

RISK MANAGEMENT PLAN

Mona Vale Market

Sundays



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INTRODUCTION

This Risk Management Plan is prepared pursuant to the Work, Health and Safety Act 2011 together with the Work, Health and Safety Regulations 2017.

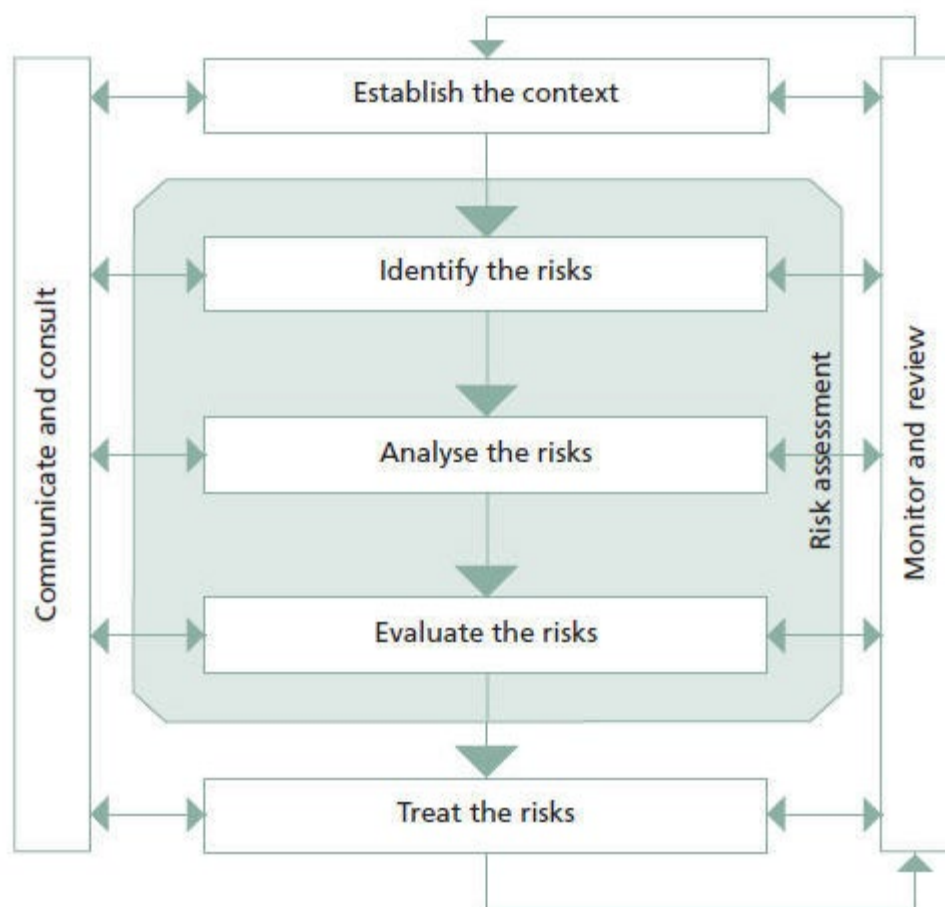
Organic Food Markets has operated WHS Systems for many years. The current WHS system has been created to comply with the current regime and makes extensive use of the internet, via our website, for trader and staff induction, to log potential hazards, to log actual incidents and to monitor our response to them.

The Risk Management Plan

This Risk Management Plan is developed to address the risks and controls necessary for the safe conclusion of Mona Vale Market. It has been developed with reference to the current WHS legislation and best practise.

The Risk Management Plan recognises that the safety and well being of all stakeholders (including staff, volunteers, patrons, contractors and stallholders) is of paramount importance. Organic Food Markets recognises their duty and the duties of other PCBUs under the Act and Regulations. Historically, the organisers of Mona Vale Market have an excellent safety record.

The Risk Management Process



The Risk Assessment Process

The Risk Assessment Process takes a number of steps:

Identify Risks Initially brainstorm ideas and group under appropriate risk activity headings. Later experience on the ground, reports of hazards from managers, stallholders and others or actual incidents may also identify new risks which can be added to the process. Consider the effects on people (staff, stallholders, patrons and other people), information, physical assets and finances, reputation. Create a Risk using the Event Risk Management System and enter the detail as appropriate. Remember the risk is the consequence. EG cuts is a risk and the cause may be sharp knives

Analyse The Risk

Specify who owns the risk: Market Manager, Stallholder, Council, etc.

Enter a description of the causes of the risk such a sharp knives left on tables in the example above.

Next enter a description of the impacts. EG injury to the public, stallholders, PCBUs and others.

Next list the existing controls. Pursuing our example: Knives to be kept in cabinets.

Next decide how effective the control is. In our example partly effective but the choices are:

- Fully Effective
- Partially effective
- Ineffective
- Nil Control

Practically when rating the control effectiveness, you are making a judgement as to whether the control is doing what it is designed to do; that is, mitigating the risk to an acceptable level of impact.<.p>

Each control should be considered individually and any deficiencies addressed as appropriate. Some things to consider when rating the effectiveness of controls are:

- Is the control documented and clearly understood?
- Is the nature of the control appropriate eg manual or automatic?
- Is the frequency appropriate
- Are there any known deficiencies?

To be able to rate the effectiveness of controls you need to understand the purpose of the control, whether it achieves that purpose and how that will mitigate the risk.

Controls should be reviewed periodically to ensure they are still operating effectively, and still relevant as a risk mitigation strategy.

Likelihood

Next decide how likely the risk is to occur with the existing control(s) using this table:

Level	Criteria
E Rare	- <1% chance of occurrence within the next year - occurrence requires exceptional circumstances - exceptionally unlikely, even in the long term future - only occur as a '100 year event'
D Unlikely	- >1% chance of occurrence within the next year - may occur but not anticipated - could occur in 'years to decades'

C Possible	- >10% chance of occurrence within the next year - may occur shortly but a distinct probability it won't - could occur within 'months to years'
B Likely	- >50% chance of occurrence within the next year - balance of probability will occur - could occur within 'weeks to months'
A Almost Certain	- 99% chance of occurrence within the next year - impact is occurring now - could occur within 'days to weeks'

Consequence

A consequence rating should be chosen from the table below based on the most likely impact on us and our stakeholders, taking into account the existing controls.

Where there is more than one type of consequence possible choose the one that gives the most severe consequences for rating.

Level	Financial (\$ net)	Environmental	Service Delivery	People	Cultural Heritage	Reputation & Image	Legal & Compliance
1 Insignificant	Loss or gain of less than \$10k	Limited effect to something of low significance	Negligible impact, brief loss of service Very few negative comments by customers on the service they receive	Minor medical treatment required	Low-level repairable damage to common place structures.	Local interest only, dealt with internally	Minor breach of regulation
2 Minor	Loss or gain of \$10k - \$100k	Transient minor effects	Local only, service loss for a few hours A few negative customer comments on the service they receive	Reversible disability requiring hospital treatment	Mostly repairable damage	Minor local public or media attention No perceivable impact on performance	Minor legal issues, non-compliance and breaches of regulation
3 Moderate	Loss or gain of \$100k - \$250k	Moderate, short-term environmental harm No noticeable effect on sustainability	Critical services not available for several days Many ongoing negative customer comments on the service	Hospitalisation require Medium term largely reversible disability to one or more people	Permanent damage to items of cultural significance	Attention from media or heightened investor and stakeholder interest Absorbs management attention for	Breach of regulation with investigation or report to authority with prosecution or moderate fine

			levels			weeks	
4 Major	Loss or gain of \$250k - \$750k	Significant medium term environmental harm No significant improvement in the use of sustainable resource (energy, waste, water, etc.) which continues for many years	Critical service loss for up to one month Customer service level are at such a poor standard that most customers are aware of them Constant widespread negative customer feedback on service levels	Single fatality or irreversable disability or impairment to one or more people	Significant damage to structures or items of cultural significance	Significant media, public or Government attention Consistent and continued expression of views by key stakeholders	Major breach of regulation with punitive fine Significant litigation involving many weeks of senior management time
5 Extraordinary	Loss of gain of more than \$750k	Long term environmental harm Major opposition to the use of sustainable resource (energy, waste, water, etc.) which is sustained long term	Critical services lost for more than one onth Sustained exceptionally high level of customer dissatisfaction of the quality of service they receive Customer express utter distain towards Organic Food Markets	Multiple fatalities or in combination with severe injuries	Irreparable damage to high value items of cultural significance	Long term effect on brand and reputation Widespread prolonged public or media attention (internastional or national coverage) Public enquiry	Major litigation costing over \$15m Investigation by regulatory body resultin in interruption to operations Possibility of custodial sentence

Priority

Next use the table below to rank the risk based upon it's likelihood and consequence:

Likelihood/ Consequence	Insignificant	Minor	Moderate	Major	Extraordinary
Almost certain	Moderate	High	Very High	Very High	Very High
Likely	Moderate	High	High	Very High	Very High
Possible	Low	Moderate	High	High	Very High
Unlikely	Low	Low	Moderate	High	High

Rare	Low	Low	Moderate	Moderate	High
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Treatment Strategy

Next, you should enter a description of any further achievable actions to be put in place, such as:

- business case for new staff
- monitor adherence to current safe work procedures
- purchase of personal protection equipment

Incident Response Strategy

Next, you should detail how you will actually respond if the risk does eventuate, such as:

- stop/delay event
- contact 000
- complete incident report

Implementing Plan

Initial Actions

Once the risk assessment process has been completed it has to be implemented. In a perfect world all the PCBUs in relation to the site would participate in the preparation of the assessment. This would include stallholders and the landowner. Experience indicates this is difficult to achieve. All the same it is important to expose the plan to these parties and seek feedback and comment.

This should be achieved by presenting the draft assessment to them by email with a request for feedback including any additional risks they identify within 14 days.

Once the feedback is received the assessment should be reviewed and amended as appropriate and published.

Subsequent Actions

Once published the plan should be implemented:

1. Operating procedure should be checked to see if they support existing controls to ensure that it can be demonstrated they are being implemented.
2. Implement the treatment strategy in the order of priority.

Maintaining Plan

As indicated in the illustration above the process is subject to continuing refinement through:

- Communication and consultation with stakeholders
- Monitoring and review

Communication and consultation with stakeholders

This involves the establishment of two way lines of communication between the stakeholders. Comment to us is promoted by:

- Comment link on our website
- Risk reporting form within the trader's section of the website
- Direct communication on site and back to the office

Consultation takes place on a one on one basis with stakeholders as requested but in order to encourage the process a WHS email is to be issued once a year asking for comments, feedback, etc and pointing out our procedures in this area.

Communication by us is promoted by:

- A WHS induction page in the traders section of our website.
- A WHS induction and quizz in the managers section of our website
- Email and sms contact on particular WHS issues

Monitoring and review take place using a number of check lists, maintaining a compliance register and risk notification register and acting on their content and feedback from communication and consulting.

Check list include:

- Manager Daily WHS Checklist for each market
- Early morning hazardous food stall check lists

Registers include:

- Risk Report Register
- Incident Report Register

Risk(s)	Risk of confrontation with violent or aggressive persons homeless persons drug/alcohol affected persons
Risk Owner	Market Manager Stallholders Contractors Public
Causes	Local Reputation, Homelessness, Drug & Alcohol abuse factors,
Impacts	Injury to public, stallholders/PCBUs and others, Injury to the offender
Existing Controls	Market manager undertakes initial site inspection of the grounds prior to set up. Training for Market staff not to engage with offenders and report immediately any antisocial behaviour to the police.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Minor
Priority	Moderate
Treatment Strategy	Market manager and staff; isolate the area if safe to do so, instruct all bystanders to clear the immediate area.
Incident Response Strategy	Market manager/PCBU Call the Police 000 Take a description of the offender and protect yourself and others – do not engage with the offender.

Risk(s)	Public safety: crowd crush
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Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Market Popularity, Other Planned local events, Protest/public unrest/dissidence.
Impacts	Negative Community comments. Injury to public, PCBU or others. Loss of Markets reputation Lost Trade
Existing Controls	Market managers remain up to date with local knowledge of events or planned community events/ protests etc. Market Manager to decide the impact of any planned events & may cancel the event on the advice of local authorities.
Control Effectiveness	Partially Effective
Likelihood	Unlikely
Consequence	Minor
Priority	Low
Treatment Strategy	Market managers remain up to date with local knowledge of events or planned community events/ protests etc. Market Manager to decide the impact of any planned events & may cancel the event on the advice of local authorities.
Incident Response Strategy	Market managers, PCBUs follow any instructions by SES/Police and relay instructions to the stallholders if required. Ensure unloading/loading of vehicles is NOT undertaken in large crowds. Stall holders to grab personal effects and leave to the assembly area if crowds are unruly or violent protests outbreak

Risk(s)	Needles stick injury
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Drug abuse, Medical issue, Local reputation
Impacts	Personal injury, Exposure to blood borne illness
Existing Controls	Visual Inspection of the markets area prior to set up. Manager to action & remove and report dumped needles. Manager to remove hazard using appropriate PPE Stallholders discouraged from pickup/disposal, unless the required PPE is available (Pick up stick) & sharps container available.
Control Effectiveness	Fully effective
Likelihood	Possible
Consequence	Insignificant
Priority	Low
Treatment Strategy	None
Incident Response Strategy	Use pick up sticks and gloves. Dispose of in sharps container. Manager to submit an incident report.

Risk(s)	Risk of robbery during cash handling activities
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Opportunity for Theft
Impacts	Damage to property or personal injury. Financial loss.
Existing Controls	Discretion by those handling cash. Removal of cash from public places by paid contractor. Large sums of cash are not kept on the premises.
Control Effectiveness	Partially effective
Likelihood	Unlikely
Consequence	Insignificant
Priority	Moderate
Treatment Strategy	None
Incident Response Strategy	In case of theft, report it immediately to the Police. Manager to submit an incident report.

Risk(s)	Noncompliance with all local laws, and all legal requirements
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Inadequate planning and research. Inadequate information instruction and training
Impacts	Cost overruns and unexpected fines or improvement or penalty notices. Breaches of, local bylaws, Federal & State WHS laws. Breaches of RMS and traffic laws Injury, incident damages. Environmental damage to the area/ Heritage items/gardens Cancellation or modification of market operation
Existing Controls	Market manager (event organisers) maintain knowledge of regulatory requirements Market Manager ensures all stallholders & PCBUs are competent at food handling techniques and food safety. (No food stuffs in drains or local bins etc.) Information given to stallholders through induction and stall application process. Market managers ensure that the stall holders maintain relevant permits and authority approvals on site for inspection by regulatory authorities. Traffic management plans are monitored and implemented.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Minor
Priority	Moderate
Treatment Strategy	Market manager to request noncompliant operators to shut down, or leave the area. If criminality is involved the Market Manager can call the authorities. Market manager to request relevant documentation/evidence from the stallholder. Manger records and reports breaches and implements

	any corrective action immediately where safety is an issue.
Incident Response Strategy	Market manager determines the level of risk to the Markets and determines if the offender/s are able to participate in future markets. If the breach constitutes a safety hazard or risk to the public, the area/item will be isolated until corrective actions eliminate the chance of another breach. Market manager & the relevant authority consult on any instructions from authorities.

Risk(s)	Child disoriented by crowd Managing Child safety and protection from injury/or distress
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Unknown protocols for maintaining child safety.
Impacts	Negative Community comments Negative publicity for the brand
Existing Controls	Market Manager patrols and monitors activities, other stall holders monitor activities. Lost children are reported to the market manager, two persons must wait in any isolated area with a lost child. Market Manager does not publicize the identity of the child to strangers and uses loud speaker to locate parent/guardians etc. Stakeholders receive induction training in market requirements Calm child and make public announcement.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Insignificant
Priority	Low
Treatment Strategy	Ensure that the child belongs to the person. Do not allow a child to leave with unknown adults Keep child in single location if possible. Keep a member of staff with the child until they are collected. If no parent or guardian can be located, call the local police station and inform them of the situation.
Incident Response Strategy	Look for the guardian/parent to reconnect Call the police if the child's parent cannot be found. Report the details of any persons whom try to claim a lost child that does not belong to them. Manager to submit an incident report.

Risk(s)	Risk of extreme weather event (rain, wind, storm) Risk of collapsing structures
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Heavy Rain
Impacts	Loss of trade Personal Injury Collapse of structures Flooding slippery surfaces Collision
Existing Controls	Market manager monitors the weather patterns and assess the risk. Market manager has authority to cancel markets in extreme weather conditions that pose threats to health and safety. Stallholders are able to cancel in bad weather without penalty. Bump in/out activities to be managed by market

	staff, all vehicle spotters to wear Hi Vis.
Control Effectiveness	Partially Effective
Likelihood	Possible
Consequence	Insignificant
Priority	Low
Treatment Strategy	Market manager contacts all stall holders and cancels the event Restrict vehicle movements until safe. Where water or flooding occurs, move all persons & stock etc. to higher ground. Implement the Traffic Management Plan
Incident Response Strategy	Delay the program and Restrict the public from access to flooded areas/stalls etc.

Risk(s)	Risk of extreme weather event (rain, high wind, storm) Risk of collapsing structures
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Strong Wind
Impacts	Loss of trade Personal Injury Collapse of structures Flying Debris
Existing Controls	WIND/STORM/RAIN: The Market manager reviews weather alerts from the BOM. Early, and prior to stallholders setting up. All PCBUs monitor the wind gusts and restrict any items from being blown away. Manager conducts inspections of all structures prior to opening and during market to ensure they are sound. Structures / Gazebos / Marquees and other items will be secured by 20kg weights. All structures must be light weight and aluminium style collapsible. The market manager & all PCBUs consult and assist others where sudden wind has impact. Manager to ensure Anemometer is in working order. Manager to check wind speed every 15min (at least) in high wind conditions. All structures to have weight equivalence to 20kg per leg. Manager to remind traders to check that weights are secure and to be vigilant. If wind gusts exceed 40kph manager to get traders to remove tops off stands. If wind gusts exceed 60kph manager to inform traders to abandon trade and pack up.
Control Effectiveness	Partially Effective
Likelihood	Possible
Consequence	Insignificant
Priority	Moderate
Treatment Strategy	Market manager Consult with stall holders regarding any other actions to be taken to make area safe. Structures will be dismantled where strong winds occur.
Incident Response Strategy	Delay the program and ensure all objects are secured and maintain safety of the stallholders, using any evacuation procedures should winds become more damaging. Stallholders not to erect gazebos (marquees) in strong winds/rain. Take shelter under stable structures.

Risk(s)	Risk of extreme weather (high wind, heat wave, high UV warning)
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Heat Wave: Extreme weather event
Impacts	Loss of trade Dehydration/personal injury
Existing Controls	HEAT: Manager to determine if the markets should be cancelled where heat is predicted above 40/45 degrees. Manager to follow and encourage other stakeholders to follow the below practices: Do not undertake heavy physical work, especially in direct sunlight. Drink water regularly (employer to bear costs). Remove excess clothing. Stay out of the sun. Monitor vulnerable individuals (for example, the elderly) for heat related stress symptoms. In case of medical emergency, call an ambulance on 000.
Control Effectiveness	Partially Effective
Likelihood	Possible
Consequence	Minor
Priority	Moderate
Treatment Strategy	Isolate any heat affected persons from exposure to direct sunlight. Offer water & first aid if required. If person is showing sign of disorientation call 000 for ambulance.
Incident Response Strategy	Comfort the person until the ambulance arrives. Keep area clear from onlookers/public Manager to Complete an incident report.

Risk(s)	Risk of Vehicle Collisions, Impacts or damage to property
Risk Owner	Market Manager, Office, Stallholders (PCBUs)
Causes	Vehicle movement during bump in and bump out
Impacts	Damage to property or personal injury. Arguments between stallholders.
Existing Controls	Market manager implements the traffic management plan, wearing Hi Viz to direct traffic. Stallholders trucks have reverse beepers, spotters used to guide drivers, Market manager & Staff restrict access to pedestrian and others that may be impact Car lights on if dark. All movement must be supervised by site management. Hazard lights on at all times while moving around the market.5k speed limit. Radio must be switched off. Open front windows. Managers to wear high Viz jackets. Vehicles to be escorted while on site. Notice of traffic rules by office to new traders.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Minor
Priority	Moderate

Treatment Strategy	In case of injury due to movement of vehicles, stop the vehicle and render assistance to the affected party if in need. Call emergency services if appropriate. Ensure any danger has passed and move the vehicle on. Record details of the accident, drivers licence and witnesses etc. Ensure that the traffic plan has been discussed with stall holders and they are aware of restrictions & limits Keep all persons calm and keep peace if safe to do so. Negate conflict between victims if safe to do so. Isolate public from the area.
Incident Response Strategy	Call emergency 000– Manager to submit an incident report. Contact any insurers, report incidents to police where, damage is above \$500, or there is a dispute, or damage to persons or council property has occurred through the collision. Manager to Complete an incident report.

Risk(s)	Acts of Terrorism: arson, assault using weapons, bomb / suspicious package
Risk Owner	Market Manager, Stallholders (PCBUs), Emergency Services (where notified)
Causes	Malicious intent Civil unrest
Impacts	Personal Injury (All stakeholders) or death. Property damage.
Existing Controls	Market Managers have developed and published an Emergency Plan, they have consulted with relevant stakeholders regarding emergency procedures and responsibilities for management of these. Managers to monitor venue for suspicious packages or people. Market Managers are equipped with a loudhailer/siren and back up air horns to assist evacuation. Managers to record any description or location of the threat or devices from the offender/s and report immediately to police with any details of the proposed acts. Suspicious unclaimed bags are isolated by the managers
Control Effectiveness	Partially effective
Likelihood	Rare
Consequence	Minor
Priority	Moderate
Treatment Strategy	Follow evacuation plan to clear the venue Record and report details of suspicious activities, actions or persons to authorities, Render first aid assistance where safe to do so. Assist others. Consult with SES/Police and follow instructions.
Incident Response Strategy	Notify police on suspicion of package or person by phoning 000. Remain on the line to the police, provide information and follow instructions given by the authorities. In the case of casualties being sustained because of a terrorism event, it is highly likely that the manager will be the closest qualified first responder and will be able to provide aid before emergency assistance arrives. Do what you can to help those in need. DO NOT ENDANGER YOURSELF TO DO SO. Manager to Complete an incident report.

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Risk(s)	Terrorism Bomb threat
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Malicious intent
Impacts	Disruption of trade. Personal injury.
Existing Controls	Market Managers and stallholders are required to immediately report any threats to authorities. If threats are made to a stallholder, the Market Manager will act on the details given and report directly to the authorities. A threat delivered in person is considered to fall into the bomb category of this risk assessment. Office staff are equipped with a bomb threat checklist should a threat be issued to the office. In the remote possibility that a threat were to come via a stallholder. Managers are to follow the Bomb Threat Check list in their Mangers Handbook, evacuate the venue and call the police.
Control Effectiveness	Partially effective
Likelihood	Rare
Consequence	Moderate
Priority	Moderate
Treatment Strategy	Implement the evacuation procedures Clear the area of public. Use loud hailer to address crowds DO NOT PANIC the crowds, Alert the crowd to calmly exit the area, Wait for advice from the authorities to take action and follow instructions.
Incident Response Strategy	Office: Follow the Bomb Threat Check List. Notify Police on 000. Office to submit an incident report. Managers: Follow the Bomb Threat Check List. Follow evacuation plan. Notify police on 000. Manager to submit an incident report. Manager: Follow evacuation plan. Notify police on 000. Manager to submit an incident report.

Risk(s)	Terrorism Vehicle used as a weapon Through crowds
Risk Owner	Market Manager, Council
Causes	Malicious intent
Impacts	Personal Injury (All stakeholders) or death. Property damage.
Existing Controls	Mangers to remain vigilant. Report suspicious persons/vehicles to police and monitor strange activity. Use stallholder's vehicles if necessary to block direct street access, clear the immediate area if prior warning occurs.
Control Effectiveness	Partially effective
Likelihood	Rare
Consequence	Minor
Priority	Moderate
Treatment Strategy	Do not attempt to restrain the offending driver, take descriptions if the perpetrator escapes on foot. Do not touch anything that could be

	considered evidence. Ensure the victims are comforted until service personal arrives.
Incident Response Strategy	Assistance given to any injured; bystanders and public cleared from the immediate area. In the case of casualties being sustained because of a terrorism event, it is highly likely that the manager will be the closest qualified first responder and will be able to provide aid before emergency assistance arrives. Do what you can to help those in need. DO NOT ENDANGER YOURSELF TO DO SO. Manager to submit an incident report. Follow official evacuation plan if possible; if this is rendered a no option by lack of time use your voice and backup air horn to alert those in danger. Notify police asap. Remain on the line to the police, provide information and follow instructions given.

Risk(s)	The risk of Construction/road works etc in the area
Risk Owner	PCBU, Market Management, Council
Causes	Lack of communication consultation and coordination from PCBU City Council and Markets to regularly consult on local civil works and Market manager is unaware of any new construction in the immediate area that will impact.
Impacts	Loss of trade, negative client feedback, personal injury.
Existing Controls	Market Managers, undertake inspection prior to set up and ensure any PCBU work activities are isolated from inadvertent entry by public. Market manager to consult with other PCBUs to ensure public safety. Ensure early knowledge of any building works. Instruct managers of changes to operation. Market managers will implement any PCBU traffic Plans etc where the PCBU is undertaking civil/construction works. Works must be barricaded and isolated from public.
Control Effectiveness	Fully effective
Likelihood	Possible
Consequence	Minor
Priority	Moderate
Treatment Strategy	Market managers consult with council and obtain up-to-date info regarding planned local area works. When/if the council is required to undertake works they shall inform the Markets to take appropriate actions
Incident Response Strategy	Managers to follow instructions given. Cancel programs where PCBU activities directly impact market activity. Advise stallholders of status.

Risk(s)	Fire/explosion/Heat Sources
Risk Owner	Market Manager, Office administration, Stallholders (PCBUs).
Causes	Cooking, food warming and preparation, Unchecked/old out of date gas bottles, Equipment Failure, Untrained users/cooks, Inadequate emergency preparation

Impacts	Damage to property or personal injury, Financial loss, Burns, stall fire, gas bottle/fire explosions
Existing Controls	Market managers undertake inspections for monitoring stallholder's compliance. Stallholders undertake safety induction training. Risk Assessments & work method statements to be reviewed by Market Admin prior to engagement of the stallholders, Stallholders equipment/gas bottles are maintained as required/ equipment is serviced as required Stallholders have received training in equipment use and emergency preparedness. Limit number of gas bottles per stall to two. Provision of fire blanket/appropriate fire extinguisher on stalls. Location of equipment out of public reach. Managers equipped with fire extinguishers and fire blankets. First Aid attendees on site with first aid kit.
Control Effectiveness	Fully effective
Likelihood	Unlikely
Consequence	Minor
Priority	Moderate
Treatment Strategy	Clear the immediate area of public, implement emergency plan, if out of control fire, evacuate the area & call for assistance, assist and treat any injured persons
Incident Response Strategy	Manager to alert the Fire brigade and start evacuation of the site. Manager to utilise fire extinguisher and blanket to assist those in need. DO NOT ENDANGER YOURSELF TO DO SO. Manager to provide 1st aid was required. Manager to submit an incident report.

Risk(s)	Risk of produce/or substances spills
Risk Owner	Market Manager, Stallholders (PCBUs)
Causes	Loading & Unloading of goods, Decanting of oils and cooking substances, Unsafely packed produce or inadequate transportation and packaging
Impacts	Environmental impact, Slips trips/falls, Squashed damaged produce and excess rubbish pose vermin hazards.
Existing Controls	Market Manager undertakes monitoring inspections during and after the event. Planning the event so that stallholders using oils or substances are not set up over storm water drains Ensure spill kit and clean up items are available
Control Effectiveness	Partially Effective
Likelihood	Possible
Consequence	Minor
Priority	Moderate
Treatment Strategy	Clean up any spills; do not let fluids, sand, dirt or anything go down the drains. Clean up any produce immediately and assist the stallholder to make the area safe. Clear public from clean up areas Dispose of any rubbish in appropriate bins provided by market staff.

Incident Response Strategy	Record the details and report any spills into drains to authorities where required.
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Risk(s)	Risk of Damage to Heritage items/fountain/garden beds etc
Risk Owner	Market Manager, Stallholders /Drivers
Causes	Unimplemented traffic plans, Poor drivers, Persons not spotting for the driver, Too many vehicles on site at the same time, Confusion about where to and not to drive/park/unload, Lack of communication with drivers.
Impacts	Damage to property or personal injury. Financial loss. Loss of part or all of venue. Trip hazards. Loss of heritage items Public negative comments
Existing Controls	Market manager implements the traffic plan & ensure all loading /loading etc is controlled, vehicles are following traffic rules and plans If damaged property represents a hazard isolate it. Manager to call office for instructions to proceed. Stallholders are to follow all traffic rules / instructions communicated by the market management.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Moderate
Priority	Moderate
Treatment Strategy	Clear public Ensure no one is injured, offer assistance, and take photos of the damage, record witness reports. Take down any drivers insurance details and report incident to insurer. Ensure the area is made safe.
Incident Response Strategy	Prepare an incident report and forward to office as soon as possible. Manager to call office for instructions to proceed. Report damage to council with details

Risk(s)	Risk of electrocution
Risk Owner	PCBUs, Stallholders, Market Manager, Council
Causes	Poor WHS compliance, Leads unsafe not tested, No RCDs used Leads not secured Supply issues
Impacts	Electrocution, Trips/falls
Existing Controls	Managers undertake market inspections to ensure stallholders meet compliance requirements for testing and tagging of all leads and electrical equipment. (12 month tagged) rated at least 10 amp leads attached to residual currency devices on power boards). Lead & equipment are protected from water, weather, rain or mechanical damage. All leads and chords are secured and "Hung" where possible. Market Manager consults with stallholders whom require services connected. Market Manager check that supply equipment is safe and in good working order.
Control Effectiveness	Partially effective

Likelihood	Possible
Consequence	Moderate
Priority	High
Treatment Strategy	Remove unsafe equipment from use.
Incident Response Strategy	Manager to Complete an incident report. If an incident involves a death or serious injury report the incident to Safework NSW 131050 and the incident site must be preserved until inspected under these circumstances. Serious injury includes: immediate treatment as an in-patient at a hospital or immediate treatment for: the amputation of any part of his or her body, or a serious head injury, or a serious eye injury, or a serious burn, or the separation of his or her skin from an underlying tissue (such as degloving or scalping), or a spinal injury, or the loss of a bodily function, or serious lacerations, or medical treatment within 48 hours of exposure to a substance.

Risk(s)	Risk of Contaminated, unsafe food being sold
Risk Owner	Market Manager, Office, Stallholders
Causes	Untrained food handlers, Hot weather, Poor food prep practices/training, Lack of refrigeration/heat for temperature control, etc.
Impacts	Food poisoning, Personal Injury, Loss of Trade, Damage to reputation, Law suit.
Existing Controls	Market managers undertake inspections and ensure that all stallholders have the right permits and the right standards implemented to handle/store food. Managers to perform regular checks of traders produce and practices. Compliance by stallholders with the statutory food hygiene rules including temperature control, sampling management and personal hygiene and any guidelines issued by the local authority. Training nominated Food Safety Certificate holder for stall. Manager to review stalls and their equipment against a compliance check list. Use of web based temperature control app.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Moderate
Priority	Moderate
Treatment Strategy	Report any reports of food safety directly to the stallholder. Identify the product and remove it from sale. Record the details and report the stallholder to the office. Market manger attends to any sick, and calls for ambulance,
Incident Response Strategy	Manager to inform trader with major breach to remedy the problem or cease trade until such time as the breach is remedied. Compliance note to be given to the traders and to be recorded on the traders account.

Risk(s)	Risk of Musculoskeletal disorders.
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Risk Owner	Market Manager, Stallholders, PCBU's
Causes	Unloading/moving stock or equipment. Lifting, carrying, pulling
Impacts	Personal injury. Back strains etc
Existing Controls	PCBU's are trained to lift the weight they feel comfortable with using the straight back and bent knees method to pick up/put down. Where reasonable stallholders are to use manual handling equipment trolleys, dolly's with STOP/lock wheels only. Any other mechanical lifting devices used must meet all regulatory requirements and be approved for use by the market managers. Self-responsibility & training, team lift where practical.
Control Effectiveness	Fully Effective
Likelihood	Possible
Consequence	Insignificant
Priority	Low
Treatment Strategy	Market Managers undertake regular inspections and monitor Safe Work practices. Ensure stallholders and PCBU receive training from their employer. Review controls with the PCBU
Incident Response Strategy	Attend to any injured person with sprains strains etc, administer first aid and make a report. Assess if patient requires ambulance. Manager to submit an incident report.

Risk(s)	Risk of slips/trips falls
Risk Owner	Market Manager, Stallholders, PCBU's
Causes	Tripping, Narrow passages
Impacts	Personal injury
Existing Controls	Manager undertakes site inspection and identifies and controls trip/slip risks to a level as reasonably practicable. Manages to place witch's hats on trip points. Removal obstructions at narrow points. Remove of litter, boxes and other obstructions in alleys.
Control Effectiveness	Partially effective
Likelihood	Possible
Consequence	Moderate
Priority	High
Treatment Strategy	Manages to monitor the movement of witch's hats on trip points throughout the day. Market manager adds residual risks to the Risk Assessment worksheet to ensure corrective actions are implemented and effective.
Incident Response Strategy	Market manager takes photos of any lifted/damaged tiling/paving and reports it to Council. Manager to submit an incident report.

Risk(s)	Risk of Accident incident, cuts lacerations requiring first aid
Risk Owner	Market Manager (event organiser) Stallholders (PCBUs), Market Administration, First Aid Attendant
Causes	Sharp objects, Knives Carelessness, Unskilled workers, Lack of attention, Broken Glass, Bites by vermin or insects
Impacts	Injury to public, stallholders, contractors and others
Existing Controls	Market manager undertakes initial site inspection of the grounds prior to set up. Sharp items, broken glass or sharp debris is removed any weapons found will be isolated and reported immediately to the Police at Kings Cross for assistance. PCBUs are made aware of the risk of unattended sharp objects and the public. (Undertake Market Induction & Review Risk Assessments). PCBU workers are experienced in food preparation safety techniques. 1st aid training for all head managers and other volunteer managers (employer to bear costs). Managers are equipped with medium risk workplace grade first aid kits. Managers to monitor market environment for hazards. Managers to action to clear market environment of hazards. Managers to monitor and enforce compliance of market traders. Manager to file Incident report.
Control Effectiveness	Partially effective
Likelihood	Unlikely
Consequence	Insignificant
Priority	Low
Treatment Strategy	<p>Stall holders using sharp knives etc. to prepare food, are consulted regarding keeping sharp objects from access by public or children.</p> <p>Stall holders report any injuries to Market manager and seek assistance for any minor first aid injury. Medical assessment and further treatment is recorded on the incident form. Corrective actions (if any) are recorded. Uncontrolled hazards are monitored added to the Assessment Worksheet and reviewed by PCBUs.</p> <p>Market manager to report excessive populations of wildlife to the council to take action if there is a risk to health and safety. Market managers to monitor bee hives, bird swarms/bats and rats and report incidents to council authority.</p>
Incident Response Strategy	Encourage & train PCBUs to report incidents early. Assist the injured. First aid respondent to ensure the area is cleared and the victim is in a safe environment. Administer First aid as soon as possible. Ambulance called where appropriate. Accident/incident report completed and forwarded to office for actioning as soon as possible. Trained first responded at each site.

[ATTACH EMERGENCY PLAN]