Amberley Farmers' Market Health & Safety Policy

1. Purpose

This policy sets out our commitment to providing a safe and healthy environment for all stallholders, staff, volunteers, contractors, and visitors.

We aim to prevent harm, comply with the Health and Safety at Work Act 2015 (HSWA), and promote best practice in food and public event safety.

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2. Scope

This policy applies to:

- All market activities on market days, including set-up and pack-down
- Market staff, management committee members, stallholders, contractors, customers, and visitors

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3. Responsibilities

Amberley Farmers Market Incorporated Society (the Market)

- Is the **Person Conducting a Business or Undertaking (PCBU)** under the HSWA
- Through the Management Committee (as officers), ensures due diligence is exercised in relation to health and safety
- Retains oversight of health and safety performance, including reviewing risks, incidents, and systems
- Works with stallholders and contractors (as PCBUs in their own right) to manage shared risks

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Market Coordinator (delegated authority)

The Management Committee delegates day-to-day health and safety management to the Market Coordinator, who will:

- Identify hazards and implement appropriate controls
- Coordinate health and safety on market days, including set-up and pack-down
- Maintain and communicate emergency procedures
- Provide induction and clear safety information to stallholders, volunteers, and contractors
- Maintain a register of incidents and near-misses
- Coordinate emergency response and escalate notifiable incidents in accordance with HSWA requirements

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Health & Safety Officer (support and advisory role)

The Management Committee may appoint a Health & Safety Officer to support the effective implementation and continuous improvement of health and safety at the Market.

The Health & Safety Officer:

- Supports the identification of hazards and monitoring of risk controls
- Assists the Market Coordinator to maintain a safe environment on market days
- May carry out site observations and raise any concerns with the Market Coordinator
- Assists with the review of incidents and near-misses and recommends improvements
- Contributes to the development and review of health and safety procedures and Schedule 1

The Health & Safety Officer works collaboratively with the Market Coordinator and stallholders to promote a positive health and safety culture.

The Health & Safety Officer does not assume overall responsibility for health and safety management.
Operational control of the market remains with the Market Coordinator, and governance oversight remains with the Management Committee.

Stallholders & Contractors (PCBUs in their own right)

- Comply with all market rules, Terms and Conditions, health and safety instructions issued by the Market Coordinator, and all relevant food safety regulations
- Take all reasonably practicable steps to manage risks arising from their activities
- Ensure all equipment (including gazebos, LPG, and electrical leads) is safe, compliant, and securely installed
- Immediately report hazards, incidents, or injuries to the Market Coordinator
- Work cooperatively with the Market and other stallholders to manage shared risks

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Volunteers & Staff (workers)

- Take reasonable care for their own health and safety and that of others
- Follow all reasonable instructions and use any required personal protective equipment (PPE)
- Participate in training and emergency procedures as required

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4. Hazard Management

Hazards are identified and managed through regular monitoring and the controls set out in **Schedule 1 – Identified Risks and Hazards**.

Key areas include:

- Site safety (walkways, surfaces, trip hazards)
- Vehicle movements during set-up and pack-down
- Food safety compliance
- Electrical and gas safety
- Weather-related risks

- Crowd management and public safety

Health and safety issues are managed according to the level of risk, with **immediate risks addressed on the spot by the Market Coordinator**, and **ongoing or repeated issues managed through the Market's escalation processes**.

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5. Emergency Procedures

- The **Market Coordinator has control of the site during emergencies**
- First aid resources are available on site
- Fire extinguishers are located at designated points
- Evacuation procedures and assembly areas are communicated during induction
- Severe weather responses (including early closure) are coordinated by the Market Coordinator

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6. Training & Communication

- Induction is provided to all stallholders and volunteers
- Safety information and updates are communicated as required
- Incident and near-miss reporting is supported and encouraged

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7. Incident Reporting & Review

- All incidents and near-misses must be recorded in the incident register
- The Management Committee reviews incidents to identify improvements
- This policy is reviewed annually or as required

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8. Compliance

Failure to comply with this policy may result in removal from the market, termination of membership of the Amberley Farmers' Market Incorporated Society, and/or notification to relevant regulatory authorities.

Sign-off

Market Coordinator: _____

Date: _____

Committee Chair: _____

Date: _____

Schedule 1 – Identified Risks and Hazards

The Market Coordinator is responsible for monitoring and enforcing the following controls.

Market Trailer

- Up-to-date Warrant of Fitness
- Safety chain used during movement
- Chocks under wheels whilst parked
- Safety cone on roadside corner

Vehicle Entry into the Market

- **Walking speed only (approximately 5 km/h)**
- Hazard lights used in poor visibility
- Check for pedestrians and other vehicles at all times
- Vehicles out of the market site by **8:45am**
- No vehicles back into the market before **12:30pm**
- Unload completely and remove vehicle promptly (and vice versa for pack-down)

Market Set-up

- Equipment not left on pathways
- Use appropriate lifting methods or equipment (e.g. sack barrow)
- Tables and chairs stable, locked, and safely positioned
- **All gazebos must be weighted on each corner from set-up to pack-down, no exceptions**
- Signs secured and removed in strong winds

Market Gazebo

- Bulletin board feet positioned safely and not protruding into walkways
- Tablecloths kept clear of ground level

Visitor Entry

- Signage warning of vehicle movement before 8:45am and after 12:30pm
- Signage advising visitors to look both ways at driveways

Market Site

- Monitor for uneven surfaces and report issues to Council
- Drain grates covered where required

- Electrical cords across pathways covered with mats
- Electrical equipment tagged by a qualified person
- Gas bottles certified and secured
- Disability ramp managed safely

Dog-Friendly Market

- Dogs on short leashes
- Owners clean up after dogs and remove waste
- Dogs removed if aggressive or disruptive

Stallholder Responsibility

- Each business is responsible for managing the health and safety risks arising from its activities

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