

**RISK ASSESSMENT**  
Mandatory Reading



**Venue:** Market Hall at Distillery Road Market, Eagleby  
**Market Crew Bump In:** 8am  
**Stallholder Bump In:** 8:30am - 10:30am  
**Stallholder Bump Out:** 4:30pm-6pm  
**Trading:** 11am - 4pm  
**BrisStyle Market Crew mobile number:**  
**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:**

**Before 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 Market Hall at Distillery Road Market

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

| CATEGORY | RISK | PREVENTION STRATEGY |
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**BUMP IN / OUT** (before and after the market).  
 Some areas are repeated through the assessment as they apply to each section of the event.

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| <b>Trip Hazard</b>       | Tools and set-up materials                   | <ul style="list-style-type: none"> <li>All stallholders' goods must be secured and not placed in the walkways to form tripping hazards for other stallholders or the general public.</li> </ul>                   |
| <b>Trip Hazard Cont.</b> | Stall Stock                                  | <ul style="list-style-type: none"> <li>All stallholder stock must be secured and not placed in the walkways to form tripping hazards for other stallholders or the general public</li> </ul>                      |
|                          | Signage/ Stands/ Racks and Display items     | <ul style="list-style-type: none"> <li>Please ensure that all signage, stands, racks and display items are secured, weighted and not placed in walkways</li> </ul>  |
| <b>Electrocution</b>     | Exposed power cables or access to live power | <ul style="list-style-type: none"> <li>Stallholders or workshop facilitators will need all power chords to be tested and tagged and in date</li> </ul>  |
| <b>Security</b>          | An incident requiring security personnel     | <ul style="list-style-type: none"> <li>All stallholders are responsible for their own belongings and market products.</li> <li>Please report any minor security concerns to the BrisStyle team onsite.</li> </ul> |

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| <b>Wind</b>                       | Security and stability of displays and large objects   | <ul style="list-style-type: none"> <li>● All stallholders must ensure their displays are weighted down adequately</li> <li>● All freestanding displays and racks must also be secured and adequately weighted.</li> <li>● The Market crew may ask you to remove certain items if they feel they are unsafe</li> <li>● BOM weather site to be referred to regularly in the lead-up to the event: <a href="http://www.bom.gov.au/">http://www.bom.gov.au/</a></li> </ul> |
| <b>Rain</b>                       | Slippery surfaces / Damage to property for bump in and out   | <ul style="list-style-type: none"> <li>● In the event of rain and showers, all stallholders are responsible for ensuring their products are safe for bump in and bump out.</li> <li>● If inclement weather is forecast alternative set-up arrangements may be actioned.</li> </ul>   |
| <b>Onsite Emergencies</b>         | <p>Identified as in or around Distillery Road Market including but not limited to:</p> <ul style="list-style-type: none"> <li>● Armed and Dangerous Intruders</li> <li>● Civil Disorder</li> <li>● Bomb Threat</li> <li>● Electrical Failure</li> <li>● Emergency Evacuations</li> <li>● Emergency Invacuation</li> <li>● Fire and Explosion</li> <li>● Hazardous Material Spill / Gas Leak</li> <li>● Lift Failure / Person entrapment.</li> <li>● Lost Children / Missing Persons</li> <li>● Medical Emergency</li> <li>● Suspicious Items</li> <li>● Vehicle Accident onsite</li> </ul> | <ul style="list-style-type: none"> <li>● Please refer to all emergency types as outlined in the "event" section of this document.</li> </ul>   |
| <b>Display/Equipment collapse</b> | Danger & injury to persons and materials.  | <ul style="list-style-type: none"> <li>● All stallholders must ensure that their displays and wares are installed properly and secured as per the standards outlined in this policy.</li> </ul>  |

| <b>EVENT (General)</b>                 |  |  |
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| <b>Trip Hazard</b>                     | Vendor products  | <ul style="list-style-type: none"> <li>• All stallholders must ensure that all egress routes are clear, pathways between stalls are clear and materials and signage are not obstructing any pathways.</li> <li>• All stallholders must ensure that they have sufficient lighting in their stall for the safety of their customers as well as their own.</li> </ul>   |
| <b>Wind</b>                            | Security and stability of structures and large objects | <ul style="list-style-type: none"> <li>• It is mandatory for all stallholders to ensure their displays are weighted down adequately</li> <li>• All freestanding displays and racks must also be secured and adequately weighted.</li> <li>• The Market crew may ask you to remove certain items if they feel they are unsafe</li> <li>• BOM weather site to be referred to regularly in the lead up to the event: <a href="http://www.bom.gov.au/">http://www.bom.gov.au/</a></li> </ul> |
| <b>Rain</b>                            | Slippery surfaces Damage to property                   | <ul style="list-style-type: none"> <li>• As the event is indoors this will only effect bump in and out</li> </ul>  |
| <b>Electrocution</b>                   | Exposed power cables or access to live power           | <ul style="list-style-type: none"> <li>• Stallholders or workshop facilitators will need all power chords to be tested and tagged and in date</li> </ul>   |
| <b>Security</b>                        | An incident requiring security personnel               | <ul style="list-style-type: none"> <li>• All stallholders are responsible for their own belongings and market products.</li> <li>• Should there be a security incident, stallholders must report this immediately to one of the BrisStyle Market crew.</li> </ul>  |
| <b>Display/equipment collapse</b>      | Danger & injury to persons and materials               | <ul style="list-style-type: none"> <li>• All stallholders must ensure that their displays and wares are installed properly and secured as per this policy.</li> </ul>  |
| <b>People with accessibility needs</b> | Provision of suitable ingress/egress facilities        | <ul style="list-style-type: none"> <li>• The venue is access-friendly therefore all stallholders must adhere to access protocols and ensure egress routes are wide and clear.</li> </ul>   |
| <b>Excessive Noise</b>                 | Amplified noise.                                       | <ul style="list-style-type: none"> <li>• Stallholders are not permitted to play amplified music and or sounds.</li> </ul>  |

**EVENT** (Emergencies) NB: BrisStyle is to provide the Distillery Road Market Staff with an incident report within (say) 3 days of any incident occurring.

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| <b>Armed or Dangerous Intruders</b> | Identified as in or around the Distillery Road Market Precinct  | <ul style="list-style-type: none"><li>• Stallholders must report any armed or dangerous intruders immediately to the BrisStyle market crew.</li><li>• Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Distillery Road Market team and emergency services.</li><li>• The evacuation point for the Market Hall is the Southern Carpark or Western Carpark depending on the incident</li><li>• In the event of an evacuation, stallholders must not pack down their stock. All stalls must be left unattended.</li></ul> |
| <b>Bomb threat</b>                  | Identified as in or around the Distillery Road Market precinct  | <ul style="list-style-type: none"><li>• Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Distillery Road Market team and emergency services.</li><li>• The evacuation point for the Market Hall is the Southern Carpark or Western Carpark depending on the incident</li><li>• In the event of an evacuation, stallholders must not pack down their stock. All stalls must be left unattended.</li></ul>   |
| <b>Civil Disorder</b>               | Involving public demonstrations either by a group or individual identified in or around the Distillery Road Market precinct | <ul style="list-style-type: none"><li>• Stallholders must report any civil disorder immediately to the BrisStyle market crew.</li></ul>   |
| <b>Electrical Failure</b>           | Identified as in Distillery Road Market precinct  | <ul style="list-style-type: none"><li>• Stallholders must report any electrical failure immediately to the BrisStyle market crew.</li></ul>   |

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| <p><b>Emergency Evacuation General</b></p> | <p>An emergency situation requiring the removal of people from one given area to another</p>  | <ul style="list-style-type: none"> <li>• All stallholders must remain calm, leave their stalls immediately and follow the onsite Distillery Road Market Security or emergency services to the evacuation point.</li> <li>• The evacuation point for the Market Hall is the Southern Carpark or Western Carpark depending on the incident</li> <li>• In the event of an evacuation, stallholders must not pack down their stock. All stalls must be left unattended.</li> </ul>   |
| <p><b>Emergency Invacuation</b></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"> <li>• All stallholders must remain calm, leave their stalls immediately and follow the onsite Distillery Road Market Security or emergency services to the evacuation point.</li> <li>• Stallholders must not pack down their stock. All stalls must be secured and left unattended.</li> </ul>   |
| <p><b>Fire</b></p>                         | <p>Identified as in or around the Distillery Road Market precinct</p>   | <ul style="list-style-type: none"> <li>• Stallholders must report any suspicious smoke or fire immediately to the BrisStyle market crew.</li> <li>• Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of the Distillery Road Market security or emergency services.</li> <li>• The evacuation point for the Market Hall is the Southern Carpark or Western Carpark depending on the incident</li> <li>• Stallholders must not pack down their stock. All stalls must be left unattended.</li> <li>• Stallholders must be vigilant of emergency service vehicles entering the site.</li> </ul> |
| <p><b>Lost Child / Missing Persons</b></p> | <p>Identified as in or around the Market Hall</p>   | <ul style="list-style-type: none"> <li>• Stallholders must report any lost child or missing person immediately to the BrisStyle market crew.</li> </ul>  |
| <p><b>Medical Emergencies</b></p>          | <p>Identified as in or around the Market Hall</p>   | <ul style="list-style-type: none"> <li>• Stallholders must call 000 for any major medical emergency immediately and contact the onsite BrisStyle market crew.</li> </ul>   |
| <p><b>Suspicious Items</b></p>             | <p>Identified in or around The Distillery Road Market Precinct</p>  | <ul style="list-style-type: none"> <li>• Stallholders must report any suspicious items immediately to the BrisStyle market crew.</li> <li>• <b>Do Not Touch The Item</b></li> <li>• Avoid radio and mobile phone use in</li> </ul>   |

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|                                |   | <p>the immediate area</p> <ul style="list-style-type: none"> <li>● Note the appearance of the item</li> <li>● Should there be cause to evacuate the immediate area, stallholders must do so calmly and immediately, under the guidance of emergency services.</li> <li>● The evacuation point for the Market Hall is the Southern Carpark or Western Carpark depending on the incident</li> <li>● Stallholders must not pack down their stock. All stalls must be evacuated immediately and left unattended.</li> </ul> |
| <p><b>On-Site Incident</b></p> | <p>Identified as in the Distillery Road Market Precinct</p> | <ul style="list-style-type: none"> <li>● A First Aid Kit is located at the BrisStyle Promo stand.</li> <li>● A Defibrillator is located in the site office near the market hall.</li> <li>● Stallholders must report any accidents immediately to the BrisStyle market crew and follow the instructions of the Distillery Road Market Security team</li> </ul>  |