

# APPLICATION FOR TEMPORARY PITCH STREET TRADING LICENCE - EASTCOTE CHRISTMAS MARKET

<b>Committee</b>	Licensing Sub Committee
<b>Officer Contact</b>	Bill Hickson – Ext 7402
<b>Papers with report</b>	Annexure 1
<b>Ward(s) affected</b>	Eastcote and East Ruislip

## SUMMARY

An application has been received from Savoir Fayre Ltd for thirty temporary pitch street trading licences as detailed in Annex 1 to operate a Christmas Market in Field End Road, Eastcote for one day on Sunday 5<sup>th</sup> December 2010.

The market organiser Savoir Fayre Limited is proposing to run the market along side a community Christmas event being supported by Eastcote Residents Association and Eastcote Business Association.

## RECOMMENDATION

**To REFUSE the applications for the temporary pitch street trading licences, as licence fees have not been paid.**

## ALTERNATIVE OPTIONS

**None**

**Had the Fees been paid and the recommendation was to approve the applications, alternative options would have been:**

- 1. Conditional approval but identifying commodities which can not be sold**
- 2. Conditional approval on the basis of a shorter period of days or hours trading**
- 3. A combination of 1 and 2.**
- 4. Rejection of the applications.**

## INFORMATION

1. Street trading activity within the London Borough of Hillingdon is regulated by the London Local Authorities Act 1990 (as amended).
2. The applications listed in Annexure 1 are for new temporary pitch licences.
3. The licences, if issued would be temporary licences lasting one day only being the 5<sup>th</sup> December 2010.
4. The Street Scene Enforcement Team has examined all documentation accompanying the applications and although all required supporting information has been supplied application fees remain outstanding at the time of writing despite numerous requests to

- supply. Copies of the relevant documentation supplied by each trader will be available to be viewed by Councillors at the Licensing Sub-Committee Hearing.
5. The applicant Francesco Accurso who has applied to sell Cheese, Meats and Wine or the organising company Savoir Fayre who represent all applicants have not applied for a licence to sell alcohol, issued by the Licensing Team.
  6. Copies of the relevant documentation supplied by each trader will be available to be viewed by Councillors at the Licensing Sub-Committee Hearing.
  7. On 9<sup>th</sup> November 2010 correspondence was despatched by email to the organising company Savoir Fayre who represent all applicants. The Street Scene Enforcement Team advised them by post of the date and time of the Sub-Committee meeting at which their application for their street trading licence would be considered. Copies of this correspondence will be available to be viewed by Councillors at the Licensing Sub-Committee Hearing.
  8. The correspondence also advised the traders and organising company Savoir Fayre of their right to attend the hearing and make written or verbal representations at the hearing.
  9. Additionally, the traders and organising company Savoir Fayre were advised via correspondence that the applications would be considered in their absence in the event that Democratic Services were not notified of the trader's intention to attend and/or address the Sub-Committee.
  10. Street Scene Enforcement Team has liaised with colleagues from Food Health and Safety Team with regards to hygiene standards at stalls serving foods. It can be confirmed that officers will carry out food hygiene and safety checks before and during the event. These checks are to be made to ensure that the licence controls relating to compliance with legislation, and the organiser's management plan, are in place. The checks will involve pre event checks on the source of imported foods such as meat products to ensure that they originate from approved establishments. These will be followed by inspections of the stalls and products on sale during the event to ensure the safety of the food being sold to the public.
  11. The organising company Savoir Fayre have also submitted an event site plan that shows the locations of the proposed stalls and associated equipment, this is attached as Annexure 2. An event management plan has also been submitted and this is attached as Annexure 3.

## **LEGAL COMMENTS**

12. This report recommends that the street trading licences as attached at Annexure 1 be rejected in accordance with Section 25(1) of the London Local Authorities Act 1990 (as amended) – ("the Act").
13. An application for the renewal of a street trading licence should be made not later than two months before the date on which the existing licence will cease to be valid. This time period may be shortened if the Local authority considers it reasonable to do so.
14. Section 25(4) of the Act specifies that a street trading licence may not be granted:
  - a. To a person under the age of 17 years;
  - b. To a company incorporated under the Companies Acts, an unincorporated association or a partnership except where such an application is made to carry on ice cream trading
  - c. In respect of an application for a street trading licence which, if granted, would authorise trading in a street which is not a licence street. An exception to this prohibition is where the application is for the grant of a temporary permit and the proposed trader has the permission of the owner of the land to carry out trading

activities. In such a situation, the applicant is required to provide sufficient evidence of such permission to the Licensing Sub-Committee.

d. Where the goods that the trader proposes to trade in are prohibited or embargoed by a resolution passed in compliance with Section 24(1)(b) of the Act.

15. In accordance with Section 25(4)(b), a licence may not be granted unless the Sub-Committee are satisfied that there is enough space in the street for the applicant to engage in the trading activity without causing undue interference or inconvenience to persons or vehicular traffic using the street.

16. As at 26 February 2010, all **Highway** means a route or area which all persons can use to pass and repass along as often and whenever they wish without let or hindrance and without charge; this includes carriageway, footway and any part of that area where the public have access and which may be in public or private ownership public within the London Borough of Hillingdon designated for the purposes of street trading under the Act.

## **BACKGROUND DOCUMENTS**

London Local Authorities Act 1990(as amended)

London Borough of Hillingdon Street Trading Licence Terms and Conditions

**All correspondence for the applicants below should be sent care of  
Mr P Bassett, Savoir Fayre Limited, 78 Dene Road, Northwood, HA6 2DF**

**Eastcote Market Sunday 5<sup>th</sup> December 2010**

**List of Applicants and Commodities**

**License fees have yet to submitted at the preparation of this Report**

1	
NAME	:Patrice Audouard
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	:Field End Road, Eastcote. See attached plan.
COMMODITY	:Delicatessen, Preserves, Sausages, Canned Meats
2	
NAME	:Michael Van Been
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	: Leather Goods
3	
NAME	:Ken Shaw
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	:Ornaments and Wooden Furniture
4	
NAME	:Jez Linacre
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	: Indonesian and Thai Wood Carvings
5	
NAME	:Jan Glockner
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	: Pictures and Leather Purses
6	
NAME	:Hamed Ghahrodi
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	: Sweets
7	
NAME	:Hamed Ghahrodi
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	. Olives
8	
NAME	:Hamed Ghahrodi
LICENCE TYPE AND PERIOD	:Pitch. 1 day
LOCATION	: Field End Road, Eastcote. See attached plan.
COMMODITY	: Nuts and Baklava

9

NAME : Gilbert Launay  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Fruit and Veg

10

NAME : Giany Remy  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Pashminas and Wooden Toys

11

NAME : Gaspare De Luca  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Italian Biscuits and Chocolate

12

NAME : Delphin Pallu  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Dry Meats and Ham

13

NAME : Claude Nicourt  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Soaps

14

NAME : Carole Avenel  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Breads

15

NAME : Bernard Mercurio  
LICENCE TYPE AND PERIOD : Pitch. 1 day.  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Jams and Mustard

16

NAME : William Marlow  
LICENCE TYPE AND PERIOD : Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : China, Glass and Gifts

17

NAME : Adriano Pereira  
LICENCE TYPE AND PERIOD : Pitch. 1 day.  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Jewellery

18

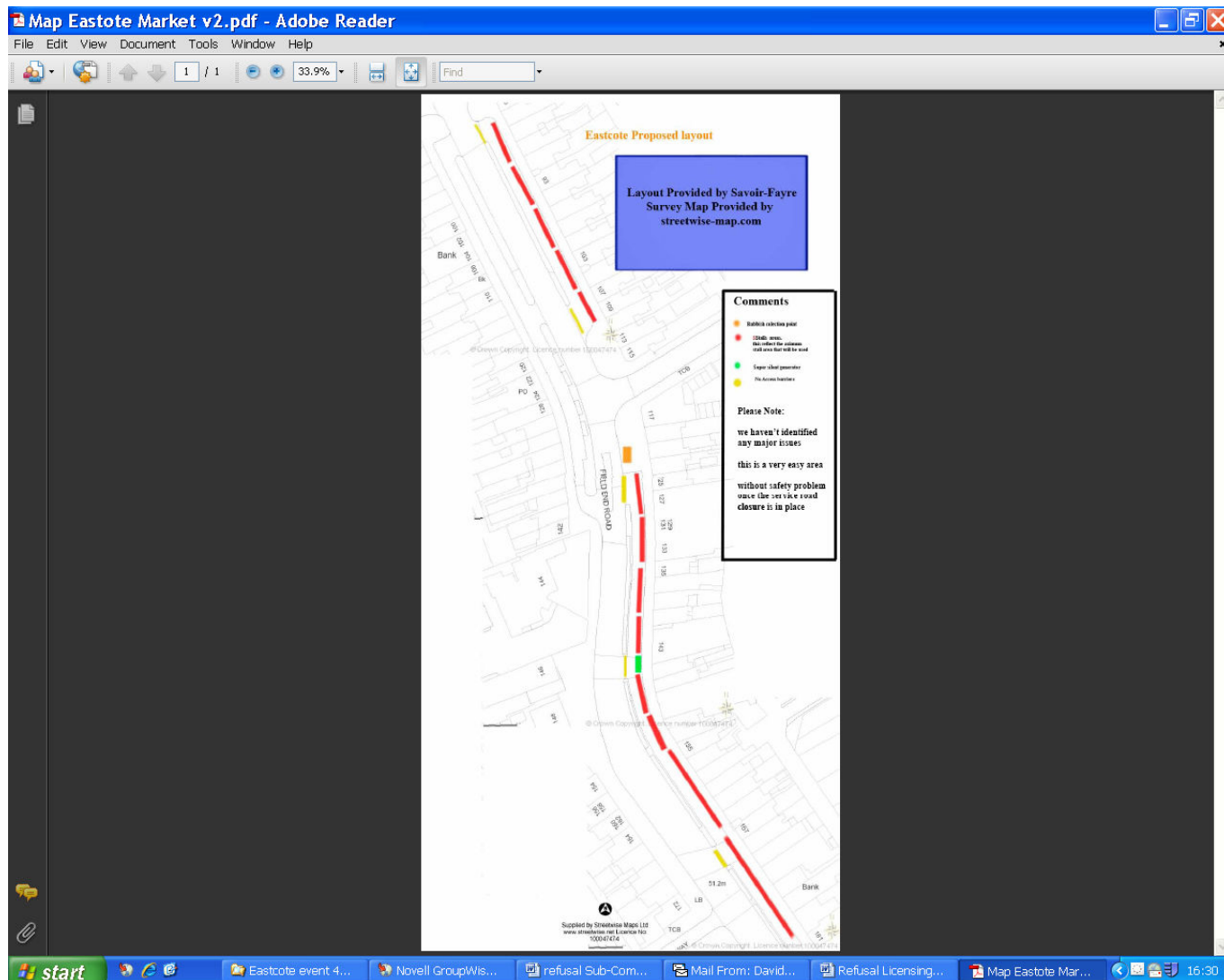
NAME : Hamed Ghahrodi  
LICENCE TYPE AND PERIOD : Pitch. 1 day.  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Hot Food

19

NAME :Marius Constantin  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : High Road, Eastcote. See attached plan.  
COMMODITY : Pancakes and Cold Drinks  
20  
NAME :Francesco Accurso  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Cheese, Meats and Wine  
21  
NAME :Francesco Accurso  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Olives  
22  
NAME :Indigo Jasper  
LICENCE TYPE AND PERIOD :Pitch. 1 day.  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : German Sausages and Sauerkraut  
23  
NAME : Philippe Hautbois  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Cheeses  
24  
NAME :Sebastian Koszewski  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Amber Wear  
25  
NAME :Michael Redina  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Olive Oil and Balsamic Vinegar  
26  
NAME :Russell Treagus  
LICENCE TYPE AND PERIOD :Pitch. 1 day.  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Cakes, Coffee and Smoothies  
27  
NAME :Tomasz Drozd  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Sicilian Bakery  
28  
NAME :Stephane Chiarenza  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Crepes, Waffles, Biscuits and Toffee Apples  
29  
NAME :Mohsen Khodaverdy

LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION : Field End Road, Eastcote. See attached plan.  
COMMODITY : Dry Fruits, Nuts and Sweets  
30  
NAME :Danilo Manco  
LICENCE TYPE AND PERIOD :Pitch. 1 day  
LOCATION :Field End Road, Eastcote. See attached plan.  
COMMODITY : Olive Oil

# Layout of proposed locations of Eastcote Christmas Market





## EASTCOTE CHRISTMAS MARKET

## Event management plan and risk assessment

Philippe Basset

15 September 2010

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Fax: 0845 649 0121

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Savoir Fayre Ltd, 68 Dene Road, Northwood, Middlesex HA6 2DF

Eastcote Christmas market

**EVENT: Eastcote Christmas market DATE: 5th October 2010**

Venue Dates Opening Times

Eastcote Village 5th October 2010 9:00 to 6:00 pm

**1.1 INTRODUCTION**

This document is a safety management plan and risk assessment for the Eastcote Christmas market to be held in Eastcote Village at the demand of the Eastcote Business Association. It has been compiled with reference to previous events within these locations with input from the Host.

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

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

**1.2 THE MARKET**

The market will add value to the Eastcote Village . The key objectives of the event are:

- To enhance the retail offer of the town – enabling a wide cross-section of the shopping public to experience a quality cultural market event.
- To draw in local and regional visitors to the Eastcote Village and thereby assist in the promotion of the Village facilities.
- To create the Eastcote Village reputation as a host to quality Market Events that showcase a diverse and retail product.

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

Event Managers Philippe Basset

Project manager James Bradley-kidd

Host Manager The Eastcote business association

**1.3 BUILD/DECANT****1.3.1 First Decant**

Date Time Tasks

**Eastcote Christmas market**

5th October 2010

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Date Time Tasks

**5th Oct 5:30** Staff arrive on site**6:00** Delimitation of each market pitch area**06:00** Generator arrives and is commissioned**06:00** Traders arrive and pitches are allocated**06:30** Traders unpack and erect stalls**07:30** electrical cabling and distribution boards are positioned**08:00** Power is tested and generator started

08:00 Traders finish setting up stalls

08:30 Traders vehicles are moved to allocated car park

08:30 Site inspection and commencement of trading

18:00 Stall holders stop trading and closed they stall goods are removed

19:00 Security arrives on site

19:30 Return of the site to local authorities

#### **1.4 ADDITIONAL FACTORS IMPACTING ON THE MARKET**

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

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

#### **1.5 THE VENUE**

Eastcote Village will be hosting the town first Speciality Markets of this type. An access audit has been carried out to identify any physical barriers that might exist in the environment preventing access, particularly to disabled people. Where possible these barriers have been removed or the market space has been managed to overcome the barriers

##### **1.5.1 ACCESS**

A street Closure is necessary for the market to take place, this will be arrange by the Eastcote Resident Association who is responsible to provide the submitted area for Savoir Fayre's traders as agreed.

##### **1.5.2 WASTE DISPOSAL**

It is understood that the Eastcote business association has arranged for a free recycling rubbish collection.

#### **Eastcote Christmas market**

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##### **1.5.3 Customer Profile**

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

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

#### **1.6 MARKETING**

The event will be promoted by the Eastcote Business association.

#### **1.7 SAFETY AND CONTROL MEASURES**

##### **1.7.1 Load in, build and decant**

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

##### **1.7.2 Market infrastructure – summation**

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

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

Full safety statements, risk assessments and specifications for the temporary installations will be forwarded with the final copy of this document. Any contractors/suppliers will adhere to the control measures documented in their own risk assessments to ensure safe systems of work.

In addition:

**Power supply** We will provide power through or super silent generator and positioned as indicated on the market layout.

###### ***Site Traffic***

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

###### ***Temporary Structures Stall construction and erection***

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

### **Eastcote Christmas market**

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#### **1.7.3 Event Steward**

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

#### **1.7.4 Communications**

Key staff will carry mobile phones as detailed below:

**Event Manager Philippe Basset 07977 567726**

**Market Attendant James Bardley-Kidd 07960392346**

**Town Representative the Eastcote Business association**

#### **1.7.5 Waste Management**

Savoir fayre staff and Traders will be responsible for maintaining a clean site during the length of the event. Rubbish will be disposed into the appropriate bins **provided**

### **1.8 PUBLIC DOMAIN RISK ASSESSMENT – CONTROL MEASURES**

#### **1.8.1 Trip Hazards**

Cable cover will be provided at ground level, when ever possible cable will be arial in public areas – cables in the service area will be covered and there will be no exposed cable runs. All sites are public spaces, and normal practice and process for people in the space will be maintained.

#### **1.8.2 Wind & Weather Management:**

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

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

- Extra weight on the legs of the stall in line with the manufacturers recommendation (Vitabri) of 35 Kg per leg to resist a wind of 60 Km/h (40mph).
- Extra weight of 25 Kg per leg and 60 Kg on the central feet for a traditional umbrella of 2.5M x 3.0M.
- Anemometer is located on market to be checked regularly by the Event Manager or Market Attendant when the wind is rising.
- At 30 km/h the of the stalls are checked and additional weights added if necessary.
- At 40 km/h a warning is issued to the traders and the wind speed is recorded and logged every half hour.

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At 45 Km/h an assessment is made by the Event Manager or Market Attendant and the public may be asked to evacuate the area if there is deemed to be any risk of injury.

At 50 km/h the public is evacuated and stall holders are warned that they may have to dismantle their stall for the day.

At 55km the market is dismantled and access to the area is restricted to traders and their vehicles.

#### **1.8.3 Crowd Control**

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

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

A contingency barrier plan will be put in place if capacity has been deemed to have been

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

#### **1.8.4 Public Tampering with Equipment**

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

#### **1.8.5 Collapse of temporary Structures**

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

#### **1.8.6 Sale of alcohol (if required)**

No alcohol sale from the continental market will take place on this occasion

#### **1.8.7 Cooked food**

All food/concessions will comply with food hygiene standards. This will be approved and monitored via the Event Manager and Environmental Health Officer. Trading Standards involvement is via market meetings and on-site follow-up. Control documentation, distribution and reporting procedures are in place. A full list of traders with complete details will be provided prior the event and on demand to allow full traceability.

#### **1.8.8 Parking and vehicle control**

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

#### **Eastcote Christmas market**

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

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

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

#### **1.8.9 Safety messages and information for the public**

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

#### **1.8.10 Accident/incident**

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

#### **1.9 FIRST AID**

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

#### **1.10 FIRE SAFETY**

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

Procedures for market attendant and Savoir-Fayre market staff:

- On discovering a fire, raise the alarm immediately. Notify the Market Attendant/Event Manager and call the emergency services on 999.
- Only attempt to use a fire fighting appliance if you are trained and it is safe to do so.
- Do not put yourself or others at risk.
- After consultation with the Market Attendant, evacuate the site.
- Leave the site by the nearest and safest available escape route.
- Move quickly but do not run.

- Report to the person in charge at the Assembly Points (location TBC).
- Do not remain in or return to your stall to collect your personal belongings

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## **2 MAJOR INCIDENT – EMERGENCY PROCEDURES**

### **2.1 GENERAL PRINCIPLES**

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

- Savoir-Fayre Management
- the Eastcote Business association

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

1. Event Manager
2. Market attendant
3. the Eastcote Business association and Police

### **2.2 EMERGENCY SERVICES**

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

### **2.3 EMERGENCY AND EVACUATION INFORMATION**

The information below is for Eastcote Christmas market Management and staff.

Should a major incident, terrorist threat or similar occur, the Emergency Services will take over control of procedures using pre-existing contingency plans. Putney Police will coordinate emergency services and assume public control under these circumstances, with market management expected to play a major role in assisting unless otherwise instructed. ALL STAFF SHOULD BE ALERT TO THE VEHICLES AND EQUIPMENT THAT SHOULD BE AT THE EVENT AND MUST QUESTION ANYTHING THAT IS OUT OF THE ORDINARY. ALL STAFF, SHOULD CHALLENGE UNAUTHORISED PERSONS TAMPERING WITH OR LEAVING VEHICLES OR ITEMS.

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

### **2.4 SECURITY ALERT – BOMB CALLS**

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

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

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

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

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

APPARENTLY A HOAX CALL – actioned as necessary by market management

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

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

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

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

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

## **RISK ASSESSMENT FORM**

### **Eastcote Christmas market**

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**Assessment carried out by:** Tim Ross

**Date:** 16 October 2009 **Review Date:** 15 October 2010

**Activity:** Working at height with ladders and /or equipment

**HAZARD EFFECT RATING PROBABILITY RATING RISK RATING RESIDUAL RISK**

**3 3 9 4**

**Significant Hazard: Who is at risk? Existing control measures: Further action required:**

Injury from falling Employees/Contractors  Works only carried out by trained personnel

Manager inspects site for hazards and to brief employees

Employees to wear PPE

All elements of equipment to be inspected prior to use

Lone use is to be avoided when possible

Use of warning signs where appropriate

Ensure training is given

Issue relevant PPE

Ensure annual checks are made on equipment

Plan working at height in advance

Manager must ensure that the perimeter floor area and passageways are kept clear at all times

Injury from falling object Persons likely to be in the vicinity  Works only carried out by trained employees

Manager inspects site for hazards and to brief employees

Employees to wear PPE

All elements of equipment to be inspected prior to use

Lone use is to be avoided where possible

Use of warning signs where appropriate

Ensure training is given

Where possible all tools and equipment should be tethered

Plan working at height in advance

Manager must ensure that the perimeter floor area is restricted

## **RISK ASSESSMENT FORM**

### **Eastcote Christmas market**

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**Assessment carried out by:** Tim Ross

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PART 1, MEMBERS' PUBLIC AND PRESS

**Date:** 16 October 2009 **Review Date:** 15 October 2010

**Activity:** Chalet and/or stall erection

**HAZARD EFFECT RATING PROBABILITY RATING RISK RATING  
RESIDUAL RISK**

**3 3 9 4**

**Significant Hazard: Who is at risk? Existing control measures: Further action required:**

Injury during build and dismantle Employees  Works only carried out by trained personnel

Manager to inspect site for hazards and brief employees

Employees to wear PPE

All elements of structure to be inspected prior to erection

Manager must ensure that the perimeter floor area and passageways are kept clear at all times