**FMO’s Farmers’ Market Risk Management Check-Up**

**Market Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

DD/MM/YYYY

**Completed by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Work through this quick list of risk management actions and activities that you or your market should be doing to keep vendors and customers safe.**

* **Check off the items you are doing**
* **Place a X on those that you should do or should consider doing**

**Add them up to see you score.**

**Refer to the Risk Management content on the Farmers’ Markets Ontario (FMO) website to help you and your market address and reduce risks.**

|  |  |  |
| --- | --- | --- |
| **#** | **Score** | **Action/Activity** |
| **Identifying and Reducing Risk**  **Reducing trip, fall and personal injury risks** | | |
| 1 |  | Have a site plan that shows stands, walkways, parking, emergency access & fire lanes |
| 2 |  | Vendors keep products and equipment inside stand lines |
| 3 |  | Vendors anchor canopies with at least 18kg (40 lbs) of weight strapped to each leg |
| 4 |  | Vendors fully set up before market opens and do not tear down until market closes |
| 5 |  | Manager inspects for trip hazards or uneven walking surfaces & gets them repaired and looks for and addresses other hazards and issues |
| 6 |  | Canopies, covers and umbrellas are removed & stored in high winds (40-50km/hr) |
| 7 |  | Parking & walking entrances & exits clearly signed or marked with pylons/barricades |
| 8 |  | Parking & vehicle movement is monitored & assisted by staff or volunteers |
| **Reduce Food-related risks** | | |
| 9 |  | Manager & vendors have reviewed the [Food Safety](https://www.farmersmarketsontario.com/food-safety-at-farmers-markets/) section of FMO website |
| 10 |  | Manager & vendors know difference between high-risk and low-risk foods |
| 11 |  | New food vendors are approved by Public Health Unit (PHU) before selling at market |
| 12 |  | Manager has organized a food handler training program in co-operation with local PHU |
| **Reduce Medical Emergency & Injury Risks** | | |
| 13 |  | Have an Emergency Plan & know 911 address |
| 14 |  | Have a well-stocked and accessible first aid kit |
| 15 |  | Have a megaphone to manage crowds |
| 16 |  | Use an **Incident Report Form** and take action to address issues |
| **Reduce Severe Weather Risks** | | |
| 17 |  | Sign up for Environment Canada and/or Weather Network weather alerts |
| 18 |  | Have a Market Closing Protocol or Procedure as part of your Emergency Plan |
| 19 |  | When you hear thunder seek shelter in a building/vehicle |
| 20 |  | Safely remove canopy frame & covers when winds are over 40km/per hour |
| **Managing Risk** | | |
| 21 |  | Your market is incorporated as a non-profit organization |
| 22 |  | Vendors should also consider incorporating their farm/business |
| 23 |  | Have a written agreement with your landlord/host |
| 24 |  | Have policies and procedures to identify responsibilities for risk management |
| 25 |  | Have and enforce vendor rules and regulations to ensure risks are reduced |
| 26 |  | Have an emergency plan |
| **Transferring/Sharing Risk – Insurance** | | |
| 27 |  | Your market has comprehensive general liability insurance & your board is aware of the FMO Group Insurance program with Co-operators |
| 28 |  | Your market manager & board know the details of your insurance coverage |
| 29 |  | Your board should consider Directors and Officers & Special Event Insurance |
| 30 |  | Vendors are aware of the FMO Vendor Insurance program with Duuo Insurance |
| **/30** | | **SCORE** |