



Title:	Adverse Weather Cancellation Procedure and Guidance for NELC/EQUANS' Markets/Events
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# **Adverse Weather Cancellation Procedure and Guidance for North East Lincolnshire Council / EQUANS Markets/Events**

## 1.0 Background and Aims

This Adverse Weather Cancellation Procedure and Guidance is aimed at North East Lincolnshire Council (NELC)/EQUANS teams who are either directly delivering markets/events and third-party organisers delivering markets/events on behalf of NELC/EQUANS.

The decision to close or curtail a market/event can cause a lot of disruption with the potential for financial and logistical impacts for all concerned and is therefore never taken lightly. Our key priority however is always to protect the public, traders, and staff safety in the event of any severe weather which would affect any open-air market/event operated by NELC/EQUANS.

This procedure and guidance should apply in the following circumstances:

- a) A severe weather warning is in force and has been issued by the Met Office (the United Kingdom's national weather service).

Or

- b) In the opinion of the market/event organiser (i.e., the lead or commissioned organiser), upon receiving information regarding adverse weather conditions there is a risk to public safety.

This is an operational procedure focussed solely on markets/events run by NELC/EQUANS or their appointed event/market organiser and should consider the following:

- All event plans should have a contingency for adverse weather.
- Before cancelling a market/event consideration should be given to the following: alternative venues; postponement to a later date; or a modification of the event.
- Any external supplier/contractor working with NELC/EQUANS must provide their own weather risk assessment which should be in-line with the minimum standards outlined in this document. It is recognised that all market/event equipment is different, and third parties must adhere to the manufacturer's guide for any equipment being used.
- Although this procedure and guidance is aimed at market stalls it relates to all equipment which may be used in severe weather conditions such as inflatables, staging etc. The market/event organiser will be expected to assess all the equipment and follow the guidelines set down by the manufacturer of the equipment being used and the Health & Safety Executive (HSE).

## 2.0 Objectives

The objectives of the procedure and guidance are:

- 1) To comply with NELC's duties and obligations to its staff, traders, and members of the public under the Health and Safety at Work Act 1974.
- 2) To comply with the NELC's common law duties under the Occupiers Liability Act 1984.
- 3) To comply with the NELC's insurers.
- 4) To ensure any decision to close or curtail a market/event is taken fairly, consistently, and transparently and is communicated to all parties as soon as a decision is made.

### 3.0 Roles and Responsibilities

The table below indicates the key personnel that will be called upon in the event of having to implement this procedure and a definition of their specific responsibility.

Role	Responsibility
Head of Service (NELC) - as commissioner of the market/event	<ul style="list-style-type: none"> <li>- Reviews and approves this procedure ensuring safety of traders, staff, and members of the public.</li> <li>- Discretion to waive or reduce fees.</li> <li>- If relevant, communicate with PFHs/ or Leader and then Ward Cllrs.</li> <li>- If relevant, communicate with H&amp;S team.</li> <li>- Communicate with other relevant service leads if required.</li> <li>- If relevant, communicate with ESAG Chair</li> <li>- Makes decision to cancel (if this procedure is implemented).</li> </ul>
Head of Service (EQUANS) - as commissioner of the market/event	<ul style="list-style-type: none"> <li>- Makes the decision to implement this procedure.</li> <li>- Makes the case to waive or reduce fees.</li> <li>- If relevant, communicate with PFHs/ or Leader and then Ward Cllrs.</li> <li>- If relevant, communicate with H&amp;S team.</li> <li>- Communicate with other relevant service leads if required.</li> <li>- If relevant, communicate with ESAG Chair</li> <li>- Makes decision to cancel (if this procedure is implemented).</li> </ul>
Market/Event Organiser (NELC / EQUANS / or commissioned third-party event/market organiser)	<ul style="list-style-type: none"> <li>- Monitor the weather situation and if required, raise to the Head of Service.</li> <li>- Refer the decision to cancel to the Head of Service. If necessary, the Head of Service can refer to the Health &amp; Safety Manager for further advice.</li> <li>- Ensures staff are deployed to help when the procedure is activated.</li> <li>- Communicate with Traders/Event attendees.</li> <li>- Communicates with the Communications team.</li> <li>- Communicates with the Health &amp; Safety Team.</li> </ul>
Market/Event Staff	<ul style="list-style-type: none"> <li>- Staff are in place to follow instructions and not place themselves in any personal danger.</li> </ul>

Health & Safety Manager (NELC)	- Advises, as required, on the procedure during any live situations.
Communications Team (NELC/EQUANS)	- Provides effective and timely public communications during any live situations.

#### 4.0 Activating the Procedure

A severe weather warning may not be considered a reason to cancel or curtail the market/event. The market/event organiser will actively seek advance weather warnings from the Met Office. No other weather forecast agency must be used.

In deciding whether the market/event can go ahead in a reduced capacity, modified, postponed, or cancelled completely, the market/event organiser and Head of Service will make a decision using the following guidance:

- Predicted and/or current weather conditions and forecasts.
- Weather and risk table/decision making framework and the Beaufort Scale – Appendix 1.
- Availability of staff.
- Insight – previous occurrences.
- Potential risk and mitigating actions that can be implemented – numbers attending and likely impact if predicted bad weather occurs.
- Health & Safety.
- Accessibility.
- The infrastructure e.g., stalls/gazebos/equipment etc, can be erected safely and remain safe throughout the duration of the market/event.
- That there is sufficient manpower readily available at all times throughout the market/event to safely dismantle any infrastructure should the weather deteriorate whilst the market/event is taking place. What could be done if it is not safe to dismantle.
- In the case of an outdoor market, the market stalls have been designed to allow for rapid dismantling. The stall once dismantled will be safely laid down on the floor.
- A minimum number of trained staff need to be specified in the Event Management Plan and Risk Assessments, to erect and dismantle infrastructure in severe weather conditions. This number may vary depending on the size and nature of the event. The areas at the highest risk to the public will be prioritised.
- Weighting of the stalls and equipment must be considered – See Appendix 2
- The market/event organiser must remain on site at all times until the infrastructure is taken down or the weather warning is downgraded.
- If the above cannot be guaranteed, consideration needs to be given to postpone, modify or cancel the market/event completely.
- If the market/event can still go ahead but at a reduced level, priority will be given to those traders who sell perishable goods.
- The responsible persons will endeavour to make a decision as early as possible to modify, postpone or cancel the market/event in full or part.
- Once a decision has been made Traders and other suppliers will be immediately advised including the decision to waive the fee or not.

- The direction of the wind and the market/event site needs to be taken into consideration when making decisions on modifying, postponing, or cancelling a market/event.

If the market/event occurs outside of normal working days i.e., the weekend or Bank Holidays, a framework of decision making, and communication methods must be included in the risk assessment.

## 5.0 Decision-making Framework

The table below outlines the decision-making framework in terms of the manpower available and the varying weather conditions. The market/event organiser must stay on site at all times until the infrastructure is taken down or the weather warning is downgraded.

Is the Manpower available?	Weather Conditions		
	Good but deteriorating later in the day	Bad but improving later in the day	Bad and Worsening
Yes	<p>Hold the market/event if the time available to trade is acceptable.</p> <p>Warn staff that they could be called upon at short notice to dismantle the infrastructure should conditions deteriorate to an unsafe state.</p>	<p>For markets, if possible, set out the basic stall infrastructure but leave the stall boards off until the trader arrives with their stock to weigh the boards down</p> <p>Increase the weights on the stall legs</p> <p>Follow manufacturers' guidance on all other equipment for events.</p>	<p>Consider cancelling the market/event following the Roles &amp; Responsibility table.</p>
No	<p>Following the Roles &amp; Responsibility table cancel the market/event.</p>	<p>Following the Roles &amp; Responsibility table cancel the market/event.</p>	<p>Following the Roles &amp; Responsibility table cancel the market/event.</p>

## Appendix 1 Severe Weather Table and Risks

Met Office Terminology	Definition	Risk – who may be harmed and how	Controls and Actions
Heavy Snow	Snow falling at a rate of approx. 2cm per hour or more expected for at least 2 hours.	Slips, trips, and falls from unsafe or icy ground  Manual handling injuries from attempting to set up infrastructure in icy/snowy conditions.	Check weather forecasts before market/event.
Blizzards or drifting snow	Moderate or heavy snow with winds of 30mph or reduced visibility to 200 meters or less or drifting snow causing similar conditions.	Impact injuries from vehicles attempting to manoeuvre on icy or snowy surfaces and poor visibility.  Increase in vehicle accidents on the highway and main roads and streets around the town centre if Traders and customers try to attend the market/event.	Cancel or restrict market/event according to forecast  Ensure staff are on standby if forecast is uncertain.
Very heavy snowfall/blizzards/drifting snow	Expected to give depths of 15cm or more with potential to result in widespread disruption in communications  Blizzards are severe with visibility reduced to near zero.		Monitor travel information around the town centre.  If a thaw is forecast, consider if there is sufficient safe ground to host the market/event.
Freezing rain and widespread icy roads	Rain freezes on contact with road surfaces.		
Severe wind conditions (see Beaufort wind scale below)	Gusts of 32mph/51.4kmh or more.	Impact injuries from flying debris, traders' goods and stalls moving.  Cuts and lacerations from debris or stalls moving.	Check weather forecasts before market/event.  Cancel or restrict market/event according to forecast.  Ensure staff are on standby if forecast is uncertain.

			Monitor weather and circumstances throughout the market/event.
Heavy Rain	Expected to persist for at least 2 hours and to give at least 15mm within a 3-hour period or a period of rainfall.	Flash flooding of urban areas and main roads/streets around the market/event impeding the access.  Severe Lightning expected.  Collapse of market canopies/sheeting/gazebos	Monitor weather and circumstances in advance of the market/event.  Traders encouraged and requested to ensure that water is not allowed to build up on top of the gazebos.
Dense Fog	Visibility less than 50 meters.	Increased risk of vehicle accidents.	Monitor weather and circumstances throughout the market/event.  Consider early finish if fog persists.  Consider staffing levels.
Extreme Heat	Temperatures of 40 degrees or more.	Increased risk to health.  Increased risk to the road system, Increased risk of fire.	Check weather forecasts with the Met Office and follow advice given.  Cancel or restrict market/event according to forecast.  Ensure staff are on standby if forecast is uncertain.

			Monitor highway information around the town centre Consider if there is sufficient safe ground to host the market/event.
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## Using the Beaufort Wind Scale to Understand Current Conditions

If users do not have access to an anemometer when discerning the current wind conditions the Beaufort Scale can be used as a visual scale to understand what the weather conditions are. The Beaufort scale relates wind speed to observed conditions and helps to determine the kind of wind conditions that are prevailing at that moment.

Scale & Speed	Description	Visible Conditions
Beaufort 0 <1mph	Calm	Smoke rises vertically
Beaufort 1 1-5km/h 1-3mph	Light Air	Direction shown by smoke drift but not by wind vanes
Beaufort 2 6-11km/h 4-7mph	Light Breeze	Wind felt on face, leaves rustle, wind vane moved by wind
Beaufort 3 12-19km/h 8-12mph	Gentle breeze	Leaves and small twigs in constant motion
Beaufort 4 20-28km/h 13-18mph	Moderate breeze	Raises dust and loose paper, small branches moved
Beaufort 5 29-38km/h 19-24mph	Fresh Breeze	Small trees in leaf begin to sway
Beaufort 6 38-49km/h 25-31 mph	Strong Breeze	Large branches in motion; whistling heard in telegraph wires; umbrellas used with difficulty
Beaufort 7 50-61km/h 32-38mph	Near Gale	Whole trees in motion; inconvenience felt when walking against the wind
Beaufort 8 62-74km/h 39-46mph	Gale	Twigs break off trees; generally impedes progress

Beaufort 9 75-88km/h 47-54mph	Strong Gale	Slight structural damage (chimney pots and slates removed)
Beaufort 10 89-102km/h 55-63mph	Storm	Seldom experienced inland; trees uprooted; considerable structural damage
Beaufort 11 103-117km/h 64-72mph	Violent Storm	Very rarely experienced; accompanied by widespread damage.
Beaufort 12 118+km/h 73+mph	Hurricane	Devastation.

Source: [https://en.wikipedia.org/wiki/Beaufort\\_scale](https://en.wikipedia.org/wiki/Beaufort_scale)

## Appendix 2

### 1. Market/Event Equipment

Please ensure you follow the manufacturer's guidance for all equipment used at the market/event, such as inflatables, rides etc.

### 2. Weighting of Market Stalls

If stalls are being used for a market/event, at a minimum, there must be *at least* 15kg per leg. But it all depends on the size that is being set up.

The factors to be considered regarding weighting requirements are:

- Stall size as larger stalls have more surface area for wind to act on.
- If the stall walls are on or off.
- The terrain type (i.e. - open, trees, etc) that the stall is being used in.

The appropriate amount of weight needs to be used based on the wind speeds that the structure is expected to withstand. The more wind, the more weight that is required. It is recommended using weighting for as much wind speed as can reasonably be justified. Safety is the number one priority, and there is no such thing as "too much" weight that can be used. Include a 5% safety factor in the figures below.

Weight vs Wind	15kg per leg	30kg per leg	45kg per leg	60kg per leg	75kg per leg
2.4x2.4	52km/h- 32.3mph	68km/h- 42.2mph	80km/h- 49.7mph	91km/h- 56.5mph	101km/h- 62.7mph
3x3m	47km/h- 29.2mph	61km/h- 37.9mph	73km/h- 45.3mph	83km/h- 51.5mph	92km/h- 57.1mph
3x4.5m	43km/h- 26.7mph	56km/h- 34.7mph	66km/h- 41mph	75km/h- 46.6mph	83km/h- 51.5mph
3x6m	33km/h- 20.5mph	43km/h- 26.7mph	52km/h- 32.3mph	59km/h- 36.6mph	65km/h- 40.3mph
4x4m	40km/h- 24.8mph	52km/h- 32.3mph	-	-	-
4x8m	28km/h- 17.3mph	44km/h- 27.3mph	-	-	-

*The amount of wind (in km/h), including gusts, a marquee can withstand for a given amount of weighting on each of the legs*

Source: [www.technishelter.com](http://www.technishelter.com)