

# BOUTIQUE MARKETS

*Handmade Local Fresh*



## Traffic Management Plan

The event, 'Boutique Markets' is to be held at Queens Wharf Park in Morpeth. It is a Community Market event being held on the second Sunday of every month throughout the year. The event consists of markets stalls, entertainment and refreshments.

The Traffic Management required for this event will be implemented to provide a safe environment for all road users, event participants, organisers and the general public. Action is required only for event participants, stall holders, and organisers entering and existing the market site. Access to this site for the general public is via existing public roads and walkways.

The event is held off Queens Wharf Road in the Council maintained park area. The event will occur off local government roads. To enable the community markets to take place, there will be no road closures required.

This document is to focus on how traffic is managed on the site, including:

1. How many cars are anticipated to attend?

Market organisers and staff +/- 10, Stall – 35+, Public – 500+/-

2. How many people are anticipated to not drive – i.e. walk to or catch public transport and how can they have access with increased traffic in the area

Locals +/- 200, No public transport available to Morpeth.

3. Where will the anticipated number of cars park and how will this be managed

Queens Wharf Park has 11 car spaces and 2 disabled allocated spaces for the public to park aswell as Swan Street and surrounding streets . We have directed all of our stall holders and staff to park along Morpeth Rd and Tank Street. All vehicles are to abide road rules.

4. Where and how will stall owners park and access the site to set up and set down

Set up - All stall holders will be met at the gate entry to QWP by staff in fluoro vests, all vehicles enter QWP with hazard lights on and are escorted to their site at walking pace, unload vehicles and then escorted to gate to exit QWP. All stall holders are directed to park on either Morpeth Road or Tank Street.

Set down - At completion of markets, vehicles are met by staff at gate to enter QWP and escorted to site to load vehicles. Stall holders will then be escorted back to gate to exit QWP.

5. How will traffic safety be managed

Traffic on public roads are to obey by road rules.



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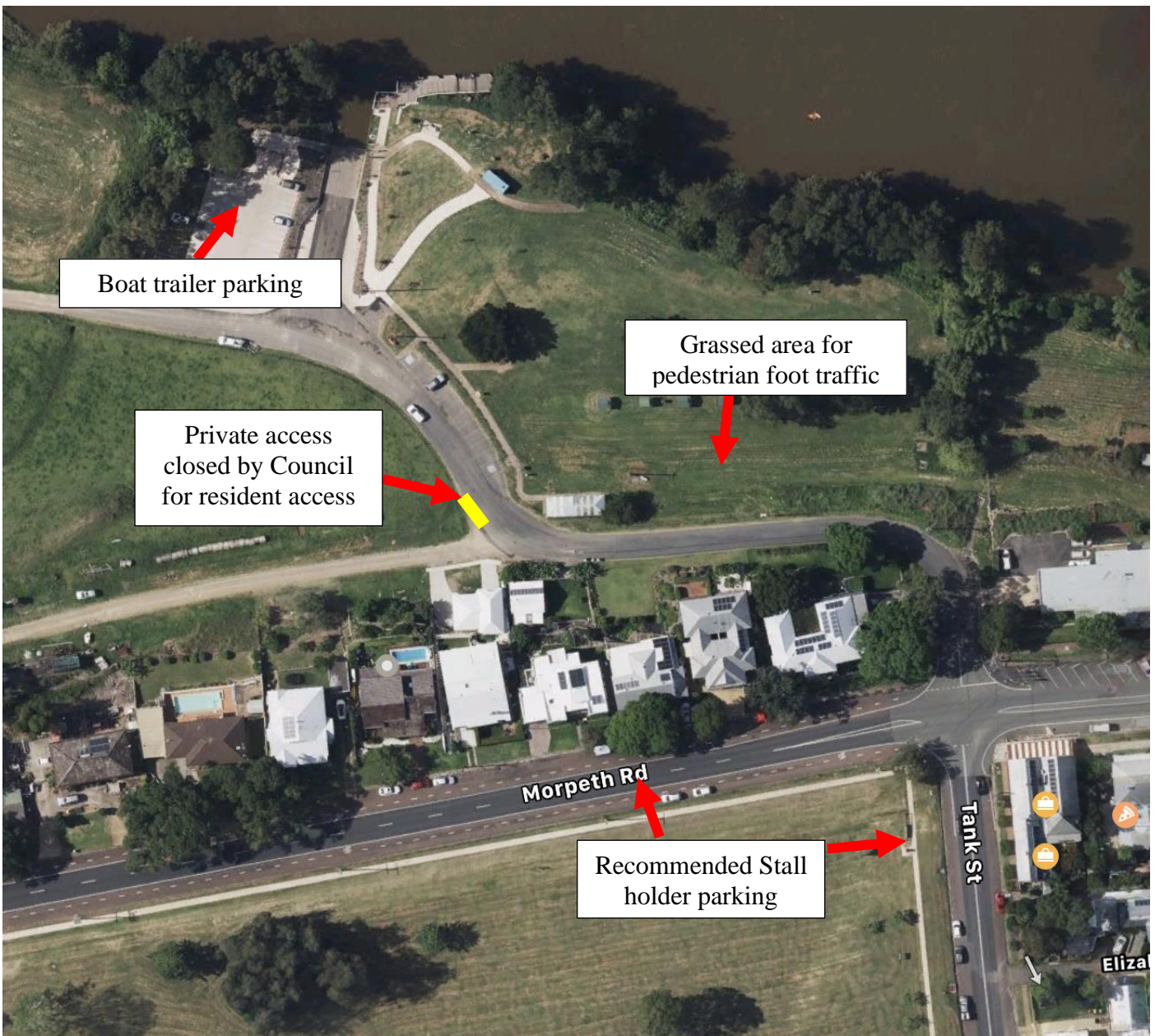
6. What signs are provided to assist in safety management

Council have advised the only private access road that will be closed will be a private lane for residents to access their driveways.

7. How will the event impact on the baseline traffic and pedestrian movements of the area

Increased traffic to QWP by cars seeking a carpark, pedestrian movement will increase due to limited car spaces available at QWP. There are grassed areas alongside road to walk down road to QWP after parking on either Swan and Tank Streets or Morpeth Road.

8. Typically this would include basic maps to indicate parking and movement areas and proposed signage



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## Traffic Incident Log

Date	Time	Name	Car Rego	Incident



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## 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. Boutique Market encourages all stall holders to hold public liability insurance when operating. Morpeth Boutique 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.

<b>Name of Stall:</b>	Various Stalls	<b>Date of Market:</b>	8 <sup>th</sup> May, June 12 <sup>th</sup> , July 10 <sup>th</sup>
<b>Name of Market:</b>	BOUTIQUE MARKETS	<b>Weather on Day:</b>	
<b>Stall Staff On Site:</b>	Linda Robertson, Andrew Robertson, Ang Fullford		
<b>Audit Conducted By:</b>			

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



ITEM	HAZARD(S)	POTENTIAL RISK(S)	(number below) POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Unsecure objects / signage	<ul style="list-style-type: none"> <li>- Movement during high winds</li> <li>- Falling objects</li> </ul>	<ul style="list-style-type: none"> <li>- If not erected correctly it may collapse causing injury or damages</li> <li>- Movement during high winds causing injury or damages</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure weight limits are identified and adhered to</li> <li>- Manufactures instructions to be followed during assembly and dissemble</li> <li>- Check with market staff if unsure</li> </ul>	3C		
Trip hazards	<ul style="list-style-type: none"> <li>- Objects below knee level</li> </ul>	<ul style="list-style-type: none"> <li>- Patrons and stall holders may trip causing injury</li> </ul>	<ul style="list-style-type: none"> <li>- If your stall is arranged for patrons to walk through, ensure walk ways clear and void of protruding objects</li> </ul>	4C		
Power cables	<ul style="list-style-type: none"> <li>- Leads exposed</li> <li>- Leads creating trip hazards</li> <li>- Leads close to water</li> </ul>	<ul style="list-style-type: none"> <li>- Electrocutation hazard to staff and patrons</li> <li>- Trip hazards</li> </ul>	<ul style="list-style-type: none"> <li>- All leads and appliances to be tagged and tested</li> <li>- All equipment to be correctly maintained and inspection checklist/reports available for review</li> <li>- Mains and generator supplied power to be installed by a qualified electrical contractor</li> <li>- Ensure cables on the ground are covered with anti-trip mats</li> </ul>	3D		
Slippery surfaces	<ul style="list-style-type: none"> <li>- Rainwater, mud on market surface</li> <li>- Sudden changes in weather</li> </ul>	<ul style="list-style-type: none"> <li>- Potential falls causing injury or damage</li> </ul>	<ul style="list-style-type: none"> <li>- Wear suitable footwear</li> <li>- Put anti-slip removable surface down</li> <li>- Move with caution during wet conditions</li> </ul>	3C		
Onsite emergency	<ul style="list-style-type: none"> <li>- Extreme weather</li> <li>- Antisocial behavior</li> <li>- Extreme antisocial behavior</li> </ul>	<ul style="list-style-type: none"> <li>- Damages to plant equipment / stock</li> <li>- Injury</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure that you have viewed and understand the emergency evacuation plan displayed at the venue and the bottom of this document</li> <li>- Cooperate with instructions from Chief and Area Wardens, Emergency Services where appropriate</li> </ul>	3C		
Manual handling	<ul style="list-style-type: none"> <li>- Stall holders lifting equipment which could cause muscle or spinal damage</li> </ul>	<ul style="list-style-type: none"> <li>- Incorrect manual handling leading to injury (sprains/strains).</li> </ul>	<ul style="list-style-type: none"> <li>- Stall holders to have correct lifting equipment and trolleys for assistance</li> <li>- Manual handling training</li> <li>- Inductions</li> </ul>	3C		



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	damage					
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ITEM	HAZARD(S)	POTENTIAL RISK(S)	POTENTIAL RISK CONTROL(S)	RATING (1A)	ACTION TAKEN	RESPONSIBLE
Wildlife/ Environmental elements	<ul style="list-style-type: none"> <li>- Animal/insect bites</li> <li>- Falling objects (tree branches, sticks).</li> <li>- Terrain conditions</li> </ul>	<ul style="list-style-type: none"> <li>- Severe bites or stings.</li> <li>- Slips, trips &amp; falls due to uneven surfaces.</li> <li>- Body injuries from fallen objects.</li> </ul>	<ul style="list-style-type: none"> <li>- Ensure and first aid kit and someone qualified to administer is always accessible on site.</li> <li>- Ensure stalls are stationed on as even as possible surfaces. Avoid slopes/hills.</li> <li>- Avoid setting up stalls near big trees, assess area before commencing.</li> </ul>	4D		
Covid-19 from customers /staff who are infectious	<ul style="list-style-type: none"> <li>- Staff or other customers contracting covid-19.</li> </ul>	<ul style="list-style-type: none"> <li>- Could result in serious illness or death.</li> <li>- Moderate risk level, while there only few local cases the consequences may be severe.</li> </ul>	<ul style="list-style-type: none"> <li>- Cleaning and disinfecting in accordance with guidance from Safe Work Australia and public health authority.</li> <li>- Frequently touched surfaces including counters, handrails, doors, till, phones, display tables, and EFTPOS facilities are regularly cleaned.</li> <li>- Customers are requested to only touch items they are interested in purchasing.</li> <li>- Physical distancing – floor has markings to keep workers and customers at least 1.5m apart from each other. Other signs indicating.</li> <li>- Payments are preferably accepted via tap and go.</li> <li>- Alcohol based hand sanitiser is provided at all workstations and on entry to the shop (out of reach of children).</li> <li>- Posters on hand washing/sanitising are prominent at all market stalls and hand washing facilities are available in the bathrooms.</li> <li>- Ensure customer are abiding by the square meter ruling. Have signage in effect on every market stall.</li> </ul>	3D		





