

Attachment C

Plan of Management

PLAN OF MANAGEMENT - Kings Cross Market (Reviewed - 31/12/2023)

This plan incorporates our Safe Work Method Statements

This plan of management is arranged in process steps – tasks. Where there are associated hazards they are listed, then the hazard control measures are specified.

The current senior manager on site is John Moyle assisted by Marcus Whippy and Harry Fester.

Please note you are not employed to move heavy weights, handle electric leads or climb ladders. Do not pick up weights in excess of 15 kilos, do not string electric wires for traders and do not climb step ladders or otherwise adopt positions that can lead to you falling and hurting yourself.

Each Saturday:

1. Target to arrive for 6:50 so you are **NEVER** later than 7:00 am.
2. Wear your high vis jacket, either the wastecost or rainproof jacket dependent on the weather.
3. Check site for hazards. The major hazards on site at this time are trip and cut hazards in the form of rubbish and broken glass. Clear them. Use your pick-up stick to clear these items. If you see needles dispose of them in the sharps container whilst employing appropriate procedures.
4. **No traders are allowed in the market area before 7 am.** From 7:00 am allow traders to start setting up. Set up warning signs in accordance with our traffic management plan and allow access in accordance with its instructions. The major hazards during set up are vehicle movements. We have published a traffic code asking all traders to drive at under 5 kilometers per hour, keep the front windows down, radio off and use hazard lights. Remind any drivers who are not complying to do so.
5. Concentrate on the traffic movement but once the traders are largely in place:
 - a. Put out bins.
 - b. Check over our Emergency Station which includes our first aid kit.
 - c. Deploy the Emergency Station.
6. **Do not allow vehicles to drive on any grassed areas nor to allow tents or equipment/boxes to encroach on such area.**
7. Once set up patrol – check for:
 - a. Food hygiene – carry out the early morning checks that food vendors are complying with food safety requirements.
 - b. Trip hazards – this includes stallholder rubbish and electric wires. Electric wires can be a particular hazard. Make sure they are either strung overhead or covered with a mat/carpet (which is not itself a trip hazard).
 - c. Fire – those who use combustion generated heat to cook present a clear hazard. Ensure that they have no more than two gas bottles, one in use and one in reserve at their stall. Also ensure that the cooking is taking

place so that members of the public cannot fall onto the fire, for example a bbq can be at the rear of a stall away from the public. Check that any food stalls that are cooking have a fire extinguisher and blanket.

- d. Untidiness – loose boxes cause a clear trip and isle blocking hazard. Tell stallholders to be neat and to remove their own rubbish.
 - e. Blocked corridors – the blocking of corridors can impede emergency vehicle access. Make sure you advise traders to set up in a manner that leaves them clear and no to leave rubbish in them.
 - f. Dogs. Loose dogs are an obvious hazard. Ask the owner to keep them on a leash.
 - g. Amplified sound – our DA excludes musicians performing with amplified sound. There are buskers in the area who are outside our control but if a musician is paid by us and you see them using amplified sound you must ask them to stop.
8. At around 10am start to call at each stall and collect the rents. Give a receipt to everyone who pays you. NO EXCEPTIONS. Where your records indicate it check for insurance renewal and a copy of our signed traders agreement. Check that and our own 'organic' signage is displayed and that the trader is registered with the Council. Check that any food stalls that are cooking have a fire extinguisher and blanket. Note any breaches in compliance in your receipt book and report them to the office.
9. At 2:00 pm commence packing up. Once traffic movements have reduced replace the bins in their pick up location and check for rubbish and place it in bins. Use pick up sticks. Place sharps in the sharps receptical.

IN THE EVENT OF AN EMERGENCY DIAL 000

and phone the office 9999 2226, or Stephen 0413 545 182 or Elizabeth 0413 545 183 or Michael 0422 716 353.

Put these numbers in your mobile phone

Emergency Scenarios:

We can envisage the following types of emergencies. Read and understand the responses required.

1. Bomb threat

No matter how ridiculous the threat sounds, phone the emergency services and then ask everyone to leave the site owing to a bomb threat. Only re-enter when allowed by the emergency services.

2. Lost Children

You should keep a lost child with you or leave him/her with a suitable stallholder. Walk around the market shouting the name of the child, etc. if you cannot find a carer take the child to the police station.

3. Collapse of a Gazebo

While these structures are not heavy (under 30 kilo's) they may cause concern if they collapse. Go to the gazebo and offer any assistance that the people there may require.

4. Crowd Panic

In the unlikely event of crowd panic do not try and retain people. The site is without any confining barriers so the crowd should rapidly run out of the area. Go and help anyone who may have been hurt in the heat of the moment.

5. Assault

In the event that an assault occurs at the market, try and calm the parties down. Do not try to restrain any person or join in the matter. Phone the police immediately. Take down any details you can obtain in writing: names, addresses, brief detail of the incident, etc. If video can be captured then do but this is only if practical and not at the risk of injury of yourself or the public.

6. Theft

In the event of any theft at the market you should phone the police if the person stolen from asks you to. You should ask the offending party to remain until the police come, but do not try to restrain them. Take down any details you can obtain in writing: names, addresses, brief detail of the incident, etc

7. Evacuation

This is an open site. We do not have useful lists of the persons on site at any particular time. However, you can see the entire site almost at one glance and there are no restraining boundaries. Therefore ask (shout) for people to leave the site owing to an emergency and simply remind anyone still on site to go.

8. Cooking Fire

If the fire is contained use the fire blanket to smother it. If it is larger use the fire extinguisher at the stall and send for the second one from the store room. Even if the fire appears to be extinguished throw the fire blanket over it and leave it for an extended period to cool down.

If the fire is large simply call the fire brigade, and ask everyone to move away from the area.

9. Storms

The major risk here is high winds. Gazebos should be weighed down with 20 kilos of weight on each corner. In the event that the wind goes over 40 k an hour you should ask traders to take their tents down.

10. Medical Emergency

Call the nearest trained person and let them handle the matter. Dial 000 for Ambulance.