



SCAN TO VERIFY

Martyn's Law Readiness Document

SITE NUMBER	DOCUMENT REFERENCE	VERSION	DATE CREATED
GW-S-000042	GW-D-MPQ7KFA	STD-1.0	27/08/2026

01

Organisation & Premises

ORGANISATION	HARBORNE & VALE MARKETS LIMITED
CATEGORY	Shop / retail
COMPANIES HOUSE SIC CODE(S)	47110
ADDRESS	Harborne & Vale Markets Ltd, 14 Crownfield Way, Ashcombe, GL19 4TX
BRANCH / SITE / STORE NUMBER	1
NUMBER OF BUILDINGS IN THE COMPLEX / CAMPUS / CLUSTER	2
UPRN	100000000042
MAX EXPECTED OCCUPANCY	640
RESPONSIBLE PERSON	Alex Trent (Store Manager)
RESPONSIBLE PERSON EMAIL	a.trent@harborne-vale.example
RESPONSIBLE PERSON WEBSITE	www.harborne-vale.example

02 Locations & Layout

MAXIMUM FLOOR HEIGHT (NUMBER OF STOREYS)	2
LIFTS / ELEVATORS ON SITE	1
STEP-FREE ACCESS	Yes

PINNED LOCATION REFERENCES

EXITS · 3

Main Exit
High Street frontage
///charter.begins.marina
51.884210, -2.213470

Rear Exit
Onto goods yard
///pathway.tucked.lantern
51.884560, -2.212900

Side Exit
Car park (step-free)
///anchor.simple.rooftop
51.884050, -2.214010

EVACUATION POINTS · 1

Crownfield Green
Front of premises
///charter.begins.marina
51.884210, -2.213470

ASSEMBLY POINTS · 1

Car park north corner
Away from store
///meadow.signal.evening
51.884820, -2.214230

INVACUATION POINTS · 1

First-floor staff area
Behind secured door
///morning.folded.harbour
51.884300, -2.213520

DISPERSAL AREAS · 1

Crownfield Way
Disperse away from store
///escorting.thickens.grasp
51.884734, -2.214366

TRIAGE AREAS · 2

Car park bays
///chiefs.snacks.snack
51.884492, -2.214551

Green benches
///calculating.highbrow.professes
51.884330, -2.214782

03

Existing Protocols

TYPICAL OPERATING HOURS	Opens 07:00 · Closes 22:00
PEAK / SEASONAL MONTHS	Mar, Jul, Aug, Nov, Dec
MIN EMPLOYEES (ON-SITE)	18
MAX EMPLOYEES (ON-SITE)	58
UNMANNED	No
SUPPORT TYPES	Employees, Security, First Aiders, CCTV monitoring
EXISTING EQUIPMENT & FACILITIES	
EMPLOYEE WIFI CONNECTIVITY	Yes
PANIC ALARMS WITH EXTERNAL REACH (TO SECURITY / POLICE)	Yes
EMERGENCY POWER-OFF (EPO) - LIGHTING, UTILITIES, AUTOMATIC DOOR CLOSURES	Yes
TANNOY / PA SYSTEM	Yes

TWO-WAY RADIO (WALKIE-TALKIE) Yes

ANPR ACTIVE ON-SITE? No

EXISTING PROCEDURES & CAPABILITIES

TRAINED EMERGENCY-SERVICES LIAISON OFFICER AFFILIATED WITH THE SITE? Yes

ROUTINE SECURITY INSPECTION PROCEDURES (WHITE LEVEL INSPECTIONS)? Yes

INTERNAL CODED MESSAGING PROCEDURES? Yes

BOMB-THREAT AWARENESS AND ACTION/PREVENTION PLANS? Yes

MOBILE COVERAGE (OFCOM, BY UPRN)

MOBILE COVERAGE · GL19 4TX				SOURCE 05/08/2026			
				0 → 4			
EE	INDOOR		4/4	OUTDOOR		4/4	
Three	INDOOR		2/4	OUTDOOR		3/4	
O2	INDOOR		3/4	OUTDOOR		4/4	
Vodafone	INDOOR		2/4	OUTDOOR		3/4	
SOURCE · Ofcom Mobile Coverage (by UPRN). NOTE · Coverage is predicted, not guaranteed. Confirm locally; do not rely on it as the sole safety communication method.							

04 Procedures

EV Evacuation

APPLIES

Moving people out of the premises to a place of safety by the quickest safe routes, and accounting for them at a muster point. Uses the exits and evacuation points recorded in Section 02.

INITIATES	Duty manager
DECIDES	Duty manager
SERVICES ALERTED	999
STAFF AWARE	Yes
HOW TESTED	Twice yearly drill

IN Invacuation

APPLIES

Bringing people to a safer place inside the premises, away from external glazing and the threat, when remaining inside is safer than leaving. Uses the invacuation point recorded in Section 02.

INITIATES	Duty manager
DECIDES	Duty manager
SERVICES ALERTED	999
STAFF AWARE	Yes
HOW TESTED	Annual walk-through

LO Lockdown

APPLIES

Securing the premises to restrict or prevent entry and exit, and stopping movement in and out, to protect people from a threat outside or moving through. Initiated discreetly using an agreed signal.

INITIATES	Duty manager
DECIDES	Duty manager
SERVICES ALERTED	999
STAFF AWARE	Yes
HOW TESTED	Annual exercise

CO Communication

APPLIES

Alerting people and giving clear, calm instructions during an incident, reaching staff and the public quickly and consistently, and liaising with the emergency services through a single point of contact.

INITIATES	Duty manager
DECIDES	Duty manager
SERVICES ALERTED	999
STAFF AWARE	Yes
HOW TESTED	Radio check monthly

05 Review & Sign-off

SIGNATORY	Alex Trent
CAPACITY	Responsible person
DATE REVIEWED	27/08/2026
REVIEW DUE	27/08/2027

ATTESTATION

I confirm that the details provided represent the current procedures and physical characteristics of the premises, and that public-protection procedures are in place as required by the standard tier duty. I attest that this information is accurate.

SIGNATURE



PREPAREDNESS ON RECORD

This site has completed a readiness document.

A structured readiness document has been prepared for this premises under Martyn's Law and is held on record. This page confirms that preparation has been undertaken - it is not a certificate of compliance or a guarantee of safety.

PREMISES

Harborne & Vale Markets Ltd

14 Crownfield Way, Ashcombe, GL19 4TX



SCAN TO VERIFY

SITE NUMBER	GW-S-000042
DOCUMENT REF	GW-D-MPQ7KFA
VERSION	STD-1.0
STATUS	Active
REVIEW DUE	27/08/2027

WHAT THIS MEANS

This premises has worked through a structured readiness document covering its procedures and preparations. It **evidences the diligence undertaken** - it does not certify compliance with the Act, and it is not a guarantee that no incident can occur.

The document can be confirmed as genuine and current by scanning the code above or entering the reference at groundwork.host/verify. Verification confirms the document exists, its version and status - it does not reveal any of the site's procedures or layout.



For employees

Please make yourself familiar with this site's procedures and know who the responsible person is. If you are unsure of any part of the site's readiness arrangements, ask your duty manager.