

RISK ASSESSMENT

Jumpers and Jazz Craft Market 2025

Venue: Town Hall Carpark, access via Fitzroy Street, Warwick

Warwick Potters' Volunteers Bump-in: 4:00am

Market Stall holders Bump-in: 5:00am – 8:00am sharp

ALL vehicles must be out of the park by 8:00am sharp.

Trading: 9:00am – 3:00pm

Bump out: 3:00pm sharp. Stallholders will not be allowed to Bump-out prior to 3:00pm.

Contact Details: Warwick Potters' Association

Market Team: 0411 335 093

Market Co-Ordinator: Jillian McCulloch

President, First Aid Officer, Blue Card Officer: Sue Creed, Jillian McCulloch

Communication:

Prior to Market Day: All market stallholders 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 Warwick Potters' Association on Market Day. Stall holders should add the above phone number to their contact list. There will be a tent next to Warwick Potters' with first aid and market information.

Category	Risk	Prevention Strategy	Monitoring
Site Access	<p>Vehicle Access</p> <p>There is a risk that a vehicle may injury people or material goods.</p> <p>Must provide emergency services vehicle access.</p>	<ul style="list-style-type: none">• There is limited vehicle access to Town Hall Carpark via 1 point 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 Fitzroy Street from 5 a.m.• Strictly ALL vehicles to be parked off-site (out of the park) by 8:00am sharp, being mindful to	<ul style="list-style-type: none">• Yangan Masonic Lodge members will be monitoring bump-in and bump-out.• Market Coordinators will be checking all vehicles have exited the park by 8:00am sharp.• Vehicular access conditions are provided to stallholders in the application pack.

		<p>keep car parks around park perimeter available for patrons.</p> <ul style="list-style-type: none"> • No entry to Town Hall Carpark after 8 a.m. • Set up and ready for trading 8.30 a.m. • Keep parking near Town Hall Carpark available for public. • No parking in the ALDI carpark across the road. • No packing up until 3 p.m. • Hazard lights must be on whilst driving in market site 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. • First Aid or suitable adult to direct the ambulance or emergency vehicle to location of the incident/accident. 	
Vehicle Access	Damage to lawns, trees or garden beds.	<ul style="list-style-type: none"> • Southern Downs Regional Council reserves the right to cancel the location of the markets if they believe the grounds to be unsuitable due to weather. 	<ul style="list-style-type: none"> • Monitoring of weather and decision-making about use of Leslie Park by the Southern Downs

		<ul style="list-style-type: none"> An alternative market location may be arranged in the week leading up to the market 	<p>Regional Council in communication with Warwick Potters' Association.</p> <ul style="list-style-type: none"> Warwick Potters' Association will communicate any change to venue or conditions to stallholders as soon as it becomes available.
Category	Risk	Prevention Strategy	Monitoring
Public Liability Insurance	Financial losses, damage to reputation of Southern Downs Regional Council and Warwick Potters' Association	<ul style="list-style-type: none"> Southern Downs Regional Council has Public Liability Insurance coverage for Town Hall Carpark The Warwick Potters' Association has Public Liability Insurance for coordinating 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	Electrical risk to stallholders in securing the gazebo/marquee into the ground and damage to the Council's sprinkler system	<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 – Market Coordinators and Yangan Masonic Lodge
Trip Hazard	<p>Gazebo/Marquee Attachments:</p> <p>There is a risk that someone may trip on a guy</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 	<ul style="list-style-type: none"> Information provided to stallholders. Assess and monitor during setup and during

	<p>rope/peg supporting the stall structure resulting in injury to that person.</p> <p>Trip hazard from generator cables.</p>	<ul style="list-style-type: none"> • All cables running to and from generators needs to be highly marked and clearly visible. • Ensure ropes are brightly coloured and clearly visible • All weights must be kept within the boundaries of their marquees • Ensure walkways are clear and void of protruding objects 	<p>the day by Warwick Potters Assoc. and Yangan Masonic Lodge.</p>
Category	Risk	Prevention Strategy	Monitoring
Gazebo/Marquee/Tent Safety	<p>There is a risk that the gazebo/marquee is not secure and in the event of high winds, the marquee could collapse or blow away, resulting in injury to person/s or equipment.</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 cancelled 	<ul style="list-style-type: none"> • During setup, stallholders to check sturdiness of structure. • Monitor weather conditions throughout the day and severe wind warning from the Bureau of Meteorology.
Signage/Stand, Racks and Display Items	<p>Falling objects.</p> <p>Movement of objects due to high wind/weather conditions.</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
Electricity, Power and Power Cords	<p>Leads exposed.</p> <p>Trip hazards</p> <p>Inappropriate/damaged leads being used</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 	<ul style="list-style-type: none"> • Setup check of each powered site. • Requirements provided to stallholders in application pack.

		<ul style="list-style-type: none"> • Stallholders must provide own generators if requiring power and have not been allocated one of the very few powered sites. • 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 • Cables must be in full working order. 	
Category	Risk	Prevention Strategy	Monitoring
Food Safety	Poor adherence to food safety legislation and regulations as per environmental health regulations	<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.
Heatstroke and Dehydration	Risk to stallholders for sun/heat exposure and dehydration	<ul style="list-style-type: none"> • All market stall holders must provide the following for all persons manning their stall: • Adequate water • Sun protection clothing • Sunscreen 	<ul style="list-style-type: none"> • Check of each market site on setup and throughout day.

		<ul style="list-style-type: none"> • Shaded areas • Adequate rest breaks 	<ul style="list-style-type: none"> • Monitor weather warnings from Bureau of Meteorology.
Manual Handling	Stall holders lifting/pulling/pushing equipment which could cause musculoskeletal injury.	<ul style="list-style-type: none"> • Stallholders must use equipment to assist in the movement of heavy objects. • Stallholders must use correct manual handling techniques when moving equipment, objects, stock etc. 	<ul style="list-style-type: none"> • Monitor and advise
Stall Security	Property theft or damage	<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
Category	Risk	Prevention Strategy	Monitoring
Music	Excessive noise or noise complaints	<ul style="list-style-type: none"> • Except for approved musicians, market stallholders must not play any amplified music or advertising. 	<ul style="list-style-type: none"> • Monitor during the day
First Aid	Stallholder and public health and safety	<ul style="list-style-type: none"> • First Aid Officer will be in attendance from 6 a.m. - 3 p.m. at the Information 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 available at Information Tent
Electrocution	Electrocution at powered market sites	<ul style="list-style-type: none"> • Stallholders with powered sites must comply with regulations above (cords, leads, electricity) • Ring 000 • Secure the area from people 	<ul style="list-style-type: none"> • Market Co ordinator and Police to instigate safety procedures • First Aid Officer to assist and/or perform CPR

		<ul style="list-style-type: none"> • 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"> • First Aid Officer to handover to QAS
Onsite Emergency	<p>Extreme weather Anti-social behaviour Damage to equipment Human injury</p>	<ul style="list-style-type: none"> • Ring 000 • Follow the instructions of the Police in attendance or Emergency Services • Alternatively, the Market Coordinator will contact Emergency Services • 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 behaviour and report any safety concerns to the Market Co Ordinator • Monitoring weather system
Fire	Wider environment (ie. Bushfires) or fire on-site	<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 Market if there is an Extreme Fire Danger Warning in place for the Southern Downs region 	<ul style="list-style-type: none"> • Monitoring by the Market Coordinator in conjunction with Queensland Fire Rescue Service
Toilet Facilities	Public health	<ul style="list-style-type: none"> • Public toilets are located at the Town Hall, Warwick Art Gallery and Grafton Street opposite the Movie Theatre. 	<ul style="list-style-type: none"> • Disabled access toilet available at all 3 sites.

<p>Lost Children And Lost Property</p>	<p>Children separated from parents/guardians, lost property</p>	<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, notify police to attend when child collected. • 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 Yangan Masonic Lodge 	<ul style="list-style-type: none"> • Assistance provided by Yangan Masonic Lodge, Market Co-Ordinator, Warwick Potters' Blue Card Officer (if available) and Police.
<p>Infectious Disease (COVID-19)</p> <p>As advised by Qld Health during outbreak.</p>	<p>Risk of COVID-19 transmission</p>	<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 	<ul style="list-style-type: none"> • Yangan Masonic Lodge to check COVID-19 & Qld Health compliance at each stall as required.

		<ul style="list-style-type: none"> • COVID-19 safety plan submitted to Southern Downs Regional Council if required • Adherence to Queensland Health notices and regulation 	
Rubbish	<p>Vermin Health risks Infectious disease</p>	<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 	<ul style="list-style-type: none"> • Rubbish removal provision by Yangan Masonic Lodge members and Council officers • Warwick Potters' Association responsible for organising rubbish collection agency.