

RISK ASSESSMENT
Mandatory Reading



Venue: The Whale Mall, Qld Museum (& Pyramid Plaza if needed)

Market Crew Bump In: 5am

Stallholder Bump In: 6am-8am

Stallholder Bump Out: 3:30pm-5pm

Trading: 9am-3pm

BrisStyle Market Crew mobile numbers:

Belinda Harris: 0403 200 660

Eleanor Miller: 0407 386 240

(BrisStyle Market Crew will be visible in high vis. Vests if needed)

Please note these times are subject to change without notice.

DOCUMENT COMMUNICATION:

Prior to Market Day: All stallholders are required to acknowledge they have read and understood this document and the Event Information Handbook as part of their market application.

Bump in/out: BrisStyle Market Crew will be roving the Whale Mall

During the Event: BrisStyle Market Crew will be at the BrisStyle Promo Stand (see map for each event) and roving the Whale Mall. As per the Event Information Handbook, please add the phone numbers above to your contacts.

CATEGORY	RISK	PREVENTION STRATEGY
BUMP IN / OUT (before and after the market). Some areas are repeated through the assessment as they apply for each section of the event.		
Trip Hazard	Tools and set up materials	<ul style="list-style-type: none"> All stallholders' goods must be secured and not placed in the walkways to form tripping hazards for other stallholders or the general public.
Trip Hazard Cont.	Stall Stock	<ul style="list-style-type: none"> All stallholder stock must be secured and not placed in the walkways to form tripping hazards for other stallholders or the general public
	Signage/ Stands/ Racks and Display items	<ul style="list-style-type: none"> Please ensure that all signage, stands, racks and display items are secured, weighted and not placed in walkways
Electrocution	Exposed power cables or access to live power	<ul style="list-style-type: none"> BrisStyle does not provide any power for stalls; all stall lighting will need to be battery operated.
Lifts	Queensland Museum Lifts	<ul style="list-style-type: none"> All stallholders must adhere to the 1500kg weight limits (20pax) of the Queensland Museum car park lifts.

Security	An incident requiring security personnel	<ul style="list-style-type: none"> • All stallholders are responsible for their own belongings and market products. • Please report any minor security concerns to the BrisStyle team onsite.
Wind	Security and stability of displays and large objects	<ul style="list-style-type: none"> • It is mandatory for all stallholders to ensure their displays are weighted down adequately • All freestanding displays and racks must also be secured and adequately weighted. • The Market crew may ask you to remove certain items if they feel they are unsafe • 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	<ul style="list-style-type: none"> • In the event of rain and showers all stallholders are responsible for ensuring all their goods are secured and undercover. • In the event that inclement weather is forecast alternative set up arrangements may be actioned.
Onsite Emergencies	<p>Identified as in or around Queensland Museum including but not limited to:</p> <ul style="list-style-type: none"> • Armed and Dangerous Intruders • Civil Disorder • Bomb Threat • Electrical Failure • Emergency Evacuations • Emergency Invacuation • Fire and Explosion • Hazardous Material Spill / Gas Leak • Lift Failure / Person entrapment. • Lost Children / Missing Persons • Medical Emergency • Suspicious Items • Vehicle Accident onsite 	<ul style="list-style-type: none"> • Please refer to all emergency types as outlined in the "event" section of this document.
Display/Equipment collapse	Danger & injury to persons and materials.	<ul style="list-style-type: none"> • All stallholders must ensure that their displays and wares are installed properly and secured as per the standards outlined in this policy.

EVENT (General)		
Trip Hazard	Vendor products	<ul style="list-style-type: none"> All stallholders must ensure that all egress routes are clear, pathways between stalls are clear and materials and signage are not obstructing any pathways. All stallholders must ensure that they have sufficient lighting in their stall for the safety of their customers as well as their own.
Wind	Security and stability of structures and large objects	<ul style="list-style-type: none"> It is mandatory for all stallholders to ensure their displays are weighted down adequately All freestanding displays and racks must also be secured and adequately weighted. The Market crew may ask you to remove certain items if they feel they are unsafe 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	<ul style="list-style-type: none"> In the event of rain and showers all stallholders are responsible for ensuring all their goods are secured and undercover. In the event that inclement weather is forecast alternative set up arrangements may be actioned
Electrocution	Exposed power cables or access to live power	<ul style="list-style-type: none"> Only battery-operated lighting is to be used during outdoor events. The King George Square power outlets are not to be used without prior approval
Security	An incident requiring security personnel	<ul style="list-style-type: none"> All stallholders are responsible for their own belongings and market products. Should there be a security incident, stallholders must report this immediately to one of the BrisStyle Market crew.
Weight restrictions	Queensland Museum Lifts	<ul style="list-style-type: none"> All stallholders must adhere to the 1500kg weight limits (20pax) of the Queensland Museum car park lifts.
Display/equipment collapse	Danger & injury to persons and materials	<ul style="list-style-type: none"> All stallholders must ensure that their displays and wares are installed properly and secured as per this policy.

People with accessibility needs	Provision of suitable ingress/egress facilities	<ul style="list-style-type: none"> The Whale Mall is access friendly therefore all stallholders must adhere to access protocols and ensure egress routes are wide and clear.
Excessive Noise	Amplified noise.	<ul style="list-style-type: none"> Stallholders are not permitted to play amplified music and or sounds.

EVENT (Emergencies) NB: BrisStyle is to provide the Queensland Museum Staff with an incident report within (say) 3 days of any incident occurring.		
Armed or Dangerous Intruders	Identified as in or around the Queensland Museum	<ul style="list-style-type: none"> Stallholders must report any armed or dangerous intruders immediately to the BrisStyle market crew. Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Queensland Museum team and emergency services. The evacuation point for Queensland Museum is either Kurilpa Point Park or South Bank Cultural Forecourt depending on the incident In the event of an evacuation stallholders must not pack down their stock. All stalls must be left unattended.
Bomb threat	Identified as in or around Queensland Museum precinct	<ul style="list-style-type: none"> Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Queensland Museum team and emergency services. The evacuation point for Queensland Museum is either Kurilpa Point Park or South Bank Cultural Forecourt depending on the incident In the event of an evacuation stallholders must not pack down their stock. All stalls must be left unattended.
Civil Disorder	Involving public demonstrations either by a group or individual identified in or around Queensland Museum precinct	<ul style="list-style-type: none"> Stallholders must report any civil disorder immediately to the BrisStyle market crew.

Electrical Failure	Identified as in Queensland Museum precinct	<ul style="list-style-type: none"> Stallholders 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"> All stallholders must remain calm, leave their stalls immediately and follow the onsite Queensland Museum Security or emergency services to the evacuation point. The evacuation point for Queensland Museum is either Kurilpa Point Park or South Bank Cultural Forecourt depending on the incident In the event of an evacuation stallholders must not pack down their stock. All stalls must be 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"> All stallholders must remain calm, leave their stalls immediately and follow the onsite Queensland Museum Security or emergency services to the evacuation point. Stallholders must not pack down their stock. All stalls must be secured and left unattended.
Fire	Identified as in or around the Queensland Museum precinct	<ul style="list-style-type: none"> Stallholders must report any suspicious smoke or fire immediately to the BrisStyle market crew. Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of Queensland Museum security or emergency services. The evacuation point for Queensland Museum is either Kurilpa Point Park or South Bank Cultural Forecourt depending on the incident Stallholders must not pack down their stock. All stalls must be left unattended. Stallholders must be vigilant of emergency service vehicles entering the site.
Lift Failure / Person Entrapment	Affecting the lifts leading to the Whale Mall & Pyramid Plaza	<ul style="list-style-type: none"> If inside the lift, remain calm and follow the emergency instructions written inside the lift Call the BrisStyle Market Crew immediately after you have actioned these instructions for follow up support. If the lifts are simply unserviceable, please contact the BrisStyle Market crew immediately.

Lost Child / Missing Persons	Identified as in or around The Whale Mall or Pyramid Plaza	<ul style="list-style-type: none"> ● Stallholders must report any lost child or missing person immediately to the BrisStyle market crew.
Medical Emergencies	Identified as in or around The Whale Mall or Pyramid Plaza	<ul style="list-style-type: none"> ● Stallholders must call 000 for any major medical emergency immediately and contact the onsite BrisStyle market crew.
Suspicious Items	Identified in or around The Whale Mall or Pyramid Plaza	<ul style="list-style-type: none"> ● Stallholders must report any suspicious items immediately to the BrisStyle market crew. ● Do Not Touch The Item ● Avoid radio and mobile phone use in the immediate area ● Note the appearance of the item ● Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of emergency services. ● The evacuation point for Queensland Museum is either Kurilpa Point Park or South Bank Cultural Forecourt depending on the incident ● Stallholders must not pack down their stock. All stalls must be evacuated immediately and left unattended.
On-Site Incident	Identified as in The Whale Mall or Pyramid Plaza	<ul style="list-style-type: none"> ● A First Aid Kit is located at the BrisStyle Promo stand. ● A Defibrillator is located in the Security Office Across from the Muse Cafe. ● Stallholders must report any accidents immediately to the BrisStyle market crew and follow the instructions of the Queensland Museum Security team