Gloucester Farmers Market

Safety Procedures

THESE PROCEDURES – are site specific for stallholders attending the Gloucester Farmers Market located in Billabong Park, Gloucester. These procedures, which form part of the Market Rules, cover the hazards, control measures and site safety rules that apply to each area of the Market site. You are encouraged to retain a copy of this information.

Site Access

Entry and exit to and from the site is via Denison Street, immediately to the west of the toilet block as shown on the site layout diagram below.

Entry and exit

All vehicles entering the site will observe a 10 km/hr speed limit at all times and all stallholders must report to the Market Manager upon arrival who will maintain a visitor register for that day. Entry ramps will be provided to cross the gutter and these will be in place from 7:00am to 8:30am and from 12noon to assist entry to and exit from the site. There must be no vehicle movements on the Market site between 8:30am and 12:00pm.

Market Safety Procedures continued ..

Parking

Generally, parking is available adjacent to the stallholder's site. If vehicles are to be parked 'off' the market site, there is parking available in the 'sealed' Council car park. Please note that the *unsealed* parking area to the North of the Council car park is private property belonging to the supermarket and not to be used.

Emergency Evacuation and Assembly Area

Council has an Emergency Evacuation Plan for this site. In the event of an emergency, as a visitor you are required to strictly follow the directions given by the Market Manager.

Note: The Emergency Assembly Point for this site is located at the toilet block in Dennison Street as shown on the above map and on page 1 of this document.

You will be notified of any requirement to evacuate by the Market Manager raising the alarm and directing you to evacuate. You should move to the Assembly Point unless instructed to do otherwise. In the event that an emergency vehicle is required to enter the site, the Market Manager, who will be contactable via the Community Stall located adjacent to the band stand/flag poles, will direct a person to the vehicle entry point to assist with directing the emergency vehicle to the required location.

First Aid, Fire Extinguishers

A First Aid Kit and Fire Extinguisher is located with the Market Manager at the Community Stall located adjacent to the band stand/flag poles.

Fuel and Chemical Stores

If you are bringing any potentially dangerous chemicals such as fuels and oils on to the Market, you must notify the Market Manager and provide a copy of the product Material Safety Data Sheet (MSDS).

Identifying Hazards and Risk Assessment

A comprehensive risk assessment has been prepared for this site and is available on the Market website. Alternatively, you should consult the Market Manager if you need a copy of this document.

Market Safety Procedures continued ..

Vehicle Movements

Other than Emergency Service Vehicles, only Stallholders may bring vehicles onto the site and must obey a 10 km/hr speed limit at al times. It is suggested that if reversing cannot be avoided, another person 'spots' for pedestrians. Vehicles entering the site must be in their final position (parked) with the engine off prior to the commencement of the Market and may only leave once the market is closed. No vehicles may move within the site during market opening times.

Drinking Water

Fresh drinking water is available from the toilet block located on Denison Street or from the bubbler located at the Northern end of the Market site.

Canopies, Tents and Ropes

Stallholders are to secure their sites against wind, rain and storm events. In extreme weather conditions, the Market Manager may decide to cancel the market for that particular day. All ropes are to have high visibility ribbons attached so as to ensure they are visible. Avoid stringing ropes or power cables in high pedestrian areas and ensure that all tent pegs / stakes are covered with plastic or cloth protection in case any person falls on them. Power leads should not lie on the ground uncovered and where possible extension/power cables should be connected overhead so as not to present an obstacle.

Toilet Facilities

Stallholders are to use the public toilets on Denison Street.

Power Lines and Electrical Equipment

There are no identified overhead power lines on this site; however there may be several powered sites that access power from the toilet or BBQ blocks.

All shelters, equipment, fittings or materials used at the Market are subject to a safety inspection. The outward sign of electrical compliance with the Act will be an Electrical Test Tag to AS3760. All leads and cables must be secured in a manner so as not to create trip hazards.

If any shelters, equipment, fittings or materials are deemed not to comply with OH&S regulations, or are considered to be unsafe for any reason, they shall be removed from the site at the expense of the Vendor.

Market Safety Procedures continued ..

Injury

Any injury regardless of how minor must be reported to the Market Manager who will assist you with first aid and record the details of the injury.

Information Retained by the Stallholder

You are encouraged to retain this information as it provides details that you may wish to refer to at a later date. Should you require further information concerning the hazards, control measures, safety rules or the operation of the Market site, please consult the Market Manager or Gloucester Farmers Market.
Council's administration centre can be contacted on 02 6538 5250.