



Markets Manual Key Information sheet: 2

nabma
the voice of markets

TRADER'S SAFETY PLAN

This action plan details the arrangements to be taken in an emergency within an indoor market. They must be read and understood by all indoor traders, and the details must be followed in the event of an emergency. Indoor market traders must ensure their staff understand what to do in the event of the discovery of a fire.

1. Fire Action Notices displayed in the indoor market building detail the actions required on discovering a fire or hearing the fire alarm relating to traders and the public.
2. The fire alarm system is operated by manual break glass call points and is an electronic siren.
3. On discovering a fire, you should immediately operate the nearest Fire Alarm Call Point.
4. Evacuation should proceed using the nearest available exit. You should be aware of the various exits that are available for you to use.
5. The person who discovered the fire should report immediately to a Market Staff.
6. On hearing the fire alarm all traders, their staff and any other person **must** evacuate to the assembly point using the nearest available exit.
7. Assembly points for the public and traders extends around the perimeter of the market place or further away if necessary.

8. Traders are requested to provide assistance to customers if it is safe for them to do so.
9. Traders must ensure their area is evacuated and shall account for their own staff at the assembly area. Any missing staff, or other problems, should be reported to a member of the market staff.
10. Fire-fighting equipment is provided. No single person is specified to undertake fire fighting. This equipment is to be used only if it is safe to do so, and staff are not to take personal risks.
11. Traders are required to make sure that:
 - a. Escape corridors are kept clear of storage or obstruction
 - b. Fire doors are not wedged open but are kept closed
 - c. Any other fire risk issues are controlled and / or reported to market officers immediately
12. The Market management will arrange and carry out fire drills at an appropriate time scale (not exceeding 6 monthly), and will document these along with any conclusions or recommendations arising.
13. The fire alarm will be tested weekly between an agreed 30 minute slot
14. This procedure will be reviewed if there are significant changes to the arrangements, and periodically as required by the Fire Risk Assessment / Fire Certificate.

Date:

Signed:

Review Date: