



COVID-19 Operating Procedures

SCB-HSMS-PRC-001

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1 Purpose

- 1.1. The purpose of this procedure is to detail the control measures that will be taken to reduce the potential spread of the COVID-19 virus. Due to the changing nature of government advice during the COVID-19 pandemic, this procedure will be regularly reviewed to ensure it reflects the most recent updates

2 Scope

- 2.1. This procedure applies to both internal and external areas across the market complex.

3 Responsibilities

- 3.1. Senior Management shall;

- Periodically review these procedures to ensure they remain in line with current government guidance
- Ensure procedures are fully communicated to all employees
- Provide adequate resources to allow procedures to fully implemented

- 3.2. Events and Market Manager shall:

- Be responsible for the implementation of the control measure outlined within these procedures
- Communicate the procedures to all employees
- Review the procedures and liaise with senior management where improvements have been identified

- 3.3. Employees shall:

- Follow the instructions contained within the procedures
- Promptly report any non-conformances of the procedures to their line manager

4 Market Entrance

- 4.1. The market will be open each Sunday between the hours of 06.00 – 14.00
- 4.2. Traders and car booters will be allowed access commencing 06.00 to allow set up of stalls prior to public entry starting at 08.00
- 4.3. Traders and car booters will be admitted on a first come first served basis and due to new social distancing protocols capacity may be restricted
- 4.4. Access – Egress into the Sunday Market is via white gates entrance only, no vehicular entry is permitted via the main airfield gated entrance
- 4.5. The perimeter of the market area will be secured and entrance into the market will be at two dedicated access points, adjacent to the market hall and at the top of the square
- 4.6. A member of the market team will be stationed at each of the entrance points to control and advise visitors as required
- 4.7. A queuing system will be in place at each entrance point to control the flow of visitors into the market with floor marking in place to maintain social distancing



5 Face Coverings

- 5.1. In line with current government guidance, face coverings will be mandatory in all internal areas during opening hours of the market including public toilets
- 5.2. Signage will be displayed at the entrance of all internal areas to remind members of the public that face coverings must be worn
- 5.3. A stock of face covering will be available at the entrance point for customers to purchase if required
- 5.4. Face covering exemptions
 - Babies, toddler, and children under 5 years of age, due to the possibility of overheating, suffocation and strangulation and they are safe without one
 - Police constables or emergency response workers such as paramedics acting in the course of their duty
 - Persons with a health condition or a disability, including hidden disabilities, for example, autism, dementia, or a learning disability, or are providing care for someone with a health condition or disability

6 Social Distancing Measures

- 6.1. To allow for social distancing within the market, the number of customers allowed to enter at any one time will be regulated by a member of the market staff
- 6.2. One-way systems will be implemented where it is not possible to have two-way pedestrian flow and maintain social distancing. These areas are identified in Appendix 1
- 6.3. The number of customers allowed into internal areas of the market will be restricted to ensure compliance with the current government guidelines on social distancing
- 6.4. The maximum number of persons allowed in each area is defined in Appendix 2 of this document
- 6.5. The number of customers entering the internal areas will be monitored by a member of the market team and will operate on a one out one in system
- 6.6. Where the team member does not have direct vision of the exit point to the internal area, an additional member of the team will be positioned at the exit point and will communicate the numbers leaving the area via two-way radio
- 6.7. All side entrance doors and fire exit points will remain closed during opening hours and no entry signs displayed to prevent customers entering
- 6.8. High volume traders will be responsible for ensuring that they have implemented measures to allow social distancing to be maintained at their unit and where possible the market team will allow additional space to allow this to happen.
- 6.9. External seating areas to be removed from service / restricted to prevent shoppers from dwelling and disrupting pedestrian flow
- 6.10. In an emergency, for example, an accident, provision of first aid, fire or break-in, people do not have to stay 2m apart if it would be unsafe



7 Traders and Car Booters Covid-19 Procedures

- 7.1. It is the responsibility of each trader to ensure that they have conducted a Covid-19 secure risk assessment for their business and that copies of the risk assessment and any operating procedures are made available to the market manager upon request
- 7.2. All traders and car booters will be required to partake in a screening process that will include questions about their wellbeing and a temperature check
- 7.3. Any trader or car booter who fails the screening process will be refused entry to the site and asked to return home
- 7.4. A maximum of 2 people will be permitted to staff each stall
- 7.5. All traders and car booters must maintain safe distancing guidelines whilst setting up their stall, during trading on site and shutting down the stall at the end of trading
- 7.6. All traders and car booters must always wear face coverings or masks (supplied by themselves) when interacting with customers unless plastic screens have been installed. Face masks must always be worn in indoor areas.
- 7.7. Stall holders will not be permitted to display goods outside of their allocated areas to ensure emergency access is not impeded and space is available for social distancing measures
- 7.8. Market staff will wear face coverings and gloves whilst taking payments from traders and car booters
- 7.9. Contact details of traders and car booters will be collected in the normal manner using the payment receipt

8 Catering Units COVID-19 Procedures

- 8.1. It is the responsibility of each catering unit to ensure that they have conducted a Covid-19 secure risk assessment for their business and that copies of the risk assessment and any operating procedures are made available to the market manager upon request
- 8.2. The market café will be permitted to operate both a takeaway service and internal table service providing that current government guidance is followed. This will entail:
 - Reducing the number of tables and customers within the internal seating area to maintain social distancing
 - Cleaning each table and chairs between customers
 - Enhanced cleaning regime of premises using suitable antibacterial products
 - Provision of hand sanitiser stations for customer use
 - Controlling customer movements access and egressing premises
 - Providing Individually wrapped condiments and sauces on request to avoid contamination from other customers
- 8.3. Outside table service will not be permitted at this time to avoid congestion at the convergence of the walkways and allow social distancing to be maintained
- 8.4. Mobile catering units must be operated as a takeaway service at this time with seating removed or clearly marked as out of use



9 Public toilets

- 9.1. A member of the Market staff will attend the public toilets at all times whilst the market is open
- 9.2. The wearing of face coverings will be mandatory for all persons using the public toilets
- 9.3. A hand sanitizing station will be positioned at the entrance to both female and male facilities
- 9.4. The public toilets will be subject to a regular enhanced cleaning schedule during opening hours
- 9.5. Market team members will wipe all surfaces and high-volume touch points such as cubicle doors, taps etc. with a disinfectant based solution
- 9.6. A record detailing the last time of clean and inspection will be made and will be displayed within the toilet facilities for public viewing
- 9.7. Signage will be displayed at the entrances to the facilities indicating maximum number of users that may be present at any time
- 9.8. Where required cubicles, urinals and sink units will be removed from service / demarcated to maintain social distancing guidelines
- 9.9. As part of the cleaning regime, waste receptacles will be emptied into the main waste storage containers

10 Associated Documents

SCB-RA-001 COVID – 19 Security Risk Assessment

11 References

Scottish Government Retail Sector Guidance - <https://www.gov.scot/publications/coronavirus-covid-19-retail-sector-guidance/>

Scottish Government Opening Public Toilet Guidance - <https://www.gov.scot/publications/coronavirus-covid-19-public-and-customer-toilets-guidance/index/>

Scottish Government Face Coverings Guidance - <https://www.gov.scot/publications/coronavirus-covid-19-phase-3-staying-safe-and-protecting-others/pages/face-coverings/>

UK Hospitality Guidance - <https://www.ukhospitality.org.uk/page/ScotlandGuidance>

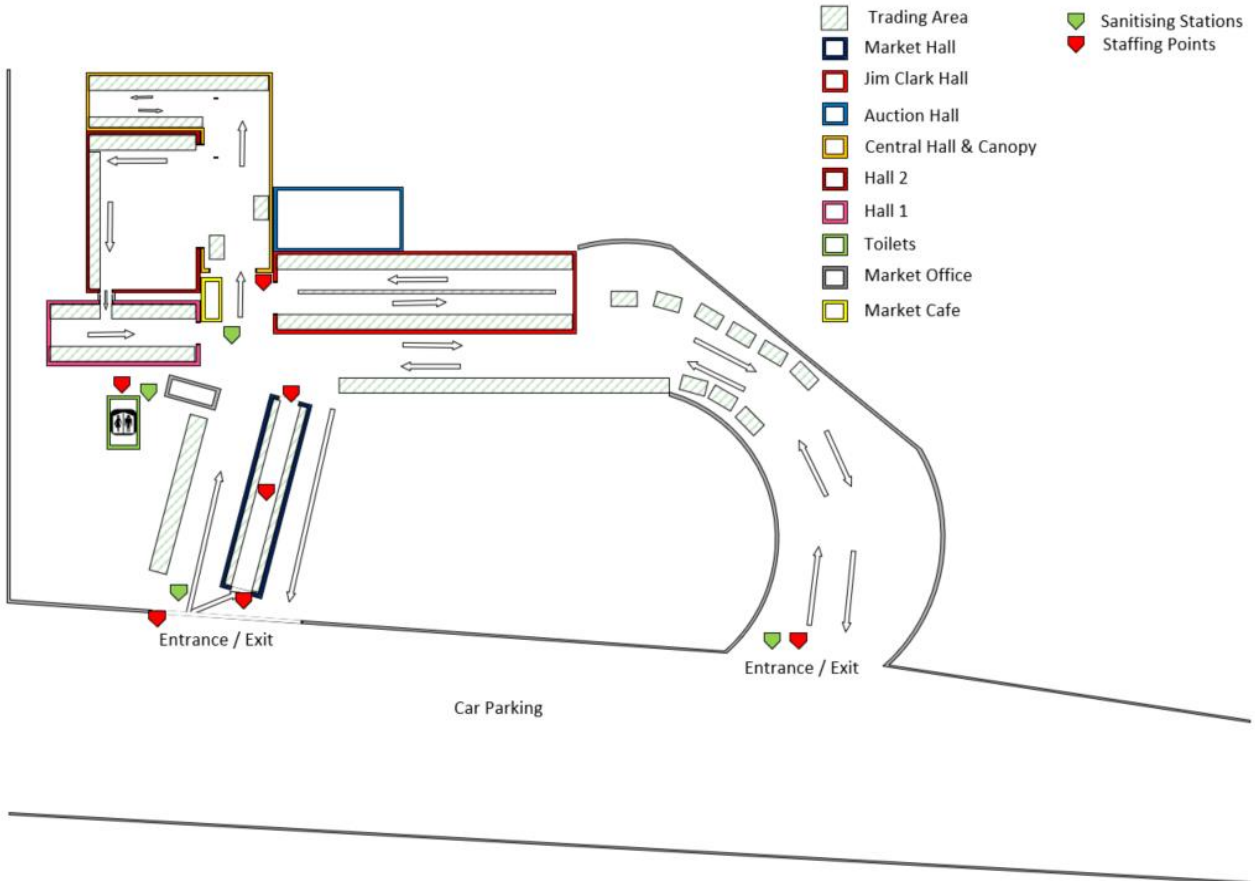
NABMA Website - <https://nabma.com/covid-19-coronavirus/>

Health & Safety Executive Website - <https://www.hse.gov.uk/coronavirus/working-safely/resources.htm>



12 Appendices

Appendix 1 – Pedestrian Flow



Appendix 2 - Internal Areas Customer Capacity

The maximum capacities listed below are based on each person requiring 16m² to enable a minimum 2 metre distance in any direction

Market Hall	86
Jim Clarke Hall	144
Central Hall	70
Hall 2	52
Hall 1	36
Canopy	48
Toilets Male	6
Toilets Female	6



13 Document History

Version	Date	Change Summary	Author	Approver