

RESOURCE: Stall Holder Risk Assessment / Checklist

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 Belmont Market encourages all stall holders to hold public liability insurance when operating. The Belmont Market 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.

Name of Stall:		Date of Market:	
Name of Market:		Weather on Day:	
Stall Staff On Site:			
Audit Conducted By:			

		SEVERITY RATE			
		MINOR INJURY / NEGLIGIBLE - A	MODERATE INJURY / HARMFUL - B	SERIOUS INJURY - C	FATAL INJURY - D
PROBABILITY	RARE – 1	1A	1B	1C	1D
	UNLIKELY – 2	2A	2B	2C	2D
	POSSIBLE – 3	3A	3B	3C	3D
	LIKELY – 4	4A	4B	4C	4D
	ALMOST CERTAIN - 5	5A	5B	5C	5D

ITEM	HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Moving car during bump in / bump out	<ul style="list-style-type: none"> - Moving car in crowded area - Moving car under fatigue 	<ul style="list-style-type: none"> - Could crash into humans, other cars and/or objects 	<ul style="list-style-type: none"> - Only move car during bump in / bump out times - Obey the speed limit of 5km/h - Ensure driver is in appropriate state to drive (alertness, reflex's, etc.) 			
Long distance travel to market	<ul style="list-style-type: none"> - Driving under fatigue 	<ul style="list-style-type: none"> - Falling asleep at the wheel resulting in crash 	<ul style="list-style-type: none"> - Ensure a good night sleep before the market day - Only drive under appropriate conditions and if safe to do so - Take turns driving if possible - Power nap if feeling drowsy 			
Gazebo / Marquee /Trestle Tables / Shelves	<ul style="list-style-type: none"> - Movement during high winds - Manual labour - Pieces falling off 	<ul style="list-style-type: none"> - If not erected correctly it may collapse causing injury or damages - Movement during high winds causing injury or damages 	<ul style="list-style-type: none"> - Freestanding gazebos are to have all legs secured and weighted down with no less than 20kg. - Ensure weight limits are identified and adhered to - Manufactures instructions to be followed during assembly and dissemble - Check with market staff if unsure 			
Theft	<ul style="list-style-type: none"> - Customers stealing items from stall 	<ul style="list-style-type: none"> - Customers stealing items from stall - Confrontation 	<ul style="list-style-type: none"> - Have an action plan in place in case a theft occurs - Set up stall, including staff location to have a good view of stock and customers 			
Dehydration / Sunstroke	<ul style="list-style-type: none"> - Human body being exposed to direct sunrays for an extended period of time 	<ul style="list-style-type: none"> - Dehydration - Elevated body temperature - Fainting - Potentially fatal 	<ul style="list-style-type: none"> - Wear loose-fitting, lightweight clothing - Wear sunscreen / hat - Drink plenty of water - Never leave anybody in a parked car - Take time away from the sun when possible 			
Aggressive customer / member of the public	<ul style="list-style-type: none"> - Aggressive confrontations 	<ul style="list-style-type: none"> - Physical assault of stall holder - Verbal assault of stall holder 	<ul style="list-style-type: none"> - General three step method of dealing with aggressive customer through negotiation includes: 1. Listen, 2. Show empathy, 3. Find a resolution - Notify market staff for assistance - Call market staff mobile (number below) 			
Unsecure objects / signage	<ul style="list-style-type: none"> - Movement during high winds - Falling objects 	<ul style="list-style-type: none"> - If not erected correctly it may collapse causing injury or damages - Movement during high winds causing injury or damages 	<ul style="list-style-type: none"> - Ensure weight limits are identified and adhered to - Manufactures instructions to be followed during assembly and dissemble - Check with market staff if unsure 			
Trip hazards	<ul style="list-style-type: none"> - Objects below knee level 	<ul style="list-style-type: none"> - Patrons and stall holders may trip causing injury 	<ul style="list-style-type: none"> - If you stall is arranged for patrons to walk through, ensure walk ways are clear and void of protruding objects 			

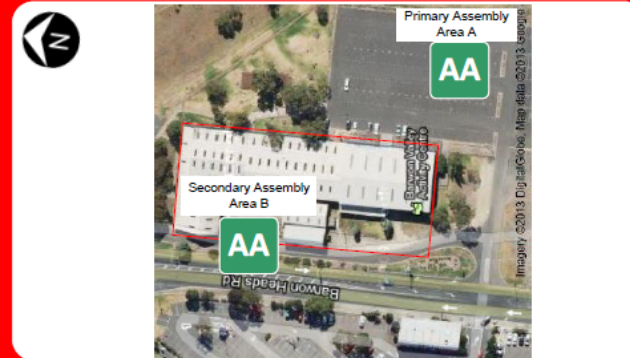
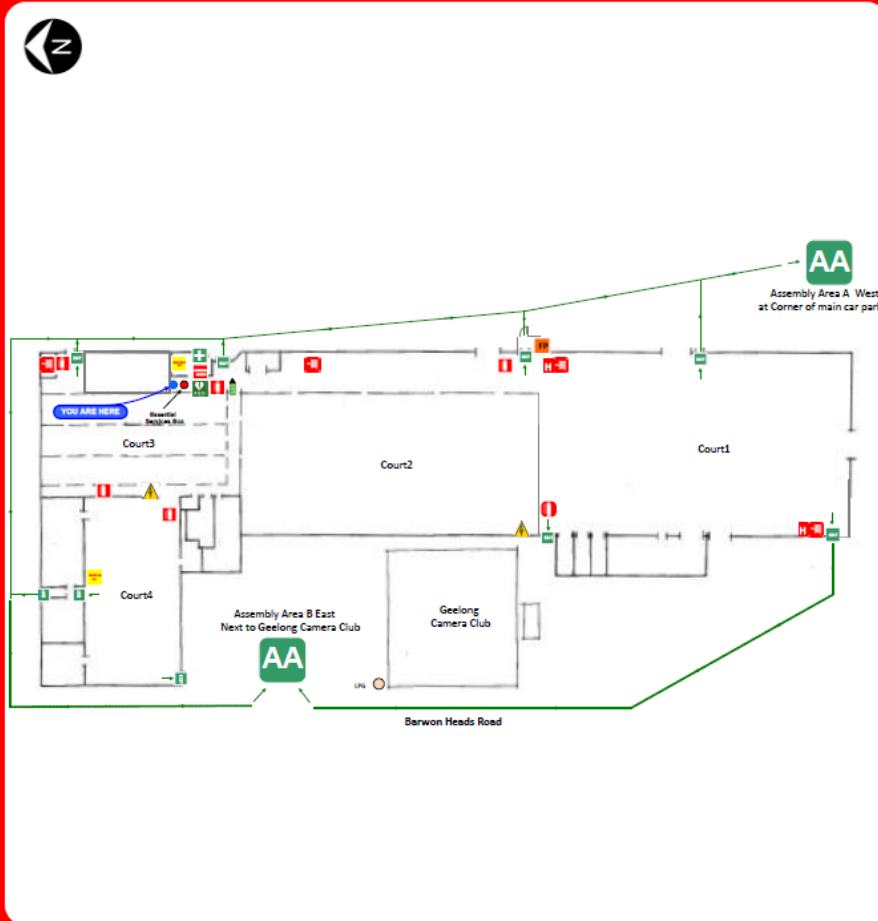
ITEM	HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Power cables	<ul style="list-style-type: none"> - Leads exposed - Leads creating trip hazards - Leads close to water 	<ul style="list-style-type: none"> - Electrocutation hazard to staff and patrons - Trip hazards 	<ul style="list-style-type: none"> - All leads and appliances to be tagged and tested - All equipment to be correctly maintained and inspection checklist/reports available for review - Mains and generator supplied power to be installed by a qualified electrical contractor - Ensure cables on the ground are covered with anti-trip mats 			
Slippery surface	<ul style="list-style-type: none"> - Rainwater, mud on market surface - Sudden changes in weather 	<ul style="list-style-type: none"> - Potential falls causing injury or damages 	<ul style="list-style-type: none"> - Wear suitable footwear - Put anti-slip removable surface down - Move with caution during wet conditions 			
Onsite emergency	<ul style="list-style-type: none"> - Extreme weather - Antisocial behavior - Extreme antisocial behavior 	<ul style="list-style-type: none"> - Damages to plant equipment / stock - Injury 	<ul style="list-style-type: none"> - Ensure that you have viewed and understand the emergency evacuation plan displayed at the venue and at the bottom of this document - Cooperate with instructions from Chief and Area Wardens, Emergency Services where appropriate - Develop contingency plan for situations where CoGG staff are unavailable to help 			
Manual handling	<ul style="list-style-type: none"> - Stall holders lifting equipment which could cause muscle or spinal damage 	<ul style="list-style-type: none"> - Incorrect manual handling leading to injury 	<ul style="list-style-type: none"> - Stall holders to have correct lifting equipment and trolleys for assistance - Manual handling training - Inductions 			
Faulty equipment	<ul style="list-style-type: none"> - Faulty equipment causing damage to staff and/or stall holders/customers 		<ul style="list-style-type: none"> - Stall management to keep a log of all equipment testing and tagging, also put in place a regular maintenance inspection of tables, clothes racks, anything associated with the stall - Documentation of the time equipment was checked / inspected to be kept on site by stall holder 			
















ITEM	HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
<i>OTHER ITEMS IDENTIFIED BY STALL OPERATOR</i>						

EVACUATION MAP

FACILITY ADDRESS:
BVAC, Barwon Heads Rd, Belmont
3216

MAP NUMBER: 01
VERSION: 03
DATE: 14/10/2013



-  FIRE PANEL
-  MANUAL FIRE ALARM
-  SWITCH BOARD
-  WARDEN KIT
-  FIRST AID KIT
-  AED
-  FIRE HOSE REEL
-  FIRE EXTINGUISHER
-  FIRE BLANKET
-  FIRE HYDRANT
-  ESSENTIAL SERVICES BOX
-  EXIT
-  PATH OF EXIT
-  ALTERNATE PATH
-  ASSEMBLY AREA

FIRE ORDERS

- 1** Assist any person in immediate danger – if safe to do so 
- 2** Close the door 
- 3** Call the Fire Brigade on: **000** 
- 4** Attack the fire – if trained and safe to do so 
- 5** Evacuate to the nearest Assembly Area 
- 6** Remain in assembly area and ensure everyone is accounted for 