

# RISK ASSESSMENT

## Warwick Rodeo Potters' Craft Market

**Venue:** Leslie Park, Palmerin Street, Warwick

**Date:** Saturday, 26<sup>th</sup> October 2024

**Warwick Potters' Members Bump In:** 6 a.m.

**Market Stallholders Bump In:** 6 a.m. - 8 a.m., staggered

**Trading:** 8.30 a.m. - 1 p.m.

**Market Stallholders Bump Out:** 1 p.m.

### 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.

CATEGORY	RISK	PREVENTION STRATEGY	MONITORING
<b>SITE ACCESS</b>	<p><b>Vehicle Access</b></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"> <li>• 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).</li> <li>• If possible, market stall holders should unload from the roads around Leslie Park from 6 a.m.</li> <li>• No entry to Leslie Park after 8 a.m.</li> <li>• Set up and ready for trading 8.30 a.m.</li> <li>• Keep parking near Leslie Park available for public</li> <li>• No packing up until 1 p.m.</li> <li>• Hazard lights must be on whilst driving in Leslie Park and a speed limit of less than 10km adhered to</li> <li>• Vehicles must give way to pedestrians at all times</li> <li>• The space between rows of stalls must leave enough space for an emergency vehicle to traverse in case of an emergency</li> <li>• Delegate someone to direct the ambulance or emergency vehicle to location of the incident/accident</li> </ul>	<ul style="list-style-type: none"> <li>• Yangan Masonic Lodge members throughout at the times specified</li> <li>• All vehicular access conditions are provided to stall holders in their application pack</li> </ul>
<b>VEHICLE ACCESS</b>	<p><i>Damage to lawns, trees or garden beds</i></p>	<ul style="list-style-type: none"> <li>• 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</li> <li>• An alternative market location may be arranged in the week leading up to the market</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring and decision making by the Southern Downs Regional Council in consultation with the Warwick Potters' Association</li> </ul>

<b>PUBLIC LIABILITY INSURANCE</b>	<i>Financial losses, damage to reputation of Southern Downs Regional Council and Warwick Potters' Association</i>	<ul style="list-style-type: none"> <li>• Southern Downs Regional Council has Public Liability Insurance coverage for Leslie Park</li> <li>• The Warwick Potters' Association has Public Liability Insurance for co ordinating the craft market and their own stall</li> <li>• All stall holders are required to have their own Public Liability Insurance</li> </ul>	<ul style="list-style-type: none"> <li>• Proof of Public Liability Insurance is submitted with each stall holder application form</li> <li>• Indemnity clause is signed and witnessed</li> </ul>
<b>UNDERGROUND HAZARD</b>	<i>Electrical risk to stall holders in securing the gazebo/marquee into and damage to Council's sprinkler system</i>	<ul style="list-style-type: none"> <li>• Do not dig or drive large pegs into the ground. There are power lines and permanent sprinkler systems underground throughout the park</li> </ul>	<ul style="list-style-type: none"> <li>• Safety documentation provided to stall holders</li> <li>• Assess and monitor during the setup and during the day</li> </ul>
<b>TRIP HAZARD</b>	<b>Gazebo/Marquee Attachments</b> There is a risk that someone may trip on a guy rope/peg supporting the stall structure resulting in injury to that person	<ul style="list-style-type: none"> <li>• All gazebos/marquees must be secured and not form any tripping hazards for other market stallholders or the public</li> <li>• Ensure ropes are brightly coloured and visible</li> <li>• All weights must be kept within the boundaries of their marquees</li> <li>• Ensure walkways are clear and void of protruding objects</li> </ul>	<ul style="list-style-type: none"> <li>• Assess and monitor during setup and during the day</li> </ul>

<b>GAZEBO/MARQUEE/ TENT SAFETY</b>	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	<ul style="list-style-type: none"> <li>• All stall holders must ensure that each leg of their marquee is secure with a minimum 10kg weight per leg</li> <li>• In severe conditions, event may be cancelled</li> </ul>	<ul style="list-style-type: none"> <li>• Set up and check of sturdiness of structure</li> <li>• Monitor weather conditions and any forecasts by the Queensland Weather Bureau</li> </ul>
<b>SIGNAGE/ STANDS/ RACKS AND DISPLAY ITEMS</b>	Movement during high winds or falling objects	<ul style="list-style-type: none"> <li>• All signage, stands, racks and display items must be secured and weighted</li> </ul>	<ul style="list-style-type: none"> <li>• Set up check of each market site</li> </ul>
<b>POWER AND LEADS</b>	Leads exposed, leads creating trip hazards	<ul style="list-style-type: none"> <li>• Stall holders must provide their own electrical leads if they have requested power</li> <li>• Only selected sites with close proximity to power outlets will be provided with 240v mains power</li> <li>• Leads must be tagged and tested no more than 3 months prior to the market date as per AS/NZS 3760 standard</li> <li>• Leads must be a continuous length with no joins</li> <li>• All leads and cables must be secured in a manner so as not to create trip hazards or be subject to water penetration</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• Set up check of each market site</li> <li>• Requirements are provided to stallholders in application pack</li> </ul>

<b>FOOD SAFETY</b>	Food safety and regulations	<ul style="list-style-type: none"> <li>• All food vendors require a food license</li> <li>• 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</li> </ul>	<ul style="list-style-type: none"> <li>• All relevant licences are submitted with stall holder application</li> <li>• 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.</li> </ul>
<b>SUNSTROKE OR DEHYDRATION</b>	Risk to stall holders by sun or dehydration	<ul style="list-style-type: none"> <li>• All market stall holders must provide the following for all persons manning their stall: <ul style="list-style-type: none"> <li>• Adequate water</li> <li>• Sun protection clothing</li> <li>• Sunscreen</li> <li>• Shaded areas</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Check of each market site</li> </ul>
<b>MANUAL HANDLING</b>	Stall holders lifting equipment which could cause muscle or spinal damages	<ul style="list-style-type: none"> <li>• Stall holders to have correct lifting equipment and trolleys for assistance</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor and advise</li> </ul>
<b>STALL SECURITY</b>	Risk of property theft or damage	<ul style="list-style-type: none"> <li>• Security of each market stall is the individual market stall holder's responsibility.</li> <li>• Do not leave your wares unattended and maintain vigilance</li> <li>• It is suggested that each market stall holder have adequate insurance to cover any losses</li> <li>• Warwick Potters' Association to arrange for police presence</li> </ul>	<ul style="list-style-type: none"> <li>• Police to walk through markets and maintain a visible presence</li> </ul>
<b>MUSIC</b>	Excessive noise or noise complaints	<ul style="list-style-type: none"> <li>• With the exception of approved musicians, market stall holders must not play any amplified music or advertising</li> </ul>	<ul style="list-style-type: none"> <li>• Assess during the day</li> </ul>
<b>FIRST AID</b>	Stall holder and public health & safety	<ul style="list-style-type: none"> <li>• First Aid Officer will be in attendance from 6 a.m. - 1 p.m. at the Potters' stall</li> <li>• Any injury regardless of how minor must be reported to the First Aid Officer who will record the details of the injury</li> <li>• Ring 000 in the case of emergency</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Officer will be available</li> </ul>

<b>ELECTROCUTION</b>	Risk of electrocution from powered market sites	<ul style="list-style-type: none"> <li>• Ring 000</li> <li>• Secure the area of people</li> <li>• Only if safe to do so, the Market Coordinator or First Aid Officer will switch off the current (will not cut the cable)</li> <li>• Check emergency services are on their way</li> <li>• Once the current has been turned off, the First Aid Officer to administer First Aid immediately</li> </ul>	<ul style="list-style-type: none"> <li>• Market Coordinator and Police to instigate safety procedures</li> <li>• First Aid Officer to assist and/or perform CPR</li> </ul>
<b>ON SITE EMERGENCY AND SECURITY</b>	Extreme weather, anti-social behavior and other Emergencies - damage to plant equipment or human injury	<ul style="list-style-type: none"> <li>• Ring 000</li> <li>• Follow the instructions of the Police in attendance or Emergency Services</li> <li>• Alternatively, the Market Coordinator will contact Emergency Services</li> <li>• Any relevant announcements will be broadcast through the loud speakers system located at the band rotunda</li> <li>• If evacuation is required, stall holders are to leave equipment, turn off any equipment and take personal belongings only</li> <li>• Evacuate anyone not involved in the incident and create a no-go zone around the scene</li> <li>• Ensure your own safety at all times</li> <li>• Do not argue, provoke or physically subdue the person - ring 000 or alert the Police</li> </ul>	<ul style="list-style-type: none"> <li>• The Market Coordinator will remain in contact with Police throughout the day as they walk around</li> <li>• Police in attendance</li> <li>• Yangan Masonic Lodge' members to move around and monitor behavior and report any safety concerns to the Market Coordinator</li> <li>• Monitoring weather systems</li> </ul>
<b>FIRE</b>	Wider environment or on site	<ul style="list-style-type: none"> <li>• Monitor relevant fire conditions of the region</li> <li>• All stall holders must check their gas equipment prior to the event</li> <li>• All food vendors must have current fire compliant equipment on site</li> <li>• The Warwick Potters' Association reserves the right to cancel the Market if there is an Extreme Fire Danger Warning in place for the Southern Downs region</li> </ul>	<ul style="list-style-type: none"> <li>• Monitoring by Market Coordinator in consultation with Fire Department</li> </ul>

<b>TOILET FACILITIES</b>	Public Health and Safety	<ul style="list-style-type: none"> <li>• Public toilets are located in Leslie Park</li> <li>• Public toilets are regularly cleaned and maintained by Yangan Masonic Lodge members</li> </ul>	<ul style="list-style-type: none"> <li>• Maintenance by Yangan Masonic Lodge members</li> </ul>
<b>LOST CHILDREN AND LOST PROPERTY</b>	Children separated from guardians or parents, lost property	<ul style="list-style-type: none"> <li>• Lost children to be taken to the Yangan Masonic Lodge site marked on the map near park rotunda or to the Police if present</li> <li>• With all information available from the child, the Market Coordinator or Police will look for the parents/guardian</li> <li>• If a person comes to collect the child, photo of I.D. to be taken for records</li> <li>• An Incident and Injury Form will be completed</li> <li>• 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</li> <li>• Police to broadcast 'lost child' over loud speaker system located at park rotunda if appropriate or necessary</li> <li>• Lost property will be located at the Warwick Potters' site</li> </ul>	<ul style="list-style-type: none"> <li>• Assistance provided by the Yangan Masonic Lodge members, Market Coordinator and Police</li> </ul>

<b>COVID-19</b>	Risk of COVID-19 transmission	<ul style="list-style-type: none"> <li>• Open outdoor event with social distancing requirements in place</li> <li>• Check-in at all pedestrian entry/exit points if required</li> <li>• Signage at all 8 pedestrian entry/exit points if required</li> <li>• Sanitizer at all 8 pedestrian entry/exit points if required</li> <li>• Santizer provided by all market stall holders if required</li> <li>• COVID-19 safety plan submitted to Southern Downs Regional Council if required</li> <li>• Adherence to Queensland Health notices and regulations</li> </ul>	<ul style="list-style-type: none"> <li>• Provision of COVID-19 safety requirements by Yangan Masonic Lodge members - check of market sites</li> </ul>
<b>RUBBISH</b>	Vermin and health risks	<ul style="list-style-type: none"> <li>• Rubbish bins emptied regularly by Yangan Masonic Lodge members and Council officers</li> <li>• Rubbish bins placed all around Leslie Park by Yangan Masonic Lodge members</li> <li>• Rubbish bins delivered and collected by a rubbish collect agency</li> <li>• Stall holders are responsible for the removal of their own rubbish</li> </ul>	<ul style="list-style-type: none"> <li>• Rubbish removal provision by Yangan Masonic Lodge members</li> </ul>