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PETWORTH FARMERS MARKET

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EVENT SAFETY MANAGEMENT  
PLAN

AUGUST 2021



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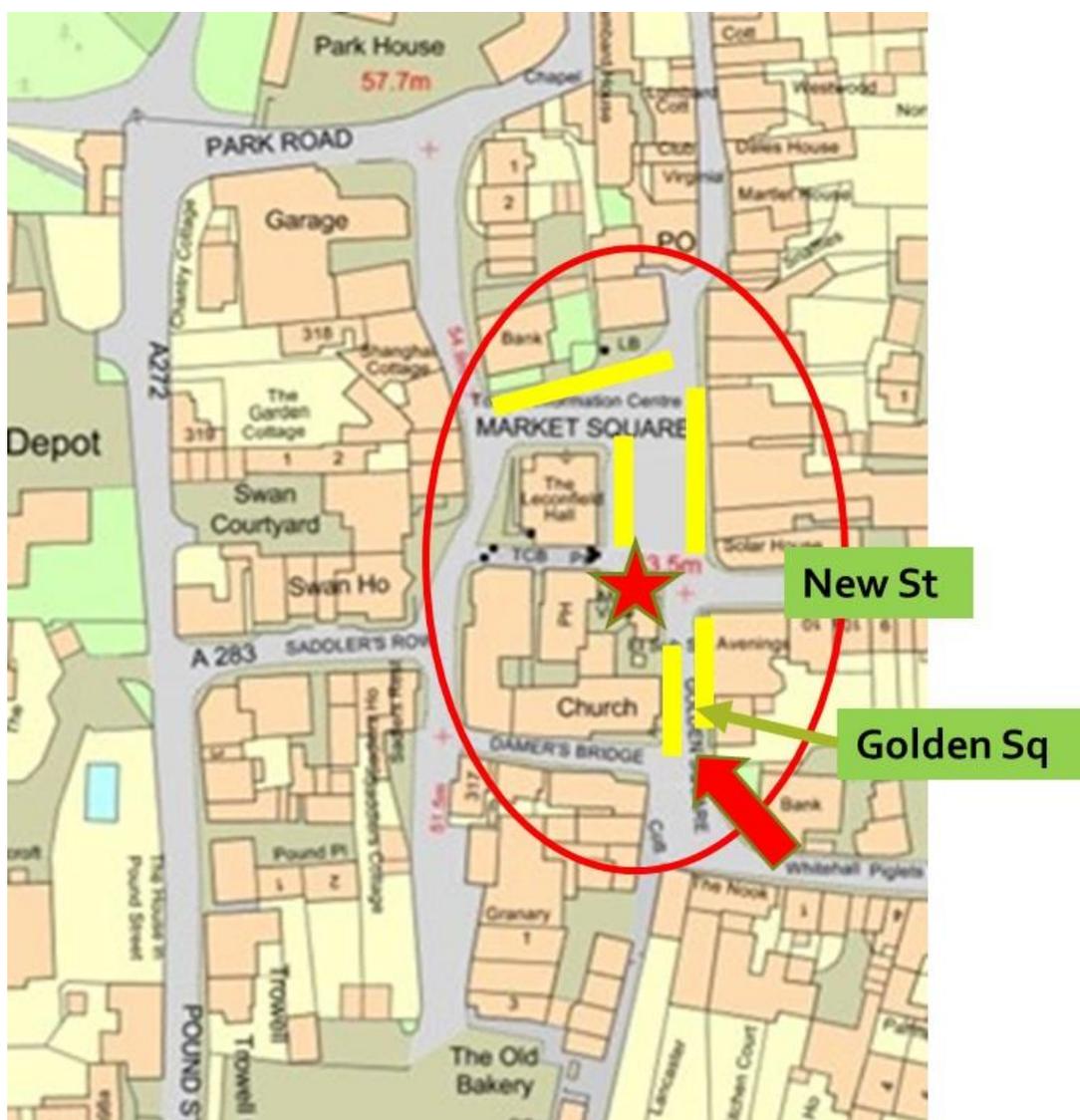
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## 1. Introduction

This Event Safety Management Plan (ESMP) has been prepared by Petworth Town Council (PTC). This document sets out the management arrangements, risk assessment, transport management plan, and compliance with the legal and statutory requirements, including the latest Covid guidance.

The Farmers Market is a monthly event (4th Saturday of each month except December when it may be 3<sup>rd</sup> Saturday) to supply local produce to residents and visitors, promote local businesses, and promote Petworth as a shopping centre.

The venue will be the town centre Market Square, Golden Square and the Leconfield Hall (**Figure 1**). This is a tried and tested venue for street events including the Charter Fair and Christmas Events.



**Figure 1: Event Town Centre Location**

The site layout is illustrated on **Figure 1** together with the position of the principal structures i.e. market stalls (yellow lines), the main road steward position (red star), and the road closure point (red arrow).

## 2. Event Timetable

The event will be held on the 4th Saturday of each month, for the foreseeable future, from 06.00 to 15.00 hrs. Parking is suspended in the Market Square for the duration of the event. Advance warning notices will be put up at least 3 days before.

06.00	Erect notices and barriers in and around Market Square
07.00	Stall holders begin to arrive and set-up
09.00	Event starts formally and stalls open
13.00	Event and trading officially ends. Stall holder vehicles in the Square.
14.00	Market and Golden Square clear and parking resumes

The Market Square will be open to both pedestrians and vehicles throughout the event and a road steward will be on duty in the Square. The only road closure will be the section of Golden Square north of the Damers Bridge junction.

## 3. Event Management: Responsibilities, Control, Communications

The Event Management duties and responsibilities are summarised below:

<b>Responsibility</b>	<b>Name</b>	<b>Contact</b>
Event Manager	Alistair Baldwin	07912 240591
Outdoor Stalls Arrangements	Hayley Marriott	07545 948853
Outdoor Stallholder Contact	Alistair Baldwin	07912 240591
Leconfield Hall Stall Bookings	N/A for August 21	
Barrier Placement	Alistair Baldwin	07912 240591
Parking Suspension Notices (Tuesday)	CDC	
Parking Suspension Cones (Friday)	Harsha Desai	07595 499122
Gateway Advertising Banners (Monday)	Alistair Baldwin	07912 240591

Advertising Banners (Thursday)	Michael Peet	07970 543130
Social Media & other advertising	Hayley Marriott	07545 948853
Designated Premises Supervisor	Michael Peet	07970 543130
Road Stewarding	Simon Atkins	07500 601939
Health and Safety	Alistair Baldwin	07912 240591
First aid	Alistair Baldwin	07912 240591

Mobile phones will be used as the main means of communication between the responsible persons and the Event Manager.

#### 4. Equipment, Facilities, Site Capacity & Security

As the site is the town centre it is not practical to measure or enforce a capacity limit. However, the Event Manager will monitor the area for any over-crowding and Covid compliance (should any restrictions return) concerns. If necessary, responsible persons will redirect visitors.

Site security will be assessed by the Event Manager. There is a potential pedestrian 'pinchpoint' at the Market Square exit to New St and Golden Square and, if necessary, a steward will be in place to mitigate road crossing risk at this location (see Stewarding section).

The following equipment, set up and rig down is required in the Market Square and approach roads on the weekdays before the event and early on the event day:

<b>Item (and Day/Time)</b>	<b>Source</b>	<b>Responsible</b>
Steel Barriers in Square (Sat am/pm)	PTC	Alistair Baldwin
Banners on Steel Barriers (Sat am/pm)	PTC	Alistair Baldwin
Road Closure & Other Signs (Sat am/pm)	PTC	Alistair Baldwin
Advertising Banners out of Town (week before)	PTC	Alistair Baldwin
Parking Suspension Notices (Tues)	CDC	

Parking Suspension Cones (Fri pm)	PTC	Harsha Desai
Advertising Banners in Town (Thurs pm)	PTC	Michael Peet
Market Stalls location & Set up	Stall holders	Alistair Baldwin
Fire Extinguishers	Leconfield Hall	Alistair Baldwin
First Aid Kit	Leconfield Hall	Alistair Baldwin
Reflective Vests	PTC	Simon Atkins

All electrical installations and equipment are PAT tested and connected by a responsible electrician. There will be no special effects.

There will be no specific water provision arrangements except for the public toilets in the Leconfield Hall and in the main Pound St car park. There are toilet facilities in a wide range of cafes, pubs etc. throughout the town.

Waste management and litter arrangements will be as on a normal day with additional rubbish bins with black liners at any stall holder food outlet (see also Clear-up section). All stallholders are required to remove any rubbish from their stalls at the end of the market.

## 5. Site layout & Management

The advance warning signs of parking suspension in the Square and social distancing guidelines will be put up at least 3 days before each market Saturday.

Up to 26 stalls can be accommodated in the four defined sales areas (Figure1). The number of stalls will be re-assessed on a monthly basis and based on an assessment of the first event experiences.

## 6. Coronavirus Guidance: Compliance & Best Practice

The government advice and regulations (if any) will be followed at all times and it is recognised in this ESMP that guidance is likely to vary through time. Therefore, the Farmers Market arrangements will be subject to change at short notice. The main contingency arrangements are summarised as follows:

- The legal requirement for social distancing in force at the time of each market will be followed and, if necessary, the stall location, numbers and spacing and other hygiene measures, will be modified to ensure compliance.
- In the event of a return to strict lockdown conditions a temporary return to the town car park will be considered.

In addition to the government legal regulations there is also common sense and best practice to re-assure visitors to the market (especially those of a nervous disposition), that their safety is our top priority. Maintaining sensible social distancing and hygiene will be encouraged and this will be especially important during the winter months.

A specific site capacity is not stated but if there is over-crowding and or if any required social distancing is not being observed, the Event Manager will consider closing the event and stopping trading.

The arrangements on the day will include:

- Advisory or legally required (as appropriate) social distancing and hygiene guideline signs will be displayed in the vicinity of the event
- Payment by card will be encouraged but not obligatory.
- Hand cleaning dispensers will be provided at all four stall location sites.
- No samplers or tasters will be allowed.
- Mask wearing will be based on the government advise at the time.

## 7. Event Stewarding & Traffic Management

The role of the steward(s) is primarily to ensure pedestrian and traffic safety and help explain and ensure any Covid social distancing arrangements are compliant with any government guidelines and common-sense hygiene best practice.

Stewards should also be familiar with the Child Protection and Lost Child procedures, and with alcohol and drug abuse policy.

Stewards should provide advice and 'request' guideline compliance but are not police and should not engage in argument or dispute. Inform Event Manger of any repeated non-compliance. The Event Manager will decide if the police should be informed or the event closed.

The general stewarding guidelines are as follows:

The Event Manger will be supported by one additional steward during busiest periods of Set-up and Close-down. One steward (Event Manager) will be on duty during market hours from 09.00 to 13.00. The most critical road stewarding is required from the start of set-up at about 06.30 hrs to about 08.30 hrs and during close-down from 13.00 to about 14.00 hrs.

- Stewards will receive a 'yellow' jacket from the Event Manager, or PTC office, and obtain Event Manager mobile phone number at start of shift.
- In an emergency (or over-crowding incident) inform the Event Manager, or other responsible person, by mobile phone.
- Monitor traffic flow through the Square and assist pedestrians crossing the Square.

- Fire extinguishers and first aid equipment will be available in the Leconfield Hall.
- Check hand hygiene dispensers and refill when necessary.
- Monitor crowding and distancing. Inform Event Manager of any concerns.
- A loud hailer is available in the Council Office, if required.

Be aware of emergency procedures and be ready to assist access for emergency vehicles if required.

## 8. Event Set-up Arrangements

The advance warning signs of parking suspension in the Market square will be put up at least 3 days before each market Saturday. Advertising banners in and out of town will be put up in the week before the Event. Parking suspension cones will be put out in the early evening of the Friday before the Event. The set-up arrangements on the day will include:

- Ensuring traffic and pedestrian safety during Set-up is a priority and two stewards (the Event Manager plus one other) will be on duty during Set-up and Close-down.
- Barriers will be set-up in the Market Square to separate traffic from stalls. These will have Farmers Market banners attached and so will be high visibility. The latter will not be put out if high winds are predicted.
- The barrier position will need to be optimised to give a correct balance between the need for a sufficiently wide road way to enable safe movement of vehicles, and pedestrians on the pavement.
- 'Road Closed' sign and barrier will be placed across Golden Square at the junction with Damers Bridge.
- 'Road Closed Ahead' sign will be placed on the High St at the junction with Middle St.
- Market notice signs will be placed at various locations in the town and will not impede driver or pedestrian visibility.

## 9. Event Close-down & Clean-up Arrangements

The main outdoor tasks are removing the barriers and signs, removing the market stalls, and collecting litter. The indoor tasks if the Leconfield Hall is used, include putting away the tables and leaving the premises in a clean and tidy condition. The Charity or Community Group running the café in the Hall could be asked to undertake these tasks. The Leconfield Hall have confirmed that they deep clean the Hall after each booking hence hoovering is only required if particularly bad after use.

Traffic and pedestrian safety during Close-down is a priority and two stewards (the Event Manager plus one other) will be on duty until all stalls and stall holders vehicles have left the Square.

## 10. Child Safety & Lost Child/Vulnerable Person Procedure

As this is a family occasion finishing in the early afternoon it is not considered necessary to restrict persons under 18 or unaccompanied persons under 18 at any time during the event.

Nevertheless, stewards will be aware to look out for any individual or groups of minors that are considered to be inappropriate and will report to the Event Manager.

Any lost or unaccompanied child requesting help or in distress or appearing inappropriately alone, will be subject to Lost Child procedure, as follows:

- Inform Event Manager of the situation and location.
- Remain in a visible public space and request immediate back-up so that at least two adults are in supervision.
- Comfort the child but avoid any touching or restraint.
- A loud hailer will be used to announce the location of the Lost Child and will designate a collection point near to where the child is located.
- Release the child into the care of parent or guardian only when both supervising adults and the Event Manager are satisfied it is safe to do so.
- Stewards are not expected to perform ID checks. If this is deemed necessary the Event Manager will notify the police.
- The police will be notified by the Event Manager after 15 minutes of a lost child being reported to him, if the child has not been collected, or earlier if there are any concerns.
- If a distressed vulnerable person is identified or reported the Event Manager will be notified and will decide the appropriate course of action. Stay with the vulnerable person until the Event Manager arrives.
- The police will be informed immediately if a parent reports a child missing.
- All incidents will be logged by the Event Manager (see **Appendix 1** for the Incident Log Form).

## 11. First Aid, Resident's Carer Access, Mobility Access

First Aid facilities will be available in the Leconfield Hall and any additional supplies will be available in the Square from Lloyds chemist. A First Aider will be designated on a monthly basis by the Event Manager.

As the event covers a large area of the town centre it will not be practical to make specific arrangements for attendees with mobility issues. However, a steward will be on hand who will be able to provide advice and assistance. Carer access will not be impeded by the event.

## 12. Major Incident & Emergency Evacuation Plan

In the event of a Major Incident the following plan will be implemented:

- The Event Manager or other designated person from the Event Management Team will be responsible for implementing the plan. If the Event Manager is

unavailable the deputy will take over and if he is unavailable a second alternate will assume responsibility.

- Sussex Police and other appropriate emergency services will be notified immediately by the Event Manager in the event of a Major Incident.
- Stewards will be notified of the selected actions by mobile phone.
- Reserve stewards will receive instructions by mobile phone including implementing traffic diversion out of town (see below for details).
- A loud hailer will be used to inform the public of the required action and to make appropriate requests.
- It is not considered appropriate to ask visitors to gather at any given point.

### *Emergency Evacuation Plan*

Dependent on the nature and location of the incident, people will be asked to leave the Market Square by several or all of the following exits:

- Golden Square and down the alley to the Car Park.
- New St away from the Square.
- Sadler's Row and down to the Car Park
- Lombard Street and up towards the Church

The steward will direct the public to these exits point(s). If an incident occurs in Lombard St, Golden Square or the High St, the area will be evacuated in the direction away from the incident.

Reserve stewards (see **Section 10**) will be called by mobile phone and will be assigned to appropriate locations which could include the main car park, bottom of Lombard St, Saddlers Row, depending on the location of the incident.

### *Emergency vehicle access & traffic diversion*

Traffic congestion and queuing is likely on the northern and southern town approaches during the afternoon and evening, especially during the busiest period (from c 15.00 hrs). In the case of a Major Incident it will be best to keep traffic moving rather than blocking roads and increasing congestion that will hinder emergency services. This poses a risk for delayed access by emergency vehicles in case of an incident. The least congested entry point to the town (although narrow) is likely to be via Haslingbourne Lane to Grove Rd to the High St.

To reduce the risk of emergency services being hindered, stewards will be directed to the following locations to divert traffic out of town (**Figure 2**):

- Top of New Street to send traffic out of town along Angel Street. This will require two stewards to avoid road blockage by the Catholic Church where cars park on the road side. However, traffic entering town from Angel St will be kept moving along New St and out of town, if possible.

- Bottom of North St (by Stonemasons pub) to direct traffic out of town on the 'lorry route'. Once the steward is in place here there will be no traffic entering by New St, so the above junction will be much more easily managed.
- Roundabout at Sylvia Beaufoy Centre to send traffic in the Midhurst direction.

Closing North St and diverting south bound traffic onto the lorry route will be a priority.

Access to Market Square for emergency vehicles will be available:

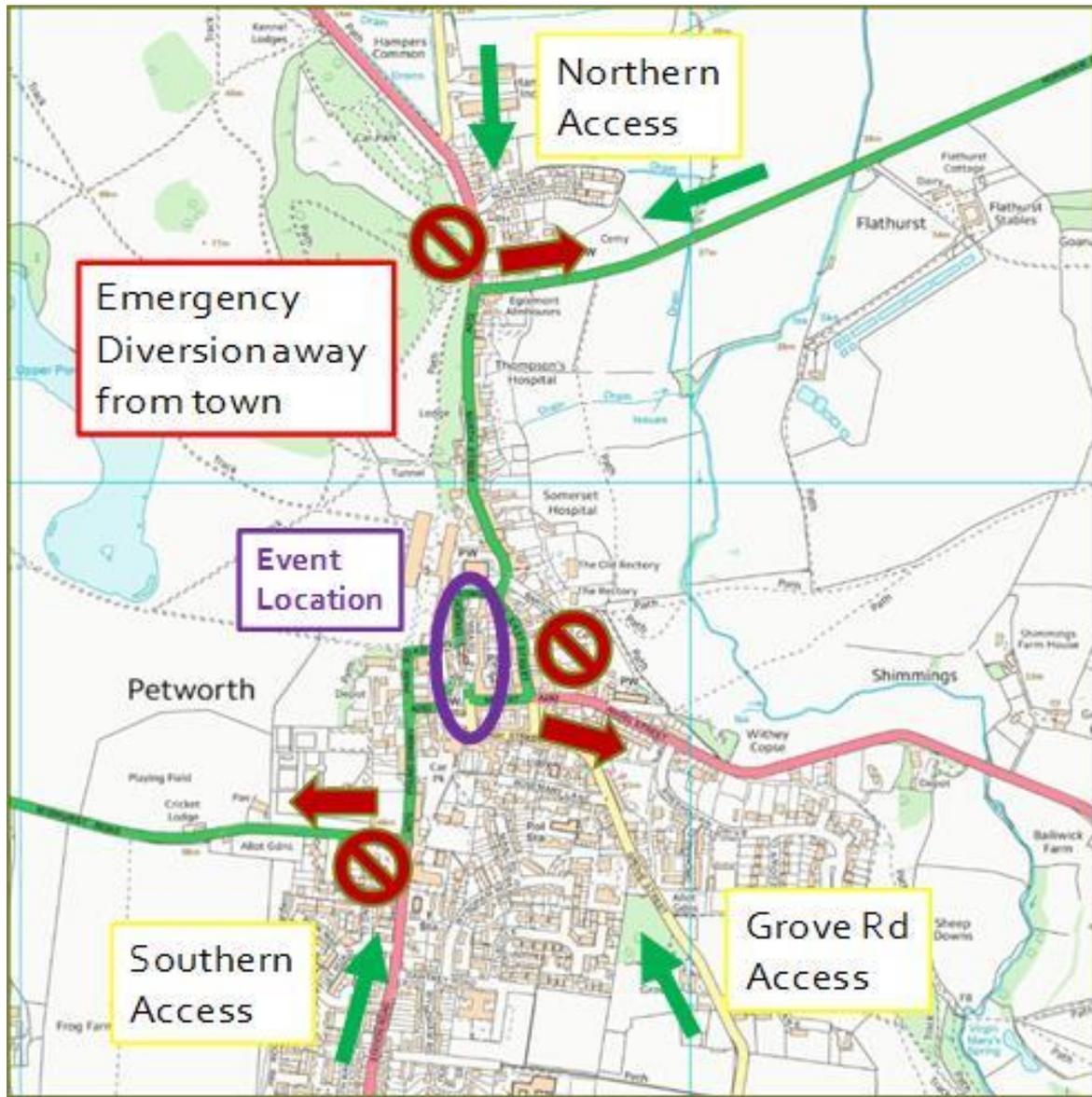
- From the south and west via Park Road.
- From the north and east via New Street.
- It will be essential to make every effort to keep at least one of these routes open, though this will be dependent on the location of any incident.

Access to High Street for emergency vehicles will be available via:

- Grove Lane and Middle Street or Damers Bridge/Golden Square.

Access to Lombard Street for emergency vehicles will be available:

- From the north via North St.
- From the south by foot through the Market Square.



**Figure 2: Emergency Access & Road Diversion**

The Air Ambulance service has informed the town council that several possible landing sites have been identified in and around town in the event that an emergency helicopter landing is required (**Figure 3**). The preferred night time landing site is on Hampers Green opposite the National Trust car park entrance.



**Figure 3: Hampers Green Helicopter Landing Site**

An alternative site is the Petworth Sports Ground on the edge of town on the road to Midhurst. The Air Ambulance service considers Rosemary Gardens to be a potentially acceptable day time landing site. They would make a landing site decision on approach depending on the casualty location and stewards will be sent to this location when the Event Manager is informed.

See also the Emergency Vehicle Access section above.

### 13. Alcohol & Drugs Policy

The Event Manager (as representative of the Premises Licence holder) or other designated person will ensure that all vendors distributing alcoholic and non-alcoholic drinks for consumption on site will only supply these in plastic bottles, tin cans, cardboard cartons or paper cups.

The Event Manager or other designated person will ensure that all vendors selling alcohol for consumption off the premises are aware that they must be sold in sealed containers only.

The Event Manager or Designated Premises Supervisor will ensure that vendors selling alcohol either hold a Personal Licence or have been authorised to sell alcohol by a person who does and who is responsible for supervising the sale/supply of alcohol for the duration of the event.

The Event Manager or Designated Premises Supervisor will ensure that a 'Challenge 25' policy is in place and implemented whereby any person attempting to buy alcohol who appears to be under 25 will be asked for photographic identification to prove their age. The recommended forms of ID that will be accepted are passports, driving

licenses with a photograph, photographic military ID or proof of age cards bearing the 'PASS' mark hologram.

Suitable and sufficient signage advertising the 'Challenge 25' policy will be displayed on or in the immediate vicinity of where alcohol is offered for sale/supply.

The Event Manager or Designated Premises Supervisor will be informed if drug use or abuse or excessive alcohol use or intoxication is suspected by a steward or reported by a member of the public. Alcohol vendors will be instructed to refuse sale to anyone suspected of intoxication. The Police will be informed if the Event Manager or Designated Premises Supervisor consider that a report of alcohol or drug abuse is a valid concern.

## 14. Food & Drink Outlets

The following are the current food and drink vendors who may be present from time to time at the event (subject to change):

<b>Name</b>	<b>Nature</b>
Slakes Spirits	Bottled Gin (Off sales)
Hepworth Brewery	Beer (Off sales)
Black Dog Nursery	Plants
Catherine Beaumont	Weaving willow baskets
Chanctonbury Game	Game meats
Calcot Farm	Smoked meats
Durleigh Marsh	Vegetables in season
Jake's Artisan Foods	Cooked foods, delicatessen goods
Kaiser Smokehouse	Baked goods,
Ken's Eggs	Fresh eggs
Community Garden	Homemade Jam and Chutney

Leesa's Not Just Alpines	Plants
LRD Marmalade	Preserves
MUD foods	Baked pies
Mill Farm Organics	Organic meats
Noble and Stace	Chocolates
Nut Knowle Farm	Goats' cheese
O'Hagan's Sausages	Homemade sausages
Olives and Things	Olives and oils
Picnic and Hamper	Cakes and pastries
Pure Delights	Preserves and cakes
Selsey Willows	Wet fish
Slindon Patisserie	Bread and cakes
Sussex Bee Company	Honey and wax candles
Troels Bendix	Chocolates
Tullens Fruit Farm	Apple and fruit drink
Wildwood Coppice	Woods and Kindling

Rubbish bins with black liners will be available at all food outlets involving food or drinks for on-site consumption.

All food vendors will be informed that insurance and certification is required and that random checks will be performed.

The kitchen inside the Leconfield Hall may be used by a different charitable or non-profit organisation each month for the sale of tea, coffee and cakes. No heated or meat-based food products or alcoholic drinks will be available. The Event Manager will ensure that all volunteers using this facility will be aware of the location and function of hot water and heated appliances and that food hygiene procedures are followed. Refuse will be bagged for disposal.

## **15. Musical Performances; Sound & Noise Management Plan**

Street musicians may perform in the Market Square from time to time. It is considered to be unlikely that noise level checks will be required as these will be low volume individual or small group performances.

Spot decibel level checks will be performed if a high-volume performance with amplification is included in the event and the monitoring results will be provided to the Licensing Authority within 7 days of the end of the event.

## **16. Incident Reporting & Complaints Policy**

Stewards will report any incidents verbally to the Event Manager when they occur. The appropriate authority will be contacted immediately if warranted.

All incidents will be logged (see Appendix 1 Incident Log Form) by the Event Manager, or designate, as soon after the incident as possible. The forms will be forwarded to the Town Clerk. After the Event these forms will be sent to the appropriate authority.

Incidents will be reported with as much detail as possible (nature, location etc) by the Event Manager or designate. Any complaints received verbally on the night will be reported in writing and preferably on an incident form (with name and contact details) after the event to the Town Clerk, who will also deal with complaints received in writing or by phone after the event. All complaints (unless anonymous) will receive a response within 30 days.

Any noise complaints, on the day, will be reported to the Event Manager and logged along with any actions, and dealt with at that time. The Event Manager or a designate would go to outside any complainant's property to assess the volume. If deemed to be too loud the volume would be reduced. Details will be provided to the Licensing Authority within 7 days, along with the noise monitoring results.

## **17. Risk Assessment & Management**

This risk assessment only covers risks created by the event equipment infrastructure and activities. It does not consider risks that exist in these areas at other times.

This ESMP assesses risk associated with the Market Square location and the required mitigation measures and contingency plans. The risk associated with the

previous location in the Car Park is not included. The assessed level of risk uses a mostly qualitative rather than quantitative approach as there is generally inadequate data for the latter.

However, it is clear from observational and speed data for the town that both locations deal with a flow of generally slow-moving traffic. The accident data for the town indicates that neither location has experienced an injury related incident in the last 5 years. Therefore, the 'traffic risk' in this part of the town centre is generally considered to be low. In the Car Park the speed and quantity of traffic flow is lower than in the Square and therefore the 'traffic risks' have been increased to medium for the Square in view of this and the narrower road width when the stall barriers are in place. The risk will be mitigated by the presence of at least one road steward at all times and two road stewards during the busier set-up and close-down phases from 06.30 to about 08.30 and 13.00 to about 14.00 respectively.

The temporary move to the Car Park last summer was made to ensure that Covid guideline compliance could be more effectively managed. In particular 2m spacing could be accomplished in the Car Park location with much wider pedestrian 'lanes' than is possible on the pavements in the Market Square. If the government guidelines requiring 2m spacing are re-imposed then the market would not operate from the Square but, with CDC approval, would temporarily return to the Car Park. On the assumption that Covid restrictions are ended in July 2021 then the market will operate from the Square with 'best practice' hygiene control to reduce residual risk of Covid infection. If a 1m spacing requirement (or advice) is recommended by government, then the market arrangements would be re-assessed.

Hazard	Where	People at risk	Level	Risk Mitigation
<b>Covid Infection Risk</b>				
Covid Regulation non-compliance	All narrow pavement areas	All	<b>H</b>	At least one steward on duty to ensure compliance with regulations in place at the time. Other arrangements will depend on legal requirements
Covid poor hygiene	All Areas	All	<b>H</b>	If no legal regulations, then Event Manager will ensure basic hygiene and hand gel provision. Hand gel dispensers at each of 4 stall hubs. Surface cleaning guidance to stall holders. Preference for card payment.

				No tasting or sampling.
<b>Traffic and Pedestrians</b>				
Pedestrians crossing	Market Sq,	All	<b>M</b>	At least one Road Steward at all times. Set out barriers with no gaps to limit crossing to high vis points.
Stallholders vehicles unloading/collect	Market Sq, Golden Sq	All	<b>M</b>	At least two Road Stewards during set-up and close-down. Stall holders asked to drive slowly and put on hazard lights. Vigilant stewarding
Vehicle collision with barriers and or stalls	Market Sq	All	<b>M</b>	Clear signs at Market Sq entrance. At least one road steward on duty at all times
Overcrowding, crushes etc	Market Sq, Golden Sq	All, particularly children and the elderly	<b>M</b>	At least one steward on duty at all times. Careful planning and layout. Limit narrow pinch points,
Public order incident	Market Sq, Golden Sq	All	<b>L</b>	As a family event the risk not considered to be significantly greater than a normal day.
Trip hazards	Market Sq, Golden Sq Leconfield	All	<b>M</b>	Steward and set up team to be vigilant & alert for hazards. Stalls and other equipment to be inspected at the start of the day and hazards removed or marked with warning tape.
High Winds	Market Sq	All	<b>M</b>	Remove banners in high wind to prevent barriers moving. Monitor stalls for stability.
<b>Fire Risk</b>				

Fire in rubbish bins (or other items)	All Areas	All	L	Stewards to be vigilant & watch for deliberate arson. Evacuate the area around the fire. If fire is not brought under immediate control, call Fire Service and implement evacuation procedure.  <b>Emergency Evacuation Plan</b>
Fire in Stalls	All Areas	All	L	1. Evacuate area around fire 2. Disconnect any electricity. 3. Call Fire Service 4. Try to extinguish 5. Implement evacuation procedure. <b>Emergency Evacuation Plan</b>
Fire in surrounding buildings	Market Sq, Lombard St, High St	All	L	Implement evacuation procedure immediately, use safest route according to location of incident.  <b>Emergency Evacuation Plan</b>