

Risk Management Plan



Venue: Centenary Park, Mareeba
 Marketeer Bump In: 6am-7am
 Marketeer Bump Out: 12:30pm-1:30pm
 Mareeba Markets Coordinator Phone : 0419 788 277
 Markets Website : www.mareebamarkets.org.au

CATEGORY

RISK

PREVENTION STRATEGY

DOCUMENT COMMUNICATION:

Prior the Market Day: This information is available to all stallholders via the Mareeba Markets Website.

During the Event: Copies of this document are available from the orange Mareeba Markets Information Tent.

BUMP IN / OUT (*Before and after the "event"*). *Some areas are repeated through the assessment as they apply for each section part of the event.*

<p>Regulatory Compliance</p>	<p>Vehicle access to unload/load goods.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All vehicles must access the site as outlined in our Traffic Flow Map. All stallholders are emailed this document prior to market day and it is available on our markets website. <input type="checkbox"/> All stallholders need to include their car make, model and registration number on their Stallholder Registration Form. <input type="checkbox"/> All cars must be promptly moved on after bump in/out – as outlined in our Terms and Conditions <input type="checkbox"/> Stallholders are advised that they must not have their vehicles onsite whilst setting up their stalls (unless they have been allocated a car site)
<p>Trip hazard</p>	<p>Tools and set up materials</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All stallholders goods must be secured within their allocated site and not form any tripping hazards for other stallholders or the general public.
	<p>Gazebo weights</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All stallholders are advised via our Terms and Conditions to use weights and not stakes to secure their gazebos. <input type="checkbox"/> All weights must be kept within the boundaries' of their allocated sites.
	<p>Signage/ Stands/ Racks and Display items</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All stallholders must ensure that all signage, stands, racks and display items are to be set up within their 3x3m allocated site as outlined in our Terms and Conditions.

Traffic Accidents	Vehicle access into pedestrian areas.	<input type="checkbox"/> All stallholders must adhere to the bump in/out times as outlined in this document and in the Mareeba Markets Terms and Conditions. <input type="checkbox"/> There are to be no vehicles driven onsite between 7:30am and 12:30pm – except emergency services. <input type="checkbox"/> Stallholders are advised to drive at a pedestrian walking pace while driving onsite. <input type="checkbox"/> Stallholders must follow the one-way system outlined on our Traffic Flow Map.
Electrocution	Exposed power cables or access to live power	<input type="checkbox"/> We do not offer any powered sites at the Mareeba Markets. Any stallholders using power have entered into a separate agreement with Mareeba Shire Council. <input type="checkbox"/> Stallholders using a generator are required to secure all power cables behind their stalls away from the public walkways.
Surface penetration	Damage to surface and underground infrastructure	<input type="checkbox"/> All stallholders are advised via our Terms and Conditions to use weights and not stakes to secure their gazebos to avoid damage to the underground irrigation system within Centenary Park. <input type="checkbox"/> When driving onsite, stallholders must refer to the Traffic Flow Map to reduce the damage done to any grassy areas of Centenary Park. <input type="checkbox"/> In the event of excessive tropical storms, Mareeba Shire Council may choose to cancel the Mareeba Markets to protect the grounds of the park, due to surface water.
Sunstroke	Water and shade	<input type="checkbox"/> All stallholders are responsible for bringing adequate water, sun protective clothing and sunscreen for before/during/after the event.
Security	An incident requiring security personnel	<input type="checkbox"/> All stallholders are responsible for their own belongings and market products.
Wind	Security and stability of structures and large objects	<input type="checkbox"/> All stallholders are advised to weight their gazebo's to avoid a wind hazard. <input type="checkbox"/> All gazebo roofs must also be securely attached and in place. <input type="checkbox"/> BOM weather site to be referred to regularly in the lead up to the event: http://www.bom.gov.au/

Rain	Slippery surfaces and damage to property	<input type="checkbox"/> In the event of rain and showers all stallholders are responsible to ensure that their goods are secured and undercover. <input type="checkbox"/> In the event that inclement weather is forecast stallholders may be advised that the event is cancelled as outlined in the Terms and Conditions.
Onsite Emergencies	Identified as in or around Centenary Park, including but not limited to: <ul style="list-style-type: none"> <input type="checkbox"/> Armed and Dangerous Intruders <input type="checkbox"/> Civil Disorder <input type="checkbox"/> Bomb Threat <input type="checkbox"/> Electrical Failure <input type="checkbox"/> Emergency Evacuations <input type="checkbox"/> Emergency Invacuation <input type="checkbox"/> Fire and Explosion <input type="checkbox"/> Hazardous Material Spill / Gas Leak <input type="checkbox"/> Lift Failure / Person entrapment. <input type="checkbox"/> Lost Children / Missing Persons <input type="checkbox"/> Medical Emergency <input type="checkbox"/> Suspicious Items <input type="checkbox"/> Vehicle Accident onsite 	<input type="checkbox"/> Please refer to all emergency types as outlined in the “event” section of this document.
Emergency Vehicle access	Insufficient access for emergency vehicles.	<input type="checkbox"/> ‘No Access during the market signs’ blocking the entrances will be removed by our Markets Coordinantor/Volunteers to allow emergency vehicle access. <input type="checkbox"/> All stallholders to ensure their signs/sandwich boards/overhangs etc remain within their marked site allocation allowing emergency vehicles to access all areas of the market.
Marquee/equipment collapse	Danger & injury to persons and materials.	<input type="checkbox"/> All stallholders must ensure that their gazebos, displays and wares are installed properly, are secured and remain within their allocated site.
<input type="checkbox"/> EVENT (General)		
Trip Hazard	Vendor products	<input type="checkbox"/> All stallholders must ensure that there is clear access within their stall, routes are clear, pathways between stalls are clear and materials are well laid out without obstructions on the ground or low to the ground.

Wind	Security and stability of structures and large objects	<input type="checkbox"/> Stallholders are responsible for ensuring their gazebos are secure. <input type="checkbox"/> All freestanding displays and racks should also be secured and weighted. <input type="checkbox"/> All gazebo roofs must be securely attached and in place. <input type="checkbox"/> B.O.M weather site to be referred to before and during the event when necessary.
Rain	Slippery surfaces and/or damage to property	<input type="checkbox"/> Stallholders are responsible for their own individual wet weather protection. <input type="checkbox"/> In the event of rain and showers, all outdoor stallholders must ensure their goods are secured and undercover. <input type="checkbox"/> In the event that inclement weather is forecast stallholders may be advised that the event is cancelled as outlined in the Terms and Conditions.
Electrocution	Exposed power cables or access to live power	<input type="checkbox"/> There are no powered sites available at the Mareeba Markets <input type="checkbox"/> Stallholders using a generator are required to secure all power cables behind their stalls away from the public walkways.
Security	An incident requiring security personnel	<input type="checkbox"/> All stallholders are responsible for their own belongings and market products. <input type="checkbox"/> Should there be a security incident, stallholders must report this immediately to the Market Coordinator and/or Markets Volunteers at the orange Mareeba Markets Information Tent.
Marquee/equipment collapse	Danger & injury to persons and materials	<input type="checkbox"/> All stallholders must ensure that their marquees, displays and wares are installed properly and securely.
People with Disability	Provision of suitable ingress/egress facilities	<input type="checkbox"/> Centenary Park is access friendly therefore all stallholders must adhere to access protocols and ensure all walkways are wide and clear. <input type="checkbox"/> As a parkland owned by Mareeba Shire Council, established marked parking spaces are available for those patrons with a disability.
Excessive Noise	Amplified noise.	<input type="checkbox"/> Stallholders are not permitted to play amplified music.
<input type="checkbox"/> EVENT (Emergencies) NB: Market Coordinator/Volunteers write a market report for each market which includes the recording of any incident occurring.		
Emergency Vehicle access	Insufficient access for emergency vehicles	<input type="checkbox"/> 'No Access during the market signs' blocking the entrances will be removed by our volunteers to allow emergency vehicle access <input type="checkbox"/> All stallholders to ensure their signs/overhangs etc remain within their marked site allocation allowing emergency vehicles to access all areas of the market

<p>Armed or Dangerous Intruders</p>	<p>Identified as in or around Centenary Park.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stallholders must report any armed or dangerous intruders immediately to the Market Coordinator and/or Markets Volunteers at the orange Mareeba Markets Information Tent. <input type="checkbox"/> Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the direction of the Market Coordinator/Volunteers and/or emergency services. <input type="checkbox"/> The evacuation exits and assembly point are clearly marked on our evacuation plan. <input type="checkbox"/> Stallholders must not pack down their stock. All stalls must be left unattended. <input type="checkbox"/> Stallholders must be vigilant of emergency service vehicles entering the site.
<p>Bomb threat</p>	<p>Identified as in or around Centenary Park.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All stallholders must remain calm, leave their stalls immediately and follow the directions of the Market Coordinator/Volunteers <input type="checkbox"/> The evacuation exits and assembly point are clearly marked on our evacuation plan. <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be evacuated immediately left unattended.
<p>Civil Disorder</p>	<p>Involving public demonstrations either by a group or individual identified as in or around Centenary Park</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stallholders must report any civil disorder immediately to the Market Coordinator/Volunteers at the orange Mareeba Markets Information Tent.
<p>Electrical Failure</p>	<p>Identified as in Centenary Park</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stallholders must report any electrical failure immediately to the orange Mareeba Markets Information Tent. <input type="checkbox"/> There are no powered sites available for stallholders.
<p>Emergency Evacuation General</p>	<p>An emergency situation requiring the removal of people from one given area to another.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All stallholders must remain calm, leave their stalls immediately and follow the directions of the Market Coordinator/Volunteers <input type="checkbox"/> The evacuation exits and assembly point are clearly marked on our evacuation plan. <input type="checkbox"/> Stallholders must not pack down their stock. All stalls must be evacuated immediately and left unattended.
<p>Emergency Invacuation</p>	<p>An emergency situation requiring the need to confine people to an enclosed area. Ie: Extreme weather conditions, armed assaults etc.</p>	<ul style="list-style-type: none"> <input type="checkbox"/> All stallholders must remain calm, leave their stalls immediately and follow the directions of the Market Coordinator/Volunteers. <input type="checkbox"/> Stallholders must not pack down their stock. All stalls must be secured and left unattended.

<p>Fire</p>	<p>Identified as in or around Centenary Park</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stallholders must report any suspicious smoke or fire immediately to the Market Coordinator and/or Markets Volunteers at the orange Mareeba Markets Information Tent. <input type="checkbox"/> Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Markets Coordinator/Volunteers or emergency services. <input type="checkbox"/> The evacuation exits and assembly point are clearly marked on our evacuation plan. <input type="checkbox"/> Stallholders must not pack down their stock. All stalls must be left unattended. <input type="checkbox"/> Stallholders must be vigilant of emergency service vehicles entering the site.
<p>Lost Child / Missing Persons</p>	<p>Identified as in or around Centenary Park</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stallholders must report any lost child or missing person immediately to the orange Mareeba Markets Information Tent. <input type="checkbox"/> Stallholders must direct anyone looking for a lost child or missing person to the orange Mareeba Markets Information Tent.
<p>Medical Emergencies</p>	<p>Identified as in or around Centenary Park</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Stallholders must report call 000 for any major medical emergency immediately and contact the Market Coordinator and/or Market Volunteers at the orange Mareeba Markets Information Tent.
<p>Suspicious Items</p>	<p>Identified in or around Centenary Park</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any suspicious items immediately to the orange Mareeba Markets Information Tent. <input type="checkbox"/> DO NOT TOUCH THE ITEM! <input type="checkbox"/> Avoid radio and mobile phone use in the immediate area. <input type="checkbox"/> Note the appearance of the item. <input type="checkbox"/> Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of emergency services. <input type="checkbox"/> The evacuation exits and assembly point are clearly marked on our evacuation plan. <input type="checkbox"/> Stallholders must not pack down their stock. All stalls must be evacuated immediately and left unattended. <input type="checkbox"/> Stallholders must be vigilant of emergency service vehicles entering the site

On-Site Incident	Identified as in Centenary Park	<ul style="list-style-type: none"><input type="checkbox"/> A First Aid Kit and Defibrillator is located at the orange Mareeba Markets Information tent.<input type="checkbox"/> Stallholders must report any accidents immediately to the Mareeba Markets Information Tent and follow the instructions of the Market Coordinator or Market Volunteers.
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