

Woodford Country Markets Stall Holder Risk Assessment/Check List

This document was designed as a resource for stall holders with the intention that they use it to identify risks regarding their stall / practices that they might have missed or mismanaged.

The Woodford Historical Society/Woodford Country Markets will not be held liable in any case where an item identified or not/ listed on this document or not by the stall holder as a hazard is ignored or mismanaged, resulting in damages.

Assess the likelihood and consequences from the hazards or risks						
		CONSEQUENCES				
		Insignificant	Minor	Moderate	Major	Catastrophic
LIKELIHOOD	Almost certain It is expected to occur most times	16 Med	10 High	6 Ext	3 Ext	1 Ext
	Likely Will probably occur most times	19 Med	14 High	9 High	5 Ext	2 Ext
	Moderate Might occur some time	22 Low	18 Med	13 High	8 Ext	4 Ext
	Unlikely Could occur at some time	24 Low	21 Low	17 Med	12 High	7 Ext
	Rare/Impossible May occur in rare circumstances	25 Low	23 Low	20 Med	15 High	11 High

Ranking	Risk	Tolerability
1-8	Extreme - Extreme risk, immediate action required	Intolerable
9-15	High - High risk, prioritised action required	Intolerable
16-20	Medium - Moderate risk, planned action required	Reduce
21-25	Low - Low risk, action by routine procedures	Acceptable

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Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
Identify the hazards/risks	Access the risk	Control the risk	New risk after controls in place	By Who	By When
Moving car during unloading/loading	Moving car in crowded area	Only move car during unloading/loading times. Stall holders must stay in designated areas until car is moved to off site parking	low	Stall Holder	Day of event Unloading 5-6am Winter 6-7am Loading 12-1pm
Gazebo,marquee,tables,shelves,stock displays, unsecured signage, unsecured objects	Movement during high winds. Falling objects	If not erected correctly it may collapse causing injury or damages. Erect as per manufacturers instructions. Ensure weight limits are identified and adhered to. Movement during high winds causing injury or damage	low	Stall Holder	By start of event or as instructed by WHS
Dehydration/Sunstroke	Human body being exposed to direct sunlight for an extended period of time	Wear loose fitting clothing. Wear sunscreen and a hat. Drink plenty of water. Be aware of patrons that may be suffering from dehydration/sunstroke	low	Stall Holder	Day of event
Aggressive customer/member of the public	Aggressive confrontations	General 3 step method of dealing with aggressive customer through negotiation includes 1. Listen 2. Show empathy 3. Find a resolution. Notify market staff for assistance if needed. Fill out incident report	low	Stall Holder	Day of event
Unsecured objects/signage	Movement during high winds. Falling objects	Ensure weight limits are identified and adhered to. Manufacture instructions to be followed during assembly and dissemble.	low	Stall Holder	Day of event

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Trip Hazards	Objects below knee level	If your stall is arranged for patrons to walk through, ensure walkways are clear and void of protruding objects. If you notice a trip hazard that MBRC would be responsible for, report to WHS, WHS will report to MBRC	low	Stall Holder	Day of event
Onsite Emergency	Extreme weather. Extreme anti social behaviour	Ensure that you have viewed and know where the emergency evacuation area is at the venue at the end of this document. Cooperate with market coordinator and instructions from Emergency Services where appropriate.	low	Stall Holder Market organiser	Day of the event
Post Event Rehabilitation	Rubbish left	No waste material is to be left at the site. Have a look around before leaving for any other waste material	low	Stall Holder Market organiser	Day of the event
Highway and Roads	Moving Traffic	Stalls must face into the event area, not out towards the highway and Archer Street to encourage patrons to stay within a safe area of the carriage ways	low	Stall Holder Market organiser	Day of the event
Driver Distraction	Persons distracted whilst driving on the highway	Minimise signage 1km from the market zone	low	WHS member	One week before the event
Patrons crossing the highway	Use pedestrian crossings	Encourage patrons to use existing pedestrian crossings	low	Stall Holder Market organiser	Day of the event

Lost Property - All lost property to be handed into market coordinator or Judy Jenson.				
<u>OTHER ITEMS IDENTIFIED BY STALL HOLDERS</u>				

