

BELROSE PRODUCE MARKET

OPERATIONS PLAN

Belrose Produce Market - Sundays - 8am-2pm

Bump in: 6am- 8am

Bump out: 2pm- 4pm

Staff:

2 x Traffic Controllers - hours 5.45am- 8.15am and 2pm-4pm

1 x Market Assistant - hours 5.45am -10.15am and 1.30pm-4pm

1 x Market Manager - 5.45am - 4pm (hour break 8.45-9.45am)

5.45am

- Market manager arrives onsite in high viz vest
- Market Assistant arrives on site in high viz vest
- Market Manager and Assistant checks site for rubbish or any hazards- refer risk assessment plan attached
- 2 x Traffic controllers (TCs) arrive onsite in high viz vest
- 1 x Traffic controller in position at the bottom of the ramp entrance.
- 1 x Traffic controller in position at the top of the ramp entrance.

6am

- Bump in commences
- Stallholders begin to arrive
- Vehicle movement managed by the traffic controller in accordance with the bump in and out schedule Stallholders guided to their location by market Manger and Assistant to unload safely and efficiently
- Stallholders must move their vehicle prior to setup.
- Stallholders are guided to their parking position in the specially allocated stallholder carpark on the lower rooftop carpark.
- Stallholders who do not comply will be reported on the incident report where appropriate action will be taken Market Manager
- Traffic controllers communicate via walkie talkies/mobile phones
- Traffic controllers and Market Manager focused on traffic movement and setup until half an hour before the market opens
- At conclusion of bump in, traffic controllers put up barricades up at bottom of ramp to prevent any fourth vehicles entering.
- The TCs are to close up carpark once all vehicles are in.

7.30am

- All vehicles to be out of the market area and parked in their allocated positions in preparation for the market to commence
- Completion of stall set-up. All stalls are to provide their own tent and tables.
- Market Manager and Market Assistant to walk around the Market site to check tents, weights, tidiness, walkways / corridors are clear and no obviously visible hazards, hygiene and to ensure all stall holders are in compliance with the NSW food and safety policies as stated in the 'Risk Assessment Plan' and within the Statement of Environmental Effects
- 2 x Traffic Controllers are to put outdoor furniture out and to place bins in designated spots throughout the market.
- Market Manager and Market Assistant to check tables and chairs are clean
- Market Manager/Assistant is to check that the nearest toilets are clean and tidy and ready for patrons
- Market Manager and Assistant are to check foods stalls have fire extinguisher, fire blanket and where relevant sneeze guards
- Market Manager and Assistant are to check that stalls look well presented.
- Market Manager and Assistant to check the site is clean.

8am

- Market commences
- Market Manager and Assistant are to be aware of any late arrivals, as no vehicle access to Market site after 7.30am.
- Late arrivals will have to park in the lower rooftop carpark and trolley their goods up the ramp.

8.15am

- Traffic Controllers finish up

8.45am

- Market Manager goes on break for 1 hour.
- Market Assistant to take over.

10.15pm

Market Assistant finishes and Market Manager returns to duties.

**Throughout the day the Market Manager is to make sure that rubbish is picked up, tables are cleared and wiped down and to check nearby toilets. If the nearby toilets need cleaning, the Market Manager is to call Centre Management.*

*** Throughout the day the Market Manager is onsite to trouble shoot and to be on call with any incidents that may arise. They are the point of contact for the stallholders and the patrons.*

1.30pm

- Market Assistant returns to duties. Checks in with Market Manager.

2.00pm

- Traffic Controllers returns to duties. Checks in with Market Manager.
- Traffic controllers back in position. They are not to let anyone in to Market site until it is cleared of pedestrians.
- Market is closed
- Stall holders cease trading
- Market Manager and Assistant walks around to clear public from the site
- Stallholders commence pack down in preparation for loading their vehicles
- Market Manager and Assistant ensures all stallholders take their rubbish with them and it is not left onsite.
- TC s takes down barricade at bottom of the ramp.

2.15pm

- Bump out commences
- Market Manager directing stallholders in accordance with the bump out schedule
- Stall holders to go to their vehicles once they are packed down and ready to load.
- Stallholders will only be allowed access in accordance with the bump schedule
- Once stallholders have loaded their vehicles they will be directed offsite by the Market Manager and Assistant.

3.45pm

- Bump Out concludes
- Traffic Controllers put away the outdoor furniture, over seen by Market Assistant.
- Market Manager and Assistant does site review to ensure the site is returned to original state.
- Bins returned to pick up location by the TCS and as agreed with by Northern Beaches Council waste department
- Market Manager and/or Assistant to do check of nearby toilets.
- Market Manager and Assistant are to make sure no rubbish is left on ground or around the Market Site.
- Market Manager and/or Assistant confirms site is clean and clear.

4pm

- All staff leave
- Market site is closed and locked by Market Manger.