

Risk Assessment	BrisStyle indie Market :: Hamilton	
CATEGORY	RISK	PREVENTION STRATEGY
BUMP IN / OUT		
Regulatory Compliance	Vehicle access permits	<p>All cars must be promptly moved on after bump in / out.</p> <p>All stallholders must not use the St Augustine's car park or the main drive way to park whilst setting up their stalls.</p> <p>All vehicles must be removed from the car park and driveway no later than 8.30am</p>
Trip hazard	Tools and set up materials	All stallholders goods must be secured and not form any tripping hazards for other stallholders or the general public.
	Marquee weights	<p>All outdoor stallholders must ensure that each leg of their marquee is secured with a minimum 10kg weight per leg.</p> <p>Any ropes and pegs used must not form a tripping hazard.</p> <p>All weights must be kept within the boundaries' of their marquees.</p>
	Signage/ Stands/ Racks and Display items	Please ensure that all outdoor signage, stands, racks and display items are secured and weighted.
Traffic Accidents	Vehicle access into St Augustine' car park	<p>Extreme caution should be taken when entering the St Augustine's car park to ensure the safety of all pedestrians.</p> <p>Hazard lights must be on and vehicle speed kept to below 10kmph.</p>
	Vehicles accessing site from roads	As above
Electrocution	Exposed power cables or access to live power	<p>Only battery-operated lighting is to be used during outdoor events.</p> <p>If electrical equipment is used at any time it must be tagged and tested by a licensed</p>

		operator before use.
Weight restrictions	Heavy vehicles accessing inappropriate areas.	Stallholders are not permitted to bring any heavy vehicles onto the St Augustine's church grounds
Surface penetration	Damage to St Augustine's ground surface and infrastructure	4x 10kg+ high quality sandbags/ weights for all outdoor stallholders marquees are mandatory. Anyone without adequate weights will not be permitted to trade. If pegs are used to secure marquee legs the ground must be returned to its original state when the pegs are removed.
Sunstroke	Water and shade at installation	All stallholders must bring adequate water, sun protective clothing and sun cream for time spent installing marquees.
Security	An incident requiring security personnel	All stallholders are responsible for their own belongings and market products.
Wind	Security and stability of structures and large objects	It is mandatory for all outdoor stallholders to ensure their marquees are weighted down on all 4 legs with high quality weights of 10kg or more on each leg. All freestanding displays and racks must also be secured and weighted. All marquee roofs must also be securely attached and in place. The use of pegs and ropes may be used but must not form tripping hazards. B.O.M weather site to be referred to regularly in the lead up to the event.
Rain	Slippery surfaces Damage to property	All outdoor stallholders must have a weatherproof marquee as well as adequate wet weather protection. In the event of rain and showers all stallholders must ensure all their goods are secured and undercover.
Marquee/equipment	Danger & injury to persons	All outdoor stallholders must ensure that

collapse	and materials	their marquees, displays and wares are installed properly and secured as per the standards outlined in this policy.
Excessive Noise	Effect on neighbouring residents and church goers	All Stallholders must be respectful of the neighbouring residents and churchgoers and keep noise to a minimum during early morning set up.
EVENT		
Trip Hazard	Vendor products	<p>All stallholders 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.</p> <p>During special nighttime events, all stallholders must ensure that they have sufficient lighting for their stalls.</p>
Security	An incident requiring security personnel	All stallholders are responsible for their own belongings and market products.
Wind	Security and stability of structures and large objects	<p>It is mandatory for all outdoor stallholders to ensure their marquees are weighted down on all 4 legs with high quality weights of 10kg or more on each leg.</p> <p>All freestanding displays and racks must also be secured and weighted.</p> <p>All marquee roofs must also be securely attached and in place.</p> <p>The use of pegs and ropes may be used but must not form tripping hazards.</p> <p>B.O.M weather site to be referred to regularly during the event.</p>
Rain	Slippery surfaces Damage to property	<p>All outdoor stallholders must have a weatherproof marquee as well as adequate wet weather protection.</p> <p>In the event to rain and showers all outdoor stallholders must ensure all their goods are secured and undercover.</p>

		In the event of inclement weather is forecast alternative set up arrangements will be actioned.
Electrocution	Exposed power cables or access to live power	Only battery-operated lighting is to be used during outdoor events. If electrical equipment is used at any time it must be tagged and tested by a licensed operator before use.
Marquee/equipment collapse	Danger & injury to persons and materials	All outdoor stallholders must ensure that their marquees, displays and wares are installed properly and secured as per this policy.
Disabled persons	Provision of suitable ingress/egress facilities	St Augustine's is access friendly; therefore all stallholders must adhere to access protocols and ensure egress routes are wide and clear.