

RISK ASSESSMENT
Mandatory Reading



Venue: King George Square (and the Deck if required)
Market Crew Bump In: 11am
Marketeer Bump In: 1.30pm-4pm
Marketeer Bump Out: 9-10pm
Trading: 4pm-9pm
BrisStyle Market Crew mobile numbers:
Kelly-Anne Mott: 0407 167 008
Belinda Harris: 0403 200 660
(BrisStyle Market Crew will be visible in yellow high vis. Vests)

CATEGORY	RISK	PREVENTION STRATEGY
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DOCUMENT COMMUNICATION:
Prior the Market Day: All Marketeers are required to acknowledge they have read and understood this document and the Event Information Handbook as part of their market application.
On Market Day: BrisStyle Market Crew will be stationed: At the Promo Stand and in King George Sq.
Bump in/ out: At the drop off zones and in King George Square.
During the Event: At the BrisStyle Promo Stand (see map for each event) and in King George Square. As per the Event Information Handbook, please add the phone numbers above to your contacts.

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

Regulatory Compliance	Vehicle access permits	<input type="checkbox"/> All vehicles must have Vehicle Access permits to enter the King George Square driveway stating their car make, model and registration details. <input type="checkbox"/> All cars must be promptly moved on after bump in / out. <input type="checkbox"/> Marketeers must adhere to their allocated time slots and must NOT use KGS to park whilst setting up their stalls.
Trip hazard	Tools and set up materials	<input type="checkbox"/> All Marketeers goods must be secured and not form any tripping hazards for other Marketeers or the general public.
	Marquee weights	<input type="checkbox"/> All Marketeers must ensure that each leg of their marquee is secured with a minimum 10kg weight per leg. <input type="checkbox"/> All weights must be kept within the boundaries' of their marquees.
	Signage/ Stands/ Racks and Display items	<input type="checkbox"/> Please ensure that all signage, stands, racks and display items are secured and weighted.
Traffic Accidents	Vehicle access into pedestrian areas.	<input type="checkbox"/> All Marketeers must adhere to the timeslots on the event Vehicle Management Schedule <input type="checkbox"/> Entry via Adelaide Street and exit via Ann Street ONLY.

		<ul style="list-style-type: none"> <input type="checkbox"/> Extreme caution should be taken when entering the KGS driveway to ensure the safety of all pedestrians. <input type="checkbox"/> Hazard Lights must be on at all times while on the KGS driveway and a speed limit of less than 10kmph adhered to. <input type="checkbox"/> Marketeers must follow the instructions of the designated Traffic Management team.
	Vehicles accessing site from roads	<input type="checkbox"/> As above
Electrocution	Exposed power cables or access to live power	<input type="checkbox"/> Only battery operated lighting is to be used. No power may be accessed from Site.
Weight restrictions	Heavy vehicles accessing inappropriate areas – damage to surface, collapse of busway/car park ceiling	<input type="checkbox"/> Marketeers are not permitted to bring any heavy vehicles onto the KGS site.
Lifts	King George Square Lifts	<input type="checkbox"/> All Marketeers must adhere to the 1500kg weight limits (20pax) of the King George Square car park lifts.
Surface penetration	Damage to surface and underground infrastructure	<ul style="list-style-type: none"> <input type="checkbox"/> 4x 10kg+ high quality sandbags/ weights for all Marketeers' marquees are mandatory. Anyone without adequate weights on the night will not be permitted to trade. <input type="checkbox"/> All marquee feet must have protective pads on them to prevent the surface of KGS being damaged. <input type="checkbox"/> No undue force or pegs to be secured into the surface of KGS <input type="checkbox"/> No food or beverages to be sold without prior arrangement with BrisStyle Committee.
Sunstroke	Water and shade at installation	<input type="checkbox"/> All Marketeers must bring adequate water, sun protective clothing and sunscreen for time spent installing marquees.
Security	An incident requiring security personnel	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers are responsible for their own belongings and market products. <input type="checkbox"/> At special event markets attracting large crowds such as Christmas, Marketeers in high traffic areas may wish to bring extra walls to erect if crowd numbers swell.
Wind	Security and stability of structures and large objects	<ul style="list-style-type: none"> <input type="checkbox"/> It is mandatory for all outdoor Marketeers to ensure their marquees are weighted down on all 4 legs with high quality weights of 10kg or more on each leg. <input type="checkbox"/> All freestanding displays and racks must also be secured and weighted. <input type="checkbox"/> All marquee 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 / Damage to property	<input type="checkbox"/> All Marketeers must have a weatherproof marquee as well as adequate wet weather protection. <input type="checkbox"/> In the event of rain and showers all Marketeers must ensure all their goods are secured and undercover. <input type="checkbox"/> In the event that inclement weather is forecast alternative set up arrangements will be actioned.
Onsite Emergencies	<input type="checkbox"/> Identified as in or around King George Square including but not limited to: <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"/> To ensure all egress routes are not blocked, please keep to the right hand side of the KGS driveway when entering and leaving. <input type="checkbox"/> Please ensure that all of your equipment and displays stay either within the dedicated drop off zone or within the boundaries of your marked out stall area.
Marquee/equipment collapse	Danger & injury to persons and materials.	<input type="checkbox"/> All Marketeers must ensure that their marquees, displays and wares are installed properly and secured as per the standards outlined in this policy.
<input type="checkbox"/> EVENT (General)		
Trip Hazard	Vendor products	<input type="checkbox"/> 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. <input type="checkbox"/> All Marketeers must ensure that they have sufficient lighting in their marquee for the safety of their customers as well as their own.
Wind	Security and stability of structures and large objects	<input type="checkbox"/> It is mandatory for all Marketeers to ensure their marquees are weighted down on all 4 legs with high quality weights of 10kg or more on each leg. <input type="checkbox"/> All freestanding displays and racks

		<p>must also be secured and weighted.</p> <ul style="list-style-type: none"> <input type="checkbox"/> All marquee roofs must also be securely attached and in place. <input type="checkbox"/> B.O.M weather site to be referred to regularly during the event.
Rain	Slippery surfaces Damage to property	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers must have a weatherproof marquee as well as adequate wet weather protection. <input type="checkbox"/> In the event of rain and showers, all outdoor Marketeers must ensure their goods are secured and undercover. <input type="checkbox"/> In the event of inclement weather is forecast, alternative set up arrangements will be actioned.
Electrocution	Exposed power cables or access to live power	<ul style="list-style-type: none"> <input type="checkbox"/> Only battery-operated lighting is to be used during outdoor events. <input type="checkbox"/> The King George Square power outlets are not to be used.
Security	An incident requiring security personnel	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers are responsible for their own belongings and market products. <input type="checkbox"/> Should there be a security incident, Marketeers must report this immediately to one of the BrisStyle Market crew. <input type="checkbox"/> At special event markets attracting large crowds such as Christmas, Marketeers in high traffic areas may wish to bring extra walls to erect if crowd numbers swell.
Weight restrictions	King George Square Lifts	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers must adhere to the 1500kg weight limits (20pax) of the King George Square car park lifts.
Marquee/equipment collapse	Danger & injury to persons and materials	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers must ensure that their marquees, displays and wares are installed properly and secured as per this policy.
People with Disability	Provision of suitable ingress/egress facilities	<ul style="list-style-type: none"> <input type="checkbox"/> King George Square is access friendly therefore all Marketeers must adhere to access protocols and ensure egress routes are wide and clear.
Excessive Noise	Amplified noise.	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers are not permitted to play amplified music.
<p><input type="checkbox"/> EVENT (Emergencies) NB: BrisStyle is to provide the Brisbane City Council Contact Officer with an incident report within (say) 3 days of any incident occurring.</p>		
Emergency Vehicle access	Insufficient access for emergency vehicles	<ul style="list-style-type: none"> <input type="checkbox"/> To ensure all egress route's are not blocked please keep to the right hand side of the KGS driveway when entering and leaving.
Armed or Dangerous Intruders	Identified as in or around King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any armed or dangerous intruders immediately to the BrisStyle market crew. <input type="checkbox"/> Should there be cause to evacuate the immediate area, Marketeers must do so calmly and immediately, under the guidance of the Epicure Duty Manager and emergency services. <input type="checkbox"/> The evacuation point for King George

		<p>Square is either the Upper Albert St or Roma St Parklands depending on the incident</p> <ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be left unattended. <input type="checkbox"/> Marketeers must be vigilant of emergency service vehicles entering the site.
Bomb threat	Identified as in or around King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> If evacuation is required, all Marketeers must remain calm, leave their stalls immediately and follow the onsite Epicure Duty Manager or emergency services to the evacuation point. <input type="checkbox"/> The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be evacuated immediately left unattended.
Civil Disorder	Involving public demonstrations either by a group or individual identified as in or around King George Sq.	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any civil disorder immediately to the BrisStyle market crew.
Electrical Failure	Identified as in King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any electrical failure immediately to the BrisStyle market crew.
Emergency Evacuation General	An emergency situation requiring the removal of people from one given area to another	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers must remain calm, leave their stalls immediately and follow the onsite Epicure Duty Manager or emergency services to the evacuation point. <input type="checkbox"/> The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be evacuated immediately and left unattended.
Emergency Invacuation	An emergency situation requiring the need to confine people to an enclosed area. Ie: Extreme weather conditions, armed assaults etc.	<ul style="list-style-type: none"> <input type="checkbox"/> All Marketeers must remain calm, leave their stalls immediately and follow the onsite Epicure Duty Manager or emergency services to a designated undercover area. <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be secured and left unattended.
Fire	Identified as in or around King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any suspicious smoke or fire immediately to the BrisStyle market crew. <input type="checkbox"/> Should there be cause to evacuate the immediate area, Marketeers must do so calmly and immediately, under the guidance of the Epicure Duty Manager or emergency services.

		<ul style="list-style-type: none"> <input type="checkbox"/> The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be left unattended. <input type="checkbox"/> Marketeers must be vigilant of emergency service vehicles entering the site.
Lift Failure / Person Entrapment	Affecting the lifts leading to the King George Square Car Park	<ul style="list-style-type: none"> <input type="checkbox"/> If inside the lift, remain calm and follow the emergency instructions written inside the lift <input type="checkbox"/> Call the BrisStyle Market Crew immediately you have actioned these instructions for follow up support. <input type="checkbox"/> If the lifts are simply unserviceable, please contact the BrisStyle Market crew immediately.
Lost Child / Missing Persons	Identified as in or around King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any lost child or missing person immediately to the BrisStyle market crew.
Medical Emergencies	Identified as in or around King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report call 000 for any major medical emergency immediately and contact the onsite BrisStyle market crew.
Suspicious Items	Identified in or around King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> Marketeers must report any suspicious items immediately to the BrisStyle market crew. <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, Marketeers must do so calmly and immediately, under the guidance of emergency services. <input type="checkbox"/> The evacuation point for King George Square is either the Upper Albert St or Roma St Parklands depending on the incident <input type="checkbox"/> Marketeers must not pack down their stock. All stalls must be evacuated immediately and left unattended. <input type="checkbox"/> Marketeers must be vigilant of emergency service vehicles entering the site
On-Site Incident	Identified as in King George Square	<ul style="list-style-type: none"> <input type="checkbox"/> A First Aid Kit is located at the BrisStyle Promo stand. <input type="checkbox"/> A Defibrillator is located in the First Aid Room located on the ground floor of Brisbane City Hall on the left before the entrance to the Shingle Inn. <input type="checkbox"/> Marketeers must report any accidents immediately to the BrisStyle market crew and follow the instructions of the Epicure Duty Manager