

Risk Assessment

Mandatory Reading

Convened by Gordonvale Scout Group



Gordonvale Cottage Markets

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Introduction

Gordonvale Cottage Markets are convened by Gordonvale Scout Group and is run as a friendly community markets. In the interest of safety and the enjoyment of stallholders and the general public the following Risk Assessment has been completed. This risk assessment is mandatory reading for all stallholders and it is expected that they have read, understood, and acknowledge this risk assessment.

Risk Analysis Matrix

The Risk Analysis Matrix below has been used as a guide to assist with quantifying the risk level. To use the matrix, we have mapped the likelihood and consequence of an incident occurring to arrive at the risk level. Assessing the risk level is important. However, regardless of the assessed level of risk, all stallholders have an obligation to do what is reasonably practicable to eliminate these risks and any additional risks that may arise during a market. If it is not possible to eliminate a risk then steps must be taken to minimise the risk to an acceptable level.

RISK ANALYSIS MATRIX						
		Consequences				
		Insignificant Loss of life: Nil. Injury/Illness: No medical attention required.	Low Loss of life: Nil. Injury/Illness: Medical attention required.	Medium Loss of life: Nil. Injury/Illness: Minor medical or hospitalisation required with no long term effects.	Major Loss of life: A fatality. Injury/Illness: Serious Injury/illness hospitalisation has occurred. Some ongoing treatment required.	Severe Loss of life: Fatalities have occurred. Injury/Illness: Significant injury/illness has occurred requiring hospitalisation and ongoing treatment.
Likelihood	Almost Certain Expected to occur in most circumstances.	M-10	H-20	H-30	E-40	E-50
	Likely Will probably occur in most circumstances.	M-8	M-16	H-24	E-32	E-40
	Possible Might occur at some time.	L-6	M-12	M-18	H-24	E-30
	Unlikely Could occur at some time but it is improbable.	L-4	L-8	M-12	M-16	H-20
	Rare May occur only in exceptional circumstances.	L-2	L-4	L-6	M-8	M-10

Identified Risks

During the risk assessment the following risks were identified.

What are the activities, tasks or work hazards?	What are the risks	Risk Level before mitigation (Refer Risk Analysis matrix)	Mitigation strategies: What controls are proposed to remove or reduce the risk?	Risk Level after mitigation (Refer Risk Analysis matrix)
Marketeters accessing Norman park during setup and take down of the market stalls.	<ul style="list-style-type: none"> Traffic accident involving vehicles only. Traffic accident involving vehicle(s) and pedestrian(s) 	H-24	<ul style="list-style-type: none"> All cars must be promptly removed from the Park once equipment is off loaded, or safely parked within the Marketeters allocated space. No vehicles will be allowed access to the park between 7:00AM and 12:00PM (Markets are run between 7:00am and 12:00pm) All vehicles must adhere to the 10Kmph speed limit while accessing the park. All vehicles must enter and exit via the Cannon Street driveway Vehicles must give way to pedestrians at all time. Volunteers to be stationed at the Cannon Street driveway to maintain a safe flow of traffic All traffic management volunteers must wear Hi-Vis Jackets or shirts. 	M-16
	<ul style="list-style-type: none"> Vehicles causing damage to park grounds. 	M-18	<ul style="list-style-type: none"> Cairns City Council also reserve the right to cancel the markets if they believe the park to be too wet. 	L-8

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	<ul style="list-style-type: none"> Emergency vehicles not able to access the park. 	H-24	<ul style="list-style-type: none"> No vehicles are permitted to stop and/or park in the Cannon Street drive way at any stage. Vehicles must continue to their designated stall location or exit the park as quickly as is safely possible. The space between rows of stalls must leave enough space for emergency vehicle to traverse in the case of an emergency. 	M-8
Erection and dismantling market stalls.	<ul style="list-style-type: none"> Trip hazards Injury caused by failing or collapsing marquee. 	M-18	<ul style="list-style-type: none"> All Marketeers goods must be secured and not form any tripping hazards for other Marketeers or the general public. All Marketeers must ensure that each leg of their marquee is secured with a minimum 10kg weight per leg, or a peg into the soil to secure the leg in place. All weights must be kept within the boundaries' of their marquees and should not cause a trip hazard 	L-8
	<ul style="list-style-type: none"> General public injured by stall holder erecting or taking down their stall. 	M-18	<ul style="list-style-type: none"> All stall holder must have completed setup by 7:00am and may not begin dismantling the stall until 12:00pm. 	L-8
	<ul style="list-style-type: none"> Sunstroke or sunburn Dehydration 	H-24	<ul style="list-style-type: none"> All Marketeers must provide the following for all persons manning their stall. <ul style="list-style-type: none"> adequate water sun protective clothing sunscreen shaded area 	M-12

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Display of market wares.	<ul style="list-style-type: none"> Trip hazards 	M-18	<ul style="list-style-type: none"> All signage, stands, racks and display items are to be secured and weighted in place. All Marketeers must ensure that all egress routes are clear, pathways between stalls are clear and materials are well laid out without obstructions on the ground or low to the ground. All Marketeers must ensure that they have sufficient lighting in their marquee for the safety of their customers as well as their own. 	L-8
Winds	<ul style="list-style-type: none"> Security and stability of structures and large objects 	M-18	<ul style="list-style-type: none"> All Marketeers must ensure that each leg of their marquee is secured with a minimum 10kg weight per leg, or a peg into the soil to secure the leg in place. All freestanding displays and racks must also be secured and weighted. All marquee roofs must also be securely attached and in place. BOM weather site to be referred to regularly in the lead up to the event: http://www.bom.gov.au/ 	L-8
Rain	<ul style="list-style-type: none"> Damage to property 	M-16	<ul style="list-style-type: none"> All Marketeers must have suitable and adequate wet weather protection to protect their wares from water damage. It is the Marketeers responsibility to protect their own wares, it is suggested you obtain adequate insurance to cover any losses you may incur. 	L-8

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Public Liability	<ul style="list-style-type: none"> Financial losses, damage to reputation of Scouts. 	H-24	<ul style="list-style-type: none"> All Marketeers must have current Public Liability coverage and the certificate available for inspection. All Marketeers must provide a copy of current Public Liability Insurance to Gordonvale Scouts for our records 	L-6
Electrocution	<ul style="list-style-type: none"> Electrocution caused by faulty equipment Electrocution caused by water or physical damage to extension cables. 	H-24	<ul style="list-style-type: none"> All electrical equipment used by Marketeers to be tested and tagged as per AS/NZS 3760 standard. Only selected sites with close proximity to power outlets will be provided with 240V mains power. The power extension cables used to connect the stalls to the power outlet MUST be a continuous length or cable with no joins. Extensions cables must not cause a trip hazard and must be protected from damaged caused by being driven on, walked on, or other possible damages. 	M-16
Stall security	<ul style="list-style-type: none"> Property theft Property damage 	M-18	<ul style="list-style-type: none"> Security of each market stall is the individual marketeer's responsibility. Do not leave your wares unattended and maintain vigilance at all times. It is the Marketeers responsibility to protect their own wares, it is suggested you obtain adequate insurance to cover any losses you may incur. 	L-6
Playing music or advertising	<ul style="list-style-type: none"> Excessive noise Noise complaints 	M-12	<ul style="list-style-type: none"> With the exception of approved musicians, marketeers must not play any amplified music or advertising. 	L-2