MANCHESTER CITY COUNCIL

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DESIGN AND ACCESS STATEMENT

MANCHESTER CHRISTMAS MARKETS 2026



September 2026

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1 INTRODUCTION

The following statement has been prepared in support of a full planning application for the temporary change of use of 8nr. sites across Manchester City Centre, as detailed on the applications attached location plans, areas hatched, and plans edged in red. The application is for a period of 47 days from 6th November 2026 to the 22nd December 2026 at Corn Exchange, Exchange Square, King Street, Market Street, New Cathedral Street, St Ann's Square, Exchange Street, and Lincoln Square, and for a period of 59 days from Friday 6th November 2026 to Sunday 3rd January 2027 at Albert Square and Cathedral Gardens.

This statement has been compiled with reference to prior markets within these locations and similar markets within the City Centre. This has been formed at the planning stage by input from Manchester Specialist Markets, Greater Manchester Police (GMP), Showsec, Manchester City Council (MCC) Health and Safety, MCC Neighbourhood Services, with reference to the guidelines of the Event and Safety Guide (commonly known as the 'Purple Guide') and Understanding Crowd Behaviours Volume 1 and 2, (Cabinet Office, TSO Publications).

The Manchester Christmas Markets are a popular and important attraction that have been in operation for a number of years and the aim of this application is to formalise that. The event organisers, Manchester Specialist Markets are a team of competent persons with experience in the delivery of this and other outdoor events and are familiar with the requirements when designing and managing events in City Centres.

The applications relate to 8nr. sites across the city centre for the purpose of temporary Christmas Markets, and accordingly this statement covers issues of access, operation and management of the Manchester Christmas Markets 2026. The design and layout of the markets are also covered, however, being temporary installations with no permanent fixings, the emphasis is on the actual running of the Christmas Market and its operational impact on the surrounding areas.

The outline and scope of the event is detailed in this statement, with particular reference to the issues of public safety within the Market areas. As agents responsible for the market areas, Manchester Specialist Markets, via the designated Market 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.

2 OBJECTIVES AND FUNCTION OF THE MARKETS

The Manchester Christmas Markets are a series of temporary 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. The Specialist Markets team are responsible for all aspects of the Christmas Markets.

The target audience is made up of 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.
- 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 construction will take place over eighteen days pre-market and removal over three days post-market. Market personnel will be present during the construction period and removal 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.

3 OPENING HOURS

Market Trading Location, Dates and Times:

	Location	Dates	Opening Times
1	King Street	6 November – 22 December	Food & Drink – 10.00am - 9.00pm (6.00pm on final day) Craft & Gift - 10.00am – 8.00pm (6.00pm on final day)
2	St Ann's Square & Exchange Street	6 November – 22 December	Food & Drink – 10.00am - 9.00pm (6.00pm on final day) Craft & Gift - 10.00am – 8.00pm (6.00pm on final day)
3	New Cathedral Street	6 November – 22 December	Food & Drink – 10.00am - 9.00pm (6.00pm on final day) Craft & Gift - 10.00am – 8.00pm (6.00pm on final day)
4	Corn Exchange & Exchange Square	6 November – 22 December	Food & Drink – 10.00am - 9.00pm (6.00pm on final day) Craft & Gift - 10.00am – 8.00pm (6.00pm on final day)
5	Lincoln Square	6 November – 22 December	Food & Drink – 10.00am - 9.00pm (6.00pm on final day) Craft & Gift - 10.00am – 8.00pm (6.00pm on final day)
6	Market Street	6 November – 22 December	10am – 9pm 10am – 6pm (Sunday's)
7	Cathedral Gardens	6 November – 3 January 2027	10.00am – 9.00pm (6th November to 23rd December) Festive Hours Christmas Eve - 10.00am - 5.00pm Christmas Day - CLOSED

			26th December to 3rd January 2027 - 10.00am - 6.00pm
8	Albert Square	6 November – 3 January 2027	10am to 9pm – 6th Nov to 23rd Dec (10am to 5pm Christmas Eve) (10am to 6pm - 26th Dec to 3rd Jan 2027) (10am to 12.30am New Year's Eve)

4 SITE DESIGN

The layout for each of the 8 sites for the Manchester Christmas Markets has been agreed in consultation with Manchester Specialist Markets, Greater Manchester Police (GMP), and MCC neighbourhood services with input from the access audits that have been undertaken for each site.

The Manchester Christmas Markets will be a temporary feature with all associated works being easily reversible without damage to the surfaces and materials of streets or buildings. None of the units will be attached to buildings and all cabling runs will be over the ground and clearly marked.

The layouts of each of the sites have been designed to accommodate pedestrian movement around the site whilst respecting the surrounding buildings and businesses.

The majority of the units generally consist of two designs, a 'walk-in' unit and a counter top service unit, which are generally purpose-built wooden structures that are easily erected and dismantled. To complement these, there is also a number of larger, bespoke units across each of the sites (locations detailed on layout plans) that are again generally purpose-built wooden structures.

5 LOCATIONS

Manchester Specialist Markets have undertaken access audits on all market sites to identify any physical barriers that might exist in the environment, and the 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.

5.1 King Street

King Street has been used for the Christmas Market in prior years, providing a link between 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.

5.2 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.

5.3 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 pasta and beer bar and foods. The houses are sited along the edge of the pedestrianised street.

The layout of the market allows adequate access for emergency vehicles.

5.4 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.

5.5 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.

The market layout does not affect any emergency access routes.

5.6 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 opposite the Corn Exchange shopping centre.

The market layout does not affect any emergency access routes.

5.7 Market Street

Market Street is a paved retail street which runs through the heart of the city and has been a venue for the Manchester Christmas Markets since 2016. The product offer will consist of a range of craft and wooden gift houses as well as a coffee house.

The market layout does not affect any emergency access routes.

5.8 Cathedral Gardens

Cathedral Gardens has been used as a site for the Christmas Markets in prior years. The product offer will consist of hot food stalls, windmill bar and craft and gift houses.

The market layout does not affect any emergency access routes.

5.9 Lincoln Square

Lincoln Square is a new venue for the Manchester Christmas Markets for 2026. The product offer will consist of a beer garden, hot food stalls and craft and gift houses.

The market layout does not affect any emergency access routes.

5.10 Albert Square

Albert Square returned as a venue for the Manchester Christmas Markets in 2025, following its absence since 2019 due to the Old Town Hall Refurbishment Project. The offer will comprise food, beverage and craft traders, alongside a range of high-quality fairground attractions.

The market layout does not affect any emergency access routes.

6 MANAGEMENT, SECURITY AND STEWARDING

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. The Specialist Markets are responsible for the overall safety and planning of the organisational and operational elements of the markets. The Specialist Markets have overall responsibility for the entire operation including the safety of employees, contractors, traders and public visiting the market.

The Specialist Markets are responsible for:

- 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.
- 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.

- Conducting site health, safety and welfare inspections.
- 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 plans.
- 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.
- Advising traders on and identify risks and actions to be taken to eliminate health and safety risks regarding their stalls and their operation.
- Advising 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.
- Providing 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.

Manchester Markets General Manager / Alcohol Sales Licence

Responsible for:

- Designated Premises Supervisor for the sale of alcohol - all sites.

Showsec Security

Showsec are responsible for the security, and vehicular access during the markets.

During the market, Showsec responsibilities will also include:

- 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.
- Provide information about facilities such as public toilets, accessible parking etc.
- Investigating and reacting to any disturbances or incidents and Inform the Police of disturbances.
- Respond to emergencies and liase with emergency services in the event of an emergency.
- All Showsec stewards are SIA certificated and all Manchester Markets managers are NCFE trained.
- 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 control measures - Plans are in place to make dynamic risk assessments on site to extend the crowd footprint and close entrances to ease congestion if and when needed.
- Complying with all relevant health and safety legislation with 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.
- Monitoring and reacting to crowd densities
- Responding to emergencies.
- Liaison with emergency services in the event of an emergency.

7 CROWD CONTROL

King Street, St Ann's Square, Exchange Street, New Cathedral Street, Exchange Square, Corn Exchange, Market Street, Cathedral Gardens, Lincoln Square and Albert Square will remain as public spaces 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, Cathedral Gardens, Lincoln Square and Albert Square will be managed by the SIA trained Showsec steward assigned to each entrance.

All bar areas in all sites will remain open until 9pm.

8 VEHICLE CONTROL

8.1 King Street

In 2012 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.

Road closure currently on Ridgefield, so all deliveries will drop off at St Ann's Street as the bollards will not authorise a reverse activation.

8.2 St Ann's Square

Automatic Number Plate Recognition [ANPR] operated bollards with a timer on to prohibit access during opening hours.

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.

8.3 Exchange Street

ANPR operated bollards with a timer on to prohibit access during opening hours.

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.

8.4 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.

8.5 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.

8.6 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.

8.7 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.

8.8 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.

Cathedral Gardens has ANPR bollards on Long Millgate and Fennel Street for deliveries.

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

8.9 Lincoln Square

Vehicle access to Lincoln Square will be extremely limited and monitored by market management and/or Showsec security who will facilitate entry via Queen Street through the bollards. The bollards will only be used for the install section of the build. Once the infrastructure is in and lifting equipment is removed, bollards will stay up through the live event. Site exit will be staggered and monitored.

Permitted access times may be subject to delay, depending on the number of pedestrians and/or other traders' vehicles on site.

Vehicles to 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.

8.10 Albert Square

Vehicles will only be permitted onto the Square if they display a valid trader's vehicle ID in the window of the vehicle.

Vehicle access is via Southmill only. There is no access via Mount Street. This area is for Town Hall works vehicles only. During the trading days of the market, vehicles will only be permitted on site outside of trading hours - between 10.00pm and 8.00am.

All deliveries will be made during these times. Trader's vehicles and delivery vehicles will not park on the paved area around Albert Square.

Parking / delivering goods outside the building compound for Town Hall Works on Lloyd Street is STRICTLY PROHIBITED.

9 MARKET OFFICE, RECYCLING AND STORAGE UNIT

Parking bay dispensations have been applied for on South King Street for the location of the traders' storage units. Additionally, management offices will be located on Cathedral Gardens and Albert Square.

Recycling – Paper, Glass, Plastic, Tin Cans.

Recycling – Cardboard, Refuse, and Food Waste.

Rubbish compounds can be found on South King Street, St Ann's Street, Cathedral Gardens and Piccadilly Gardens.

10 LOCAL BUSINESSES

Local businesses in the vicinity of King Street, St Ann's Square, Exchange Street, New Cathedral Street, Exchange Square, Market Street, Cathedral Gardens, Lincoln Square and Albert Square have been informed of the plans for the Christmas Markets 2025.

11 TOILET PROVISION

Public toilets are located within the Town Hall Extension and will remain open for visitors to the Christmas Markets between 10am – 9.15pm each day.

Toilets are located on Cathedral Gardens.

Customers on all other sites will be made aware of the 'City Loos scheme' enabling them to use the toilets of participating shops in the area. The large retailers such as McDonald's, Marks and Spencer and the Arndale are part of our 'City Loos' scheme.

An accessible single toilet will be provided on St Ann's Square for staff only.

A Mobiloo is to be installed and will be available at Cathedral Gardens providing an accessible disabled facility.

12 WASTE MANAGEMENT AND RECYCLING

The waste management plan for the Christmas Markets has been developed with 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 opening;

- King Street – refuse 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)
- Lincoln Square – refuse container on Queen Street
- Albert Square – refuse container on Central Street

Manchester Specialist Markets will provide additional bins in the market areas, which will be serviced by the contracted cleaning contractor and the Christmas Market cleansing contractors.

Recycling
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.

13 SALE OF ALCOHOL

The Manchester Markets General Manager is the Personal Licence holder for all market sites in the city centre.

13.1 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.

13.2 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.

14 COOKED FOODS ON SITE – CAFÉ TRADERS

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.

15 ENVIRONMENTAL HEALTH – FOOD HYGIENE RATINGS

Manchester City Council Environmental Health Officers 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).

16 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:

- St Ann’s Square, Exchange Square, Cathedral Gardens, 1 in each bar area.

17 MARKET CONTROL

The main Market Control/Event office for all sites is to be located in the Market Office on Fennel Street, and Albert Square.

Security welfare and briefing rooms are located on Fennel Street, and St Ann's Street.

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

18 FIRST AID AND ACCIDENT REPORTING

First Aid provision includes a trained paramedic on site each trading day from 11am to 9pm.

They are provided by Central Ambulance and have a blue light vehicle and essential lifesaving kits. All event managers and security supervisors are first aid trained.

Manchester Specialist Event Market Managers are all certified in the provision of First Aid at work. First Aid equipment is located:

- 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 at:

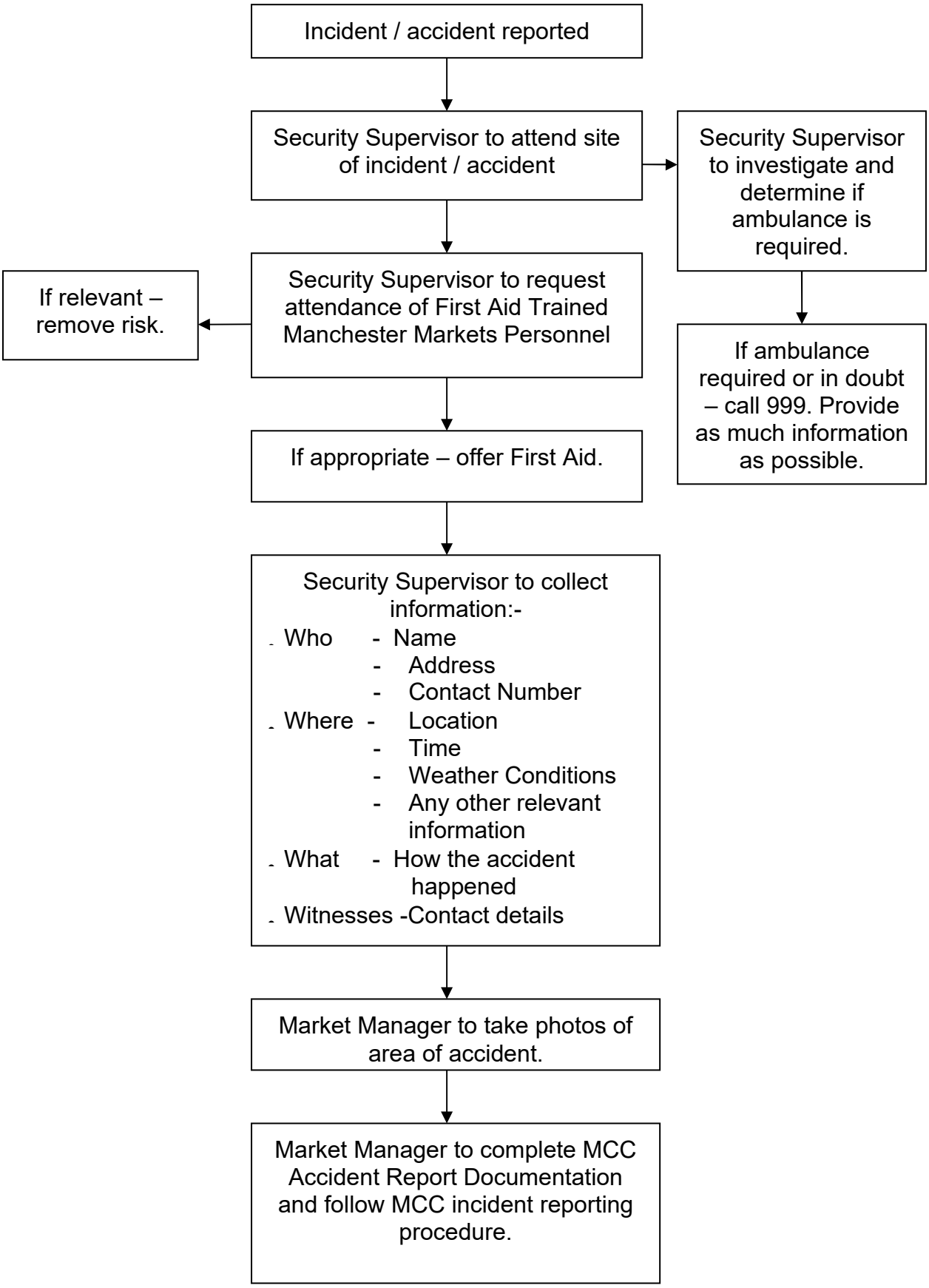
- King Street
- New Cathedral Street
- Exchange Square
- Market Street,
- St Ann's Square (Bar area)
- Lincoln Square - Inside the Lincoln Building, No 9 Brazennose Street
- Inside advertisement box at No 6 John Dalton Street

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.

In total there will be x3 teams of 2 first aid contractors. Each pair will have x1 healthcare professional and x1 FREC3 responder. Each team will have their own ambulance unit available. All site managers are first aid response trained.

Report of an Accident / Medical Emergency



19 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 firefighting 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 firefighting 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 Market Manager and Showsec Supervisor.
- Only attempt to use a firefighting 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 Market Manager.
- Showsec staff report to the Showsec Supervisor.
- Do not remain in or return to site to collect 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, or if it is safe to do so sending a steward to the Lloyd Street Reception.

Locations of Evacuation	**Fire Assembly Point**	
King Street St Ann's Square Exchange Street New Cathedral Street	Outside St Ann's Church (side of Vincenzo)	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
Lincoln Square	Outside Maray on Mulberry Street	Roll Call to be conducted by area supervisor
Albert Square	Outside Heron House at the top of Brazennose Street.	Roll Call to be conducted by area supervisor

20 EMERGENCY EVACUATION PLANS

20.1 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.

20.2 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 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 the 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.
- St Ann's, Exchange Square, Cathedral Gardens: 1 in each bar area

    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.

<u>All sites</u> – 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.
- 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.

20.3 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 Market 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.

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

<u>On discovering a fire:</u>
- 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.

Traders and Staff - 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.

21 MAJOR INCIDENTS - EMERGENCY PROCEDURES

21.1 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:

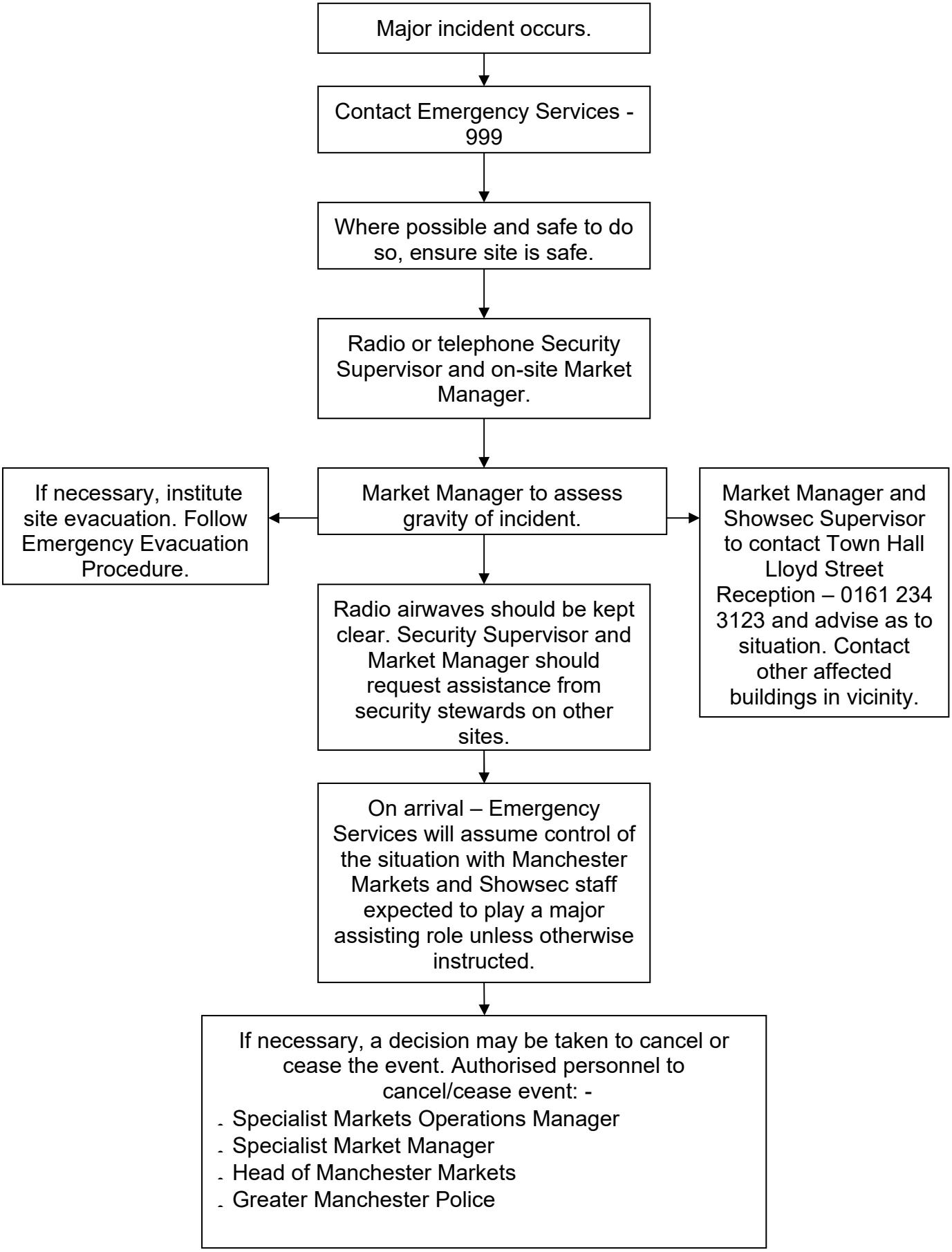
- Manchester Specialist Markets Operations Manager
- Specialist Market Managers
- Greater Manchester Police

21.2 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.

Major Incident – Actions and Responsibilities



22 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 Specialist Market Managers, one of these will be manned 24 hours throughout the event.

23 CONCLUSION

The submitted planning application formalises the use of 8nr. sites across the city centre for a temporary change of use that has been carried out for a number of years in these locations. The Christmas Markets will have a visual impact on the 8 locations; however this will be for a temporary period, and all are located in appropriate retail areas, thus leading to an increase in foot traffic for other local businesses.

The markets will draw in additional local, regional, national and international visitors to the city centre, promoting the city's facilities and enhancing the city's reputation as a host to quality, cultural markets offering a diverse and complimentary retail product. The retail offer of the city during the Christmas Markets will be enhanced.

The operation of the markets will be carried out in accordance with environmental health legislation and appropriate management strategies are in place to ensure the smooth and efficient running of the Christmas Markets.

The proposed temporary change of use of the 8nr. locations are appropriate and will not have a detrimental effect on the character or appearance of the area, the operation of local businesses or the public.