

## Market operational plan template

For operators that don't already have an operational plan in place, the below template is available for use. Please ensure a full explanation of all points and procedures are included. If separate procedure documents for i.e., fire safety, lost children etc. have already been created these documents can be submitted alongside the operational plan.

For all applications, all the below areas must be covered within the operational plan.

<b><u>Brief</u></b>	
Name of market	
Who is running the market and contact information	
Market operating times/dates	
Site Location/land permissions	
Approx public attendance	
What staff are on site during market	

<b><u>Site Location, Setup/Breakdown</u></b>	
How market is set up in the morning	
Who is on site to guide and marshal traders, contact information	
What infrastructure in place ready for traders i.e. gazebos and tables. Do traders bring their own.	
Access requirements, does landowner need to give access	
Trader parking arrangements	
Electricity supply & Trader PAT testing	
Potable water supply	
Handwash facilities	
Site should not conflict with surrounding uses especially in housing areas	
Any noise implications	
Discussion with local businesses, markets should not adversely affect existing trade to an unacceptable degree	
No alcohol sales or music without relevant BCC temporary events notice.	

<b><u>Security</u></b>	
What to do in case of a security incident or theft	
Staffing levels throughout operation	
Communication i.e. radios	
Any CCTV?	

<b><u>Health and Safety / emergency procedures</u></b>	
Site plan with emergency vehicle access	
Emergency evacuation procedure	
Combustible items and ignition. I.e. removal of waste build up	
Lost children / vulnerable adult procedure	
First aid provision and procedure	
Risk assessments (operational, covid19 etc)	
Adverse weather policy	

<b><u>Traffic Management</u></b>	
Trader parking provision	
Public parking	
Emergency vehicle access	
Traffic marshal requirements	
Moving vehicle policy i.e. 5mph hazards, no reversing or 3 point turns	
Traffic protection, terror threat mitigation (i.e. bollards)	

<b><u>Waste Management</u></b>	
Waste provision, i.e. bins for public and trader use	
Waste collection	
Litter picking	
Site clear up	
Recycling provision	

<b><u>Trading Standards</u></b>	
Goods for sale policy. Please see market guidance notes	
Food safety	
Gas safety	
PLI market and trader requirements	