn Thomas to deliver and install unit ref; CG-017 (Windill Bar)
Tuesday	29/10/2019	21:00	Exchange Sq & Corn Exchange	Gaspare to deliver and install unit ref; ES-012 (Pizza House)
Tuesday	29/10/2019	21:00	New Cathedral Street	DP Structures to deliver and install units ref; NC-002, NC-003, NC-004, NC-005, NC-006, NC-007, NC-008, NC-009, NC-010, NC-011, NC-012, NC-013, NC-016, NC-017, NC-018, NC-019, NC-020, NC-021, NC-022, NC-023, NC-024, NC-025, NC-026 & NC-027
Wednesday	30/10/2019	05:00	Market Street	Principal Contractor to erect heras fencing tight to centre of road - ensure crossing points/ breaks in fence line are incorporated at regular intervals.
Wednesday	30/10/2019	06:00	New Cathedral Street	Principal Contractor to adjust heras fencing to minimise disruption to public, incorporate crossing points where possible and bring fence line close to line of units
Wednesday	30/10/2019	06:00	Market Street	Principal Contractor/ WMB to take delivery of 2nr. Generators
Wednesday	30/10/2019	14:00	Albert Square	Tim Ross to deliver and install unit ref; AS-051
Wednesday	30/10/2019	20:00	St Ann's Square	Topper to deliver and Install unit ref; SA-021 (Chocolate House)

Wednesday	30/10/2019	21:00	Exchange Sq & Corn Exchange	Bjorn Thomas to deliver and install unit ref; ES-016 (Swing grill)
Wednesday	30/10/2019	21:00	New Cathedral Street	Bjorn Thomas to deliver and install unit ref; NC-001 (Witch House)
Wednesday	30/10/2019	21:00	King Street	Dirk to deliver and install unit ref; KS-025 & KS-026
Wednesday	30/10/2019	21:00	Market Street	Principal Contractor to adjust heras fencing/ close breaks in fence line, to allow installation works to begin - 3.7m wide access road must be incorporated within compound area. Access road must remain clear for emergency vehicles at ALL TIMES
Wednesday	30/10/2019	22:00	Market Street	Catering Trailers to deliver and install units ref; MS-010, MS-011, MS-012, MS-013, MS-016, MS-017, MS-022, MS-025, MS-026, MS-027 & MS-028
Wednesday	30/10/2019	22:00	Market Street	DP Structures to deliver and install units ref; MS-001, MS-002, MS-003, MS-003A, MS-004, MS-004A, MS-005, MS-006, MS-007, MS-008, MS-009, MS-014, MS- 015, MS-018, MS-020, MS-021, MS-023, MS-024, MS- 029, MS-030, MS-031, MS-032, MS-033, MS-034, MS- 035, MS-035A, MS-036, MS-036A, MS-037 & MS-038

Thursday	31/10/2019	05:00	Market Street	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible along with adequate working space for electrical fit out works to commence within the units
Thursday	31/10/2019	19:30	Albert Square	DP Structures to deliver Albert Square PHASE 2 units
Thursday	31/10/2019	TBC	Cathedral Gardens	Principal Contractor to remove heras fencing from site
Thursday	31/10/2019	TBC	Cathedral Gardens	Principal Contractor to handover all units at Cathedral Gardens to client
Friday	01/11/2019	06:00	Exchange Street	Principal Contractor/ WMB to take delivery of 1nr. generator
Friday	01/11/2019	20:00	Exchange Street	Principal Contractor to erect heras fencing
Friday	01/11/2019	21:00	Exchange Street	Catering Trailers to deliver and install units ref; EX-001, EX-002, EX-003, EX-004, EX-005, EX-006, EX-007 & EX-008

Friday	01/11/2019	21:00	Market Street	Dirk to deliver and install units ref; MS-019, MS-020 & MS-021
Friday	01/11/2019	22:00	King Street	DP Structures to deliver and install units ref; KS-001, KS- 002, KS-003, KS-004, KS-005, KS-006, KS-007, KS- 008, KS-009, KS-010 & KS-011
Saturday	02/11/2019	06:00	Exchange Street	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible along with adequate working space for electrical fit out works to commence within the units
Saturday	02/11/2019	09:00	Albert Square	Yard & Coop to deliver and install unit ref; AS-121 (Yard & Coop)
Saturday	02/11/2019	09:00	Albert Square	DBN Audile
Saturday	02/11/2019	11:00	Albert Square	Dirk to deliver and install unit ref; AS-129
Sunday	03/11/2019	10:00	St Ann's Square	Principal Contractor to remove heras fencing from site
Sunday	03/11/2019	11:00	St Ann's Square	Principal Contractor to handover all units on St Ann's Square to client
Sunday	03/11/2019	12:00	Albert Square	DP Structures to deliver Albert Square PHASE 3 units
Wednesday	03/11/2019	19:00	New Cathedral Street	Principal Contractor to handover all units on New Cathedral Street to client
Sunday	03/11/2019	20:00	Exchange Sq & Corn Exchange	Principal Contractor to handover all units on Corn Exchange and Exchange Square to client
Wednesday	03/11/2019	21:00	New Cathedral Street	Principal Contractor to remove heras fencing from site
Sunday	03/11/2019	21:00	Exchange Street	Catering Trailers to deliver and install unit ref; EX-009 (Winterberries Coffee House)
Sunday	03/11/2019	22:00	Exchange Sq & Corn Exchange	Principal Contractor to remove heras fencing from site
Monday	04/11/2019	06:00	King Street	Principal Contractor to remove heras fencing from site
Monday	04/11/2019	07:00	Market Street	Principal Contractor to remove heras fencing from site

Monday	04/11/2019	08:00	Market Street	Principal Contractor to handover all units on Market Street to client
Monday	04/11/2019	10:00	King Street	Principal Contractor to handover all units on King Street to client

Monday	04/11/2019	19:00	Exchange Street	Principal Contractor to handover all units on Exchange Street to client
Monday	04/11/2019	21:00	Exchange Street	Principal Contractor to remove heras fencing from site
Wednesday	06/11/2019	20:00	St Ann's Square	Birdie Camper Van to deliver and install unit ref; SA-024
Wednesday	06/11/2019	08:00 until 11.00	Cathedral Gardens	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.
Wednesday	06/11/2019	12:00 until 16:00	Exchange Sq & Corn Exchange	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.
Wednesday	06/11/2019	12:00 until 16:00	New Cathedral Street	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.
Wednesday	06/11/2019	12:00 until 16:00	St Ann's Square	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the

				trader is in possession of a valid receipt proving the item to be less than 1 year old.
Wednesday	06/11/2019	12:00 until 16:00	Exchange Street	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

Wednesday	06/11/2019	16:00 until 18:30	King Street	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.
Thursday	07/11/2019	10:00	Cathedral Gardens	Birdie to deliver and install unit ref; CG-020 (Birdie Cmper Van)
Thursday	07/11/2019	08:00 until 11:00	Market Street	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.
Thursday	07/11/2019	12:00 until 17.00	Albert Square	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

Exchange Square and Corn Exchange Phasing of Works

Day	Date	Time	Works
Sunday	27/10/2019	09:00	WMB to run cables along hoarding for Corn Exchange site

Sunday	27/10/2019	06:00	Principal Contractor to erect heras fencing to Corn Exchange site. Ensure use of access road is maintained
Sunday	27/10/2019	06:00	Principal Contractor to deliver heras fencing to Exchange Square site keeping obstructions to a minimum and maintaining all access routes
Sunday	27/10/2019	08:00	Principal Contractor/ WMB to take delivery of 1nr. Generator
Sunday	27/10/2019	21:00	DP Structures to deliver and install units ref; ES-014, ES- 013, ES-011, ES-010, ES-009, ES-008, ES-007, ES-006, ES-005, ES-004, ES-003, ES-002 & ES-001
Sunday	27/10/2019	22:00	Principal Contractor to adjust heras fencing to allow installation works to begin
Sunday	27/10/2019	23:00	DP Structures to deliver and install units ref; CE-017, CE- 016, CE-015, CE-014, CE-013, CE-012, CE-011, CE-010, CE-009, CE-008, CE-007, CE-006, CE-005, CE-004, CE- 003, CE-002 & CE-001
Sunday	27/10/2019	23:00	DP Structures to deliver and install unit ref; ES-015 - low loader to access Exchange Sq via tram lines, client (Specialist Markets Team) to liaise with TfGM to arrange access
Monday	28/10/2019	06:00	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring use of access road is maintained along with adequate working space for electrical fit out works to commence within the units
Monday	28/10/2019	11:00	Stottwig to deliver and install unit ref; CE-023
Monday	28/10/2019	20:30	P Dreyer to deliver and install unit ref; ES-018 (Mini Pancake House)
Monday	28/10/2019	23:00	Osman to deliver and install unit ref; ES-017 (Food & Bar chalet)
Tuesday	29/10/2019	21:00	Gaspare to deliver and install unit ref; ES-012 (Pizza House)
Wednesday	30/10/2019	21:00	Bjorn Thomas to deliver and install unit ref; ES-016 (Swing grill)
Sunday	03/11/2019	20:00	Principal Contractor to handover all units on Corn Exchange and Exchange Square to client
Sunday	03/11/2019	22:00	Principal Contractor to remove heras fencing from site
Wednesday	06/11/2019	12:00 until 16:00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

New Cathedral Street Phasing of Works

Day	Date	Time	Works
Sunday	27/10/2019	20:00	Principal Contractor to take possession of site and erect heras fencing (to allow Exchange Square Install)
Tuesday	29/10/2019	06:00	Principal Contractor/ WMB to take delivery of 2nr. Generators
Monday	28/10/2019	06:00	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible
Tuesday	29/10/2019	20:00	Principal Contractor to adjust heras fencing to allow installation to commence
Sunday	27/10/2019	22:00	Catering Trailers to deliver and install unit ref; NC-014 (Highland Lodge)
Tuesday	29/10/2019	21:00	DP Structures to deliver and install units ref; NC-002, NC- 003, NC-004, NC-005, NC-006, NC-007, NC-008, NC-009, NC-010, NC-011, NC-012, NC-013, NC-016, NC-017, NC- 018, NC-019, NC-020, NC-021, NC-022, NC-023, NC-024, NC-025, NC-026 & NC-027
Wednesday	30/10/2019	06:00	Principal Contractor to adjust heras fencing to minimise disruption to public, incorporate crossing points where possible and bring fence line close to line of units
Wednesday	30/10/2019	21:00	Bjorn Thomas to deliver and install unit ref; NC-001 (Witch House)
Wednesday	03/11/2019	21:00	Principal Contractor to remove heras fencing from site
Wednesday	03/11/2019	19:00	Principal Contractor to handover all units on New Cathedral Street to client
Wednesday	06/11/2019	12:00 until 16:00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

King Street Phasing of Works

Day	Date	Time	Works
Monday	28/10/2019	06:00	Principal Contractor/ WMB to take delivery of 2nr. generators
Monday	28/10/2019	21:00	Principal Contractor to erect heras fencing

Monday	28/10/2019	22:00	Catering Trailers to deliver only units ref; KS-012, KS-013 & KS-014
Monday	28/10/2019	22:00	Catering Trailers to deliver and install units ref; KS-012, KS- 013, KS-014, KS-015, KS-016, KS-017, KS-018, KS-019, KS-020, KS-021, KS-022, KS-023 & KS-024
Tuesday	29/10/2019	06:00	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible along with adequate working space for electrical fit out works to commence within the units
Wednesday	30/10/2019	21:00	Dirk to deliver and install unit ref; KS-025 & KS-026
Friday	01/11/2019	22:00	DP Structures to deliver and install units ref; KS-001, KS- 002, KS-003, KS-004, KS-005, KS-006, KS-007, KS-008, KS-009, KS-010 & KS-011
Monday	04/11/2019	06:00	Principal Contractor to remove heras fencing from site
Monday	04/11/2019	10:00	Principal Contractor to handover all units on King Street to client
Wednesday	06/11/2019	16:00 until 18:30	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

St Anns Square Phasing of Works

Day	Date	Time	Works
Tuesday	30/10/2018	10:00	Principal Contractor to take delivery of refuse hut (usual position)
Tuesday	29/10/2019	06:00	Principal Contractor/ WMB to take delivery of 1nr. generator
Tuesday	29/10/2019	19:00	Principal Contractor to erect heras fencing
Tuesday	29/10/2019	20:00	Anja Manke to deliver and install units ref; SA-001, SA-002, SA-003, SA-004, SA-005, SA-006, SA-007, SA-008, SA-
Wednesday	30/10/2019	20:00	009, SA-010, SA-011, SA-012, SA-013, SA-014, SA-015, Topper to deliver and Install unit ref; SA-021 (Chocolate House)
Sunday	03/11/2019	10:00	Principal Contractor to remove heras fencing from site
Sunday	03/11/2019	11:00	Principal Contractor to handover all units on St Ann's Square to client

Wednesday	06/11/2019	20:00	Birdie Camper Van to deliver and install unit ref; SA-024
Wednesday	06/11/2019	12:00 until 16:00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

Exchange Street Phasing of Works

Day	Date	Time	Works
Friday	01/11/2019	20:00	Principal Contractor to erect heras fencing
Friday	01/11/2019	06:00	Principal Contractor/ WMB to take delivery of 1nr. generator
Friday	01/11/2019	21:00	Catering Trailers to deliver and install units ref; EX-001, EX- 002, EX-003, EX-004, EX-005, EX-006, EX-007 & EX-008
Saturday	02/11/2019	06:00	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible along with adequate working
Sunday	03/11/2019	21:00	space for electrical fit out works to commence within the Catering Trailers to deliver and install unit ref; EX-009 (Winterberries Coffee House)
Monday	04/11/2019	19:00	Principal Contractor to handover all units on Exchange Street to client
Monday	04/11/2019	21:00	Principal Contractor to remove heras fencing from site
Wednesday	06/11/2019	12:00 until 16:00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

Market Street Phasing of Works

Day	Date	Time	Who and Task
Wednesday	30/10/2019	06:00	Principal Contractor/ WMB to take delivery of 2nr. Generators

Wednesday	30/10/2019	05:00	Principal Contractor to erect heras fencing tight to centre of road - ensure crossing points/ breaks in fence line are incorporated at regular intervals.
Wednesday	30/10/2019	21:00	Principal Contractor to adjust heras fencing/ close breaks in fence line, to allow installation works to begin - 3.7m wide access road must be incorporated within compound area. Access road must remain clear for emergency vehicles at ALL TIMES
Wednesday	30/10/2019	22:00	Catering Trailers to deliver and install units ref; MS-010, MS- 011, MS-012, MS-013, MS-016, MS-017, MS-022, MS-025, MS-026, MS-027 & MS-028
Wednesday	30/10/2019	22:00	DP Structures to deliver and install units ref; MS-001, MS- 002, MS-003, MS-003A, MS-004, MS-004A, MS-005, MS- 006, MS-007, MS-008, MS-009, MS-014, MS-015, MS-018, MS-020, MS-021, MS-023, MS-024, MS-029, MS-030, MS- 031, MS-032, MS-033, MS-034, MS-035, MS-035A, MS- 036, MS-036A, MS-037 & MS-038
Thursday	31/10/2019	05:00	Principal contractor to adjust heras fencing line to minimise disruption to public, ensuring crossing points are incorporated where possible along with adequate working space for electrical fit out works to commence within the units
Friday	01/11/2019	21:00	Dirk to deliver and install units ref; MS-019, MS-020 & MS- 021
Monday	04/11/2019	07:00	Principal Contractor to remove heras fencing from site
Monday	04/11/2019	08:00	Principal Contractor to handover all units on Market Street to client
Thursday	07/11/2019	08:00 until 11:00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

Albert Square Phasing of Works

Day	Date	Time	Works
TBC	TBC	TBC	Principal Contractor to handover All/ Group of Units? on Albert Square to client _____
TBC	TBC	TBC	Principal Contractor to erect fencing to allow handover of units ???
Sunday	27/10/2019	04:00	Principal Contractor to erect heras fencing

Sunday	27/10/2019	04:00	Installation of heras fencing to begin
Sunday	27/10/2019	05:00	DBN Audile
Sunday	27/10/2019	05:00	Principal Contractor/ WMB to take delivery of 2 nr. generators
Sunday	27/10/2019	06:00	Kitching to deliver and install unit ref; AS-062 (Pig & Barrel) (vehicles must vacate site by 1pm)
Sunday	27/10/2019	06:00	Bjorn Thomas to deliver and install units ref; AS-012 & AS- 014 (Windmill House)
Sunday	27/10/2019	06:00	WMB to install cable run under units ref; AS-012 & AS-014
Sunday	27/10/2019	06:00	(Windmill House) DP Structures to deliver units ref; AS-122, AS-123, AS-124, AS-126 & AS-127 (Fountain Houses). Installation can only commence once units ref; AS-125 and AS-097 have been delivered to site.
Sunday	27/10/2019	07:00	Catering Trailers to deliver and install units ref; AS-125 (Hollies)
Sunday	27/10/2019	07:00	Catering Trailers to deliver and install units ref; AS-097 (Brookes Mill)
Sunday	27/10/2019	08:00	Anja Manke to deliver and install unit ref; AS-0107 (Moose
Monday	28/10/2019	10:00	House) Kitching to deliver and install unit ref; AS-077 (Clowbecks)
Monday	28/10/2019	11:00	Feiste to deliver and install units ref; AS-103, AS-104 and AS-110 & AS-111
Monday	28/10/2019	11:00	Hofffheinz to deliver and install unit ref; AS-080
Monday	28/10/2019	20:00	DP Structures to deliver Albert Square PHASE 1 units
Tuesday	29/10/2019	11:00	Barrero to deliver and install units ref; AS-108 & AS-109 (Spanish House)
Wednesday	29/10/2019	13:00	Jochum to deliver and install unit ref; AS-079 (Swing grill)
Tuesday	29/10/2019	19:00	Zanolla to deliver and install unit ref; AS-039 (Italian House)
Wednesday	30/10/2019	14:00	Tim Ross to deliver and install unit ref; AS-051
Thursday	31/10/2019	19:30	DP Structures to deliver Albert Square PHASE 2 units
Saturday	02/11/2019	09:00	Yard & Coop to deliver and install unit ref; AS-121 (Yard & Coop)
Saturday	02/11/2019	09:00	DBN Audile
Saturday	02/11/2019	11:00	Dirk to deliver and install unit ref; AS-129

Sunday	03/11/2019	12:00	DP Structures to deliver Albert Square PHASE 3 units

Thursday	07/11/2019	12:00 until 17.00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.

Cathedral Gardens Phasing of Works

Day	Date	Time	Works
Monday	21/10/2019	TBC	Installation of heras fencing to begin
Monday	21/10/2019	TBC	Arena to begin delivery and install of Ice Rink
Monday	21/10/2019	TBC	Hamilton Ice Scultors to begin delivery and install of Ice Village
Friday	25/10/2019	06:00	Principal Contractor & WMB to take delivery of Generator
Friday	25/10/2019	19:30	DP Structures to deliver and install units ref; CG-001, CG- 002, CG-003, CG-004, CG-005, CG-006, CG-006, CG-007, CG-008, CG-009, CG-010 and CG-011
Friday	25/10/2019	21:00	Catering Trailers to deliver and install units ref; CG-018 (The Well Coffee)
Wednesday	27/10/2019	20:00	Dreyer to deliver and install units ref; CG-019 (Pancake House)
Tuesday	29/10/2019	20:00	Bjorn Thomas to deliver and install unit ref; CG-017 (Windill Bar)
Thursday	07/11/2019	10:00	Birdie to deliver and install unit ref; CG-020 (Birdie Cmper Van)
Thursday	31/10/2019	TBC	Principal Contractor to remove heras fencing from site
Thursday	31/10/2019	TBC	Principal Contractor to handover all units at Cathedral Gardens to client
Wednesday	06/11/2019	08:00 until 11.00	All TRADERS must offer for inspection by WMB, all electrical installations and any portable electrical equipment that will be used. As detailed in the trader pack, electrical installations certificates must be provided prior to connecting stalls to the power supply. ALL portable electrical items must have a valid PAT test certificate, unless the trader is in possession of a valid receipt proving the item to be less than 1 year old.