

RISK ASSESSMENT

Jumpers and Jazz Craft Market

Venue: Leslie Park, Palmerin Street, Warwick
Warwick Potters' Members Bump In: 6 a.m.
Market Stall holders Bump In: 6 a.m. - 8 a.m., staggered
Trading: 8.30 a.m. - 3 p.m.
Market Stall holders Bump Out: 3 p.m.

Warwick Potters' Association mobile numbers:
 The Market Team: **0411 335 193**
 Sue Creed (President): 0428 615 548

DOCUMENT COMMUNICATION:

Prior the Market Day: All market stall holders are required to acknowledge they have read and understood this document and event information pack as part of their market application.
On Market Day: Yangan Masonic Lodge members will assist the Warwick Potters' on the day. Stall holders should add the phone numbers above to their mobile phone contacts.

| CATEGORY | RISK | PREVENTION STRATEGY | MONITORING |
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| SITE ACCESS | <p>Vehicle Access</p> <p><i>There is a risk that a vehicle may injure people or material goods. Emergency vehicle access</i></p> | <ul style="list-style-type: none"> * There is limited vehicle access to Leslie Park via 3 points and only under direction by the Yangan Masonic Lodge members (wearing high vis vests). * If possible, market stall holders should unload from the roads around Leslie Park from 5 a.m. * No entry to Leslie Park after 8 a.m. * Set up and ready for trading 8.30 a.m. * Keep parking near Leslie Park available for public * No packing up until 3 p.m. * Hazard lights must be on whilst driving in Leslie Park and a speed limit of less than 10km adhered to * Vehicles must give way to pedestrians at all times * The space between rows of stalls must leave enough space for an emergency vehicle to traverse in case of an emergency * Delegate someone to direct the ambulance or emergency vehicle to location of the incident/accident | <ul style="list-style-type: none"> * Yangan Masonic Lodge members throughout at the times specified * All vehicular access conditions are provided to stall holders in their application pack |
| VEHICLE ACCESS | <p><i>Damage to lawns, trees or garden beds</i></p> | <ul style="list-style-type: none"> * Southern Downs Regional Council reserves the right to cancel the location of the markets in Leslie Park if they believe the park grounds to be too wet * An alternative market location may be arranged in the week leading up to the market | <ul style="list-style-type: none"> * Monitoring and decision making by the Southern Downs Regional Council in consultation with the Warwick Potters' Association |
| PUBLIC LIABILITY INSURANCE | <p><i>Financial losses, damage to reputation of Southern Downs Regional Council and Warwick Potters' Association</i></p> | <ul style="list-style-type: none"> * Southern Downs Regional Council has Public Liability Insurance coverage for Leslie Park * The Warwick Potters' Association has Public Liability Insurance for co ordinating the craft market and their own stall * All stall holders are required to have their own Public Liability Insurance | <ul style="list-style-type: none"> * Proof of Public Liability Insurance is submitted with each stall holder application form * Indemnity clause is signed and witnessed |
| UNDERGROUND HAZARD | <p><i>Electrical risk to stall holders in securing the gazebo/marquee into and damage to Council's sprinkler system</i></p> | <ul style="list-style-type: none"> * Do not dig or drive large pegs into the ground. There are power lines and permanent sprinkler systems underground throughout the park | <ul style="list-style-type: none"> * Safety documentation provided to stall holders * Assess and monitor during the setup and during the day |

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| TRIP HAZARD | <p>Gazebo/Marquee Attachments</p> <p><i>There is a risk that someone may trip on a guy rope/peg supporting the stall structure resulting in injury to that person</i></p> | <ul style="list-style-type: none"> * All gazebos/marquees must be secured and not form any tripping hazards for other market stallholders or the public * Ensure ropes are brightly coloured and visible * All weights must be kept within the boundaries of their marquees * Ensure walkways are clear and void of protruding objects | <ul style="list-style-type: none"> * Assess and monitor during setup and during the day |
| GAZEBO/MARQUEE/ TENT SAFETY | <p><i>There is a risk that the gazebo/marquee is not secure and in the event of windy conditions could collapse or blow away resulting in injury to person/s and market in general</i></p> | <ul style="list-style-type: none"> * All stall holders must ensure that each leg of their marquee is secure with a minimum 10kg weight per leg * In severe conditions, event may be canceled | <ul style="list-style-type: none"> * Set up and check of sturdiness of structure * Monitor weather conditions and any forecasts by the Queensland Weather Bureau |
| SIGNAGE/ STANDS/ RACKS AND DISPLAY ITEMS | <p><i>Movement during high winds or falling objects</i></p> | <ul style="list-style-type: none"> * All signage, stands, racks and display items must be secured and weighted | <ul style="list-style-type: none"> * Set up check of each market site |
| POWER AND LEADS | <p><i>Leads exposed, leads creating trip hazards</i></p> | <ul style="list-style-type: none"> * Stall holders must provide their own electrical leads if they have requested power * Only selected sites with close proximity to power outlets will be provided with 240v mains power * Leads must be tagged and tested no more than 3 months prior to the market date as per AS/NZS 3760 standard * Leads must be a continuous length with no joins * All leads and cables must be secured in a manner so as not to create trip hazards or be subject to water penetration * Ensure cables on the ground are covered with anti-trip mats, and any other protection to avoid damage caused by being driven on, walked on or other possible damages | <ul style="list-style-type: none"> * Set up check of each market site * Requirements are provided to stallholders in application pack |
| FOOD SAFETY | <p><i>Food safety and regulations</i></p> | <ul style="list-style-type: none"> * All food vendors require a food license * If you are a temporary food licensee and wish to prepare food on site, you will be required to have a 'Temporary Food Licence' available from the Environmental Services Department of the Southern Downs Regional Council prior to the event | <ul style="list-style-type: none"> * All relevant licences are submitted with stall holder application * Council Food Safety Inspectors will check documentation of food vendors for licences and Liability Insurance - also checking on food preparation procedures and safety on the day. |
| SUNSTROKE OR DEHYDRATION | <p><i>Risk to stall holders by sun or dehydration</i></p> | <ul style="list-style-type: none"> * All market stall holders must provide the following for all persons manning their stall: <ul style="list-style-type: none"> ~ Adequate water ~ Sun protection clothing ~ Sunscreen ~ Shaded areas | <ul style="list-style-type: none"> * Check of each market site |
| MANUAL HANDLING | <p><i>Stall holders lifting equipment which could cause muscle or spinal damages</i></p> | <ul style="list-style-type: none"> * Stall holders to have correct lifting equipment and trolleys for assistance | <ul style="list-style-type: none"> * Monitor and advise |

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| STALL SECURITY | <i>Risk of property theft or damage</i> | <ul style="list-style-type: none"> * Security of each market stall is the individual market stall holder's responsibility. Do not leave your wares unattended and maintain vigilance * It is suggested that each market stall holder have adequate insurance to cover any losses * Warwick Potters' Association to arrange for police presence | <ul style="list-style-type: none"> * Police to walk through markets and maintain a visible presence |
| MUSIC | <i>Excessive noise or noise complaints</i> | <ul style="list-style-type: none"> * With the exception of approved musicians, market stall holders must not play any amplified music or advertising | <ul style="list-style-type: none"> * Assess during the day |
| FIRST AID | <i>Stall holder and public health & safety</i> | <ul style="list-style-type: none"> * First Aid Officer will be in attendance from 6 a.m. - 3 p.m. at the Potters' stall * Any injury regardless of how minor must be reported to the First Aid Officer who will record the details of the injury * Ring 000 in the case of emergency | <ul style="list-style-type: none"> * First Aid Officer will be available |
| ELECTROCUTION | <i>Risk of electrocution from powered market sites</i> | <ul style="list-style-type: none"> * Ring 000 * Secure the area of people * Only if safe to do so, the Market Co ordinator or First Aid Officer will switch off the current (will not cut the cable) * Check emergency services are on their way * Once the current has been turned off, the First Aid Officer to administer First Aid immediately | <ul style="list-style-type: none"> * Market Co ordinator and Police to instigate safety procedures * First Aid Officer to assist and/or perform CPR |
| ON SITE EMERGENCY and SECURITY | <i>Extreme weather, anti-social behavior and other Emergencies - damage to plant equipment or human injury</i> | <ul style="list-style-type: none"> * Ring 000 * Follow the instructions of the Police in attendance or Emergency Services * Alternatively, the Market Co ordinator will contact Emergency Services * Any relevant announcements will be broadcast through the loud speakers system located at the band rotunda * If evacuation is required, stall holders are to leave equipment, turn off any equipment and take personal belongings only * Evacuate anyone not involved in the incident and create a no-go zone around the scene * Ensure your own safety at all times * Do not argue, provoke or physically subdue the person - ring 000 or alert the Police | <ul style="list-style-type: none"> * The Market Co ordinator will remain in contact with Police throughout the day as they walk around * Police in attendance * Yangan Masonic Lodge' members to move around and monitor behavior and report any safety concerns to the Market Co ordinator * Monitoring weather systems |
| FIRE | <i>Wider environment or on site</i> | <ul style="list-style-type: none"> * Monitor relevant fire conditions of the region * All stall holders must check their gas equipment prior to the event * All food vendors must have current fire compliant equipment on site * The Warwick Potters' Association reserves the right to cancel the Easter Market if there is an Extreme Fire Danger Warning in place for the Southern Downs region | <ul style="list-style-type: none"> * Monitoring by Market Co ordinator in consultation with Fire Department |
| TOILET FACILITIES | <i>Public Health and Safety</i> | <ul style="list-style-type: none"> * Public toilets are located in Leslie Park * Public toilets are regularly cleaned and maintained by Yangan Masonic Lodge members | <ul style="list-style-type: none"> * Maintenance by Yangan Masonic Lodge members |

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| LOST CHILDREN and LOST PROPERTY | <i>Children separated from guardians or parents, lost property</i> | <ul style="list-style-type: none"> * Lost children to be taken to the Yangan Masonic Lodge site marked on the map near park rotunda or to the Police if present * With all information available from the child, the Market Co ordinator or Police will look for the parents/guardian * If a person comes to collect the child, photo of I.D. to be taken for records * An Incident and Injury Form will be completed * If a parent or guardian advises that they have lost a child: Ask the parents for details of child's name, age, sex, ethnic origin, hair colour, build, clothing, location last seen and photo of child if available * Police to broadcast 'lost child' over loud speaker system located at park rotunda if appropriate or necessary * Lost property will be located at the Warwick Potters' site | * Assistance provided by the Yangan Masonic Lodge members, Market Co ordinator and Police |
| COVID-19 | <i>Risk of COVID-19 transmission</i> | <ul style="list-style-type: none"> * Open outdoor event with social distancing requirements in place * Check-in at all pedestrian entry/exit points if required * Signage at all 8 pedestrian entry/exit points if required * Sanitizer at all 8 pedestrian entry/exit points if required * Santizer provided by all market stall holders if required * COVID-19 safety plan submitted to Southern Downs Regional Council if required * Adherence to Queensland Health notices and regulations | * Provision of COVID-19 safety requirements by Yangan Masonic Lodge members - check of market sites |
| RUBBISH | <i>Vermin and health risks</i> | <ul style="list-style-type: none"> * Rubbish bins emptied regularly by Yangan Masonic Lodge members and Council officers * Rubbish bins placed all around Leslie Park by Yangan Masonic Lodge members * Rubbish bins delivered and collected by a rubbish collect agency * Stall holders are responsible for the removal of their own rubbish | * Rubbish removal provision by Yangan Masonic Lodge members and Council officers |